

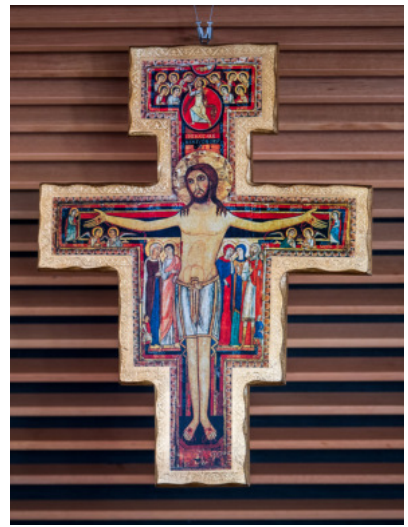


HOLY SPIRIT
CATHOLIC COLLEGE LAKEMBA

2025 STUDENT DIARY

Name:

Wellbeing Class:





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 Telephone: (02) 9740 8099
<https://holyspiritlakemba.syd.catholic.edu.au/>
 Email: info@holyspiritlakemba.catholic.edu.au

Student Name: _____

Year: _____ Wellbeing Class: _____

HOLY SPIRIT CATHOLIC COLLEGE VALUES

Holy Spirit Catholic College is a faith-filled community that is:

RESPECTFUL

of self, others and the community

REFLECTIVE

acting on feedback for learning growth

RESPONSIBLE

owning engagement in active learning opportunities

INQUISITIVE

acting on curiosity with creativity

ASPIRATIONAL

being hope-filled, resilient and adaptable

COLLEGE BELL TIMES

Monday – Wednesday and Friday		Thursday	
Move to Class	8.45 am	Move to class	8.45 am
Morning PC	8.50 am – 9.00 am	Morning PC	8.50 am – 9.10 am
Period 1	9.00 am – 10.00 am	Period 1	9.10 am – 10.00 am
Period 2	10.00 am – 11.00 am	Period 2	10.00 am – 10.50 am
Recess	11.00 am – 11.30 am	Recess	10.50 am – 11.10 am
Period 3	11.30 am – 12.30 pm (Angelus 12.00 pm)	Period 3	11.10 am – 12.00 pm (Angelus 12.00 pm)
Period 4	12.30 pm – 1.30 pm	Lunch	12.00 pm – 12.30 pm
Lunch	1.30 pm – 2.00 pm	Sport	12.30 pm – 2.30 pm
Period 5	2.00 pm – 3.00 pm		

OUR TRADITION

Holy Spirit Catholic College provides quality Catholic co-education for students from Years 7 - 12 which has grown from the rich traditions of service in education through the charisms of St Mary MacKillop and St John Baptist De La Salle.

OUR VISION

All Students at Holy Spirit Catholic College are learners, inspired by the Holy Spirit to create our future based on respect for self, diversity and the dignity of others.

OUR MISSION

- Educate young people in a happy and safe co-educational setting.
- Develop the Catholic faith among our staff and students by promoting involvement in the wider Catholic community.
- Inspire all members of the community to be enlivened by the Holy Spirit.
- Create opportunities for everyone to experience success and achieve their potential.
- Ensure equity and foster collaborative processes for all.
- Meet the demands and opportunities of life in an ever-changing world.

OUR CREST

The College Crest is founded on the Year of the Holy Spirit. It depicts the cross of our Saviour, Jesus Christ, with the dove representing the Holy Spirit. The depiction of the Holy Spirit emerging from the cross embodies the message of Pentecost "and the Holy Spirit came down on all" to spread the good news to all. Central to our Catholic faith is Jesus' death and resurrection to give us life. The Holy Spirit rising from the Cross is a clear representation of our salvation. The Holy Spirit empowers and inspires the lives of all in the College community.

OUR MOTTO

VENI SANCTE SPIRITUS

This Latin motto translates to 'Come Holy Spirit'. It embodies our faith in the Holy Spirit who enlivens, enriches, empowers and inspires all members of the College community. As at the time of Pentecost when the Holy Spirit came upon the Apostles as tongues of flames, so too the Spirit is upon all in Holy Spirit Catholic College.

HOLY SPIRIT CATHOLIC COLLEGE CAMPUS MAP



COLLEGE BUILDINGS AND LOCATIONS

The following buildings and locations were named in 2002. A consultative process involving students, parents and staff began in 1999 and culminated in the following dedications:

BURFORD: This building is named in recognition of the founding Principal of MacKillop Girls' High, Sr. Kath (Raymond) Burford rsj. Sr. Burford was the Principal from 1966 until 1969.

COUANI: This building is named in recognition of the founding Principal of Holy Spirit Catholic College, Mr. John Couani. Mr Couani was the last Principal of both MacKillop Girls' High and Saint John's College, Lakemba. He was Principal of Holy Spirit Catholic College from 1999 until 2001.

EORA: This building is named in honor of the local Indigenous people of the Sydney region. The name "Eora" means "here" or "from this place". Local Indigenous people used this word to describe to the British where they came from. "Eora" was then used to define the Indigenous people themselves.

FLORENCE: This building is named in recognition of the founding Principal of Saint John's College, Br. Florence Edward fsc. Br Florence was the Principal of Saint John's College from 1954 until 1960.

HARGRAVE: This building is named in recognition of Lawrence Hargrave 1850 – 1915. Hargrave was the Australian inventor of the box kite. His invention gave rise to the theoretical wing model that allowed the development of the first generation of European and American aircrafts.

RAWSON: The Rawson Centre is named in recognition of Fr. Garry Rawson, parish priest of St. Therese Lakemba, in honor of his 25th anniversary of service in priesthood. The Rawson Centre was specifically designed to cater for Creative Arts and Technology and Applied Science subjects.

OLD PRIMARY LAWN: This grassed area is named after the original use of the area. It was the playground for the primary students who attended the Primary Division of Saint John's College between 1954 and 1996.

MOYLAN MEADOW: This grassed area was originally a paddock that was bought from Canterbury Council in 1954 by the De La Salle brothers. It was then named in honour of Br. Austin Moylan who cleared the land and created the handball courts in order for the boys to have a play area.

SACRED HEART AMPHITHEATRE: This area of the College was originally where a statue of the Sacred Heart stood and was called "The Sacred Heart Lawn". Refurbishment of the site in 1999 saw the current amphitheatre constructed.

THE MACKILLOP CENTRE: The newest building opened in 2011 and was named after St. Mary of the Cross MacKillop. It houses the College Hall, MacKillop Theatre, Music rooms, Drama rooms, Canteen and Bookroom facilities.

In 2019 the College named Sr. Berenice Gallery, in the MacKillop Centre, in recognition of the long standing service of Sr. Berenice Cornish. Sr. Berenice served the College community for over 20 years. Sr. Berenice was initially a teacher at MacKillop Girl's High in 1980 and returned in 1999 – 2019 to be the College liaison with families.

ST JOHN'S OVAL: Originally part of St John's Bowling Club. This site was purchased by Sydney Catholic Schools in 2009. The Sproule Street car park sits on the site of the old Bowling Club. The bowling greens were cleared and this is now St John's Oval.

COLLEGE HOUSES

CAMPBELL **Colour:** Orange **Symbol:** the AIF sun

Campbell House is named in honour of Alec Campbell. He was the last surviving ANZAC who served at Gallipoli. He died in May 2002 aged 103. He was 16 when he enlisted and spent two months on the Gallipoli peninsula. After the war he led an active life as a builder and sailor. He believed in the importance of education achieving an Economics Degree in the 1950s and continued giving to the Australian community by working for the Heart Foundation until the age of 80. The house colour is orange and is significant with the rising and setting sun and is linked to the insignia of the AIF, the rising sun.

CHISHOLM **Colour:** Gold **Symbol:** a sailing ship

Caroline Chisholm arrived in Australia in 1838. She was repulsed by the used and abused women living and begging in the streets. She persuaded Governor Gipps to use an old immigration barracks as a women's home. She housed and found jobs for over 11 000 immigrants. Gold is symbolic of the wheat that dominated the Australian rural landscape. The ship represents Australia's link with overseas immigration.

LA SALLE **Colour:** Red **Symbol:** a tower

Saint John Baptist de la Salle was the founder of the of De La Salle brothers, who were initially educators of the young urban poor. The colour red comes from the La Salle family Coat of Arms. The tower is a symbol of steadfastness, also coming from the La Salle family Coat of Arms.

MACKILLOP **Colour:** Blue **Symbol:** AM + JJJ

Blessed Mary MacKillop was the founder of the Sisters of St. Joseph who were initially educators of young rural poor. The symbol of the house is a combination of the A and M of Ave Maria and Jesus, Joseph and John the Baptist. The house colour is blue. Both colour and symbol are central to the Josephite Crest.

MCCORMACK **Colour:** Purple **Symbol:** a laurel

Sister Irene McCormack was an Australian Josephite nun and missionary. She was executed on the 21st May 1991 by terrorists in Peru for feeding the poor. The house colour is purple and is one of the symbolic colours linked with St. Joseph. The laurel is found on the National Flag of Peru.

THERRY **Colour:** Green **Symbol:** shamrock

Father John Therry was the first official Catholic Priest in the Colony of New South Wales. He founded the first Catholic school in the colony and purchased the site on which St. Mary's Cathedral now stands. The house colour is emerald green and the symbol is the shamrock, both symbolising his Irish heritage.

Expectations of students

In line with the College values, students are expected to:

- Show **Respect** to all members of our community
- **Respect** College property and the environment
- Follow instructions from staff (**Respect**)
- Engage positively with learning opportunities (**Responsible**)
- Arrive on time and prepared for class with all required equipment, including a charged laptop (**Responsible**)
- Act in a manner that supports both their own learning and the learning of others (**Responsible**)
- **Reflect** on feedback for learning and personal growth
- Demonstrate a curious approach to learning, exploring new concepts and solving problems (**Inquisitive**)
- Strive to improve (**Aspirational**)
- Show perseverance to overcome difficulties and setbacks (**Aspirational**)

Homework

Homework is an extension of the learning process that occurs during school lessons. It builds on the 'partnership' between school and home.

Regular homework will:

- Improve your marks
- Make school more enjoyable
- Improve your memory
- Reduce anxiety during exams
- Develop the important skill of self discipline

Based on educational research, daily homework hours suggested by the College are:

- Year 7 & 8: 1 - 1½ hours
- Year 9 & 10: 1½ - 2 hours
- Year 11 & 12: 2 - 3 hours

Homework Club

- Homework Club occurs in the library on Mondays, Tuesdays and Wednesdays from 3.10 - 4.30pm.
- Teachers and ex students supervise and are available to assist students

There is always homework!

It can consist of:

- Completing set work for the subject
- Working on assessment tasks
- Reading ahead
- Revision of content
- General reading for enjoyment

Non-completion of homework

Students are responsible for completing all set homework. If homework is not completed, the consequences may include:

- A warning
- A caution
- Completing the homework during recess / lunch
- An email to parents
- A phone call to parents

Further action may be required by the College in cases of repeated non completion of homework

Plagiarism / Acknowledging sources

- See the assessment handbook for details (available on the College website)

Award System

MERIT	You can earn merits from teachers and other staff for a range of achievements, behaviour, effort, leadership and community service. These will be recorded via Compass and parents will receive a notification.
BRONZE 15 merits	When you have earned 15 merits you will be issued a Bronze Award which will be awarded to you in Homeroom.
SILVER 60 merits	When you have earned 60 merits you will be issued a Silver Award which will be presented to you in a Year Assembly.
GOLD 180 merits	When you have earned 180 merits you will be issued a Gold Award which will be presented at a College Assembly.
AQUINAS 15 merits	These awards are for students that have completed an outstanding academic achievement or shown significant improvement in regards to their regular class Assessment Tasks or class work ethic. An Aquinas award is equivalent to ONE Bronze Award and will be awarded to you in a Year Assembly.
HOLY SPIRIT GIFTS AWARD 15 merits	<p>These awards recognise a student who has demonstrated the gifts received at Holy Spirit Catholic College by behaving in a way which can be considered:</p> <ul style="list-style-type: none"> • Respect • Reflective • Responsible • Inquisitive • Aspirational <p>A Holy Spirit Gifts Award equivalent to ONE Bronze Award and will be awarded to you in a Year Assembly.</p>

Consequences

When students do not meet the College expectations, consequences may include:

- Verbal warning
- Cautions (six cautions automatically triggers a Tuesday detention)
- Removal from the yard for recess / lunch
- Contact with parents (phone or email)
- Tuesday detention for 60 minutes
- Friday detention for 90 minutes
- Behaviour check sheets
- Removal from class for a period of time
- External suspension

Communication

- The College Newsletter contains important information about the life of the College. This is shared via Compass every fortnight.
- Parent / Teacher / Student interviews and evenings are an excellent opportunity to communicate with your child's teachers.
- Phone calls and emails will be returned within three working days. If the matter is urgent, please let the reception staff know.
- Teachers are available to meet at pre arranged times. It is rarely possible for teachers to meet immediately if you attend the school site.

To communicate with the College, use these steps as a guide:

Subject Concern

1. Subject teacher. If still not rectified, see step 2.
2. KLA Coordinator via email or phone. If still not rectified, see step 3.
3. Leader of Learning - Curriculum via email or phone

Wellbeing Concern

1. Wellbeing teacher. If still not rectified, see step 2.
2. Leader of Wellbeing (Year Coordinator). If still not rectified, see step 3.
3. Leader of Learning - Wellbeing

Policies

These are all available on the College website:

- Resolution of Complaints
- Anti Bullying
- Hands Off
- Acceptable use of technology agreement
- Guidelines for an External Suspension
- Mobile Phone

Recess and Lunch

Designated areas:

- Year 7 - Old Primary Lawn and under MacKillop Centre
- Year 8 - Main Yard, Old Primary Lawn
- Year 9 - Main Yard, St John's Oval, Amphitheatre
- Year 10 - St John's Oval, Sandstone Steps near G Block
- Year 11 - Labs 5 and 6 Forecourt
- Year 12 - Moylan Meadow

Wet Weather areas:

- Year 7 - Area under MacKillop Centre.
- Year 8 - Outside labs 1-4, breezeway through to St. John's Oval and Lower H Block verandah.
- Year 9 - Amphitheatre
- Year 10 - F Block breezeway, bottom of F Block verandah and stair/locker area near F 11.
- Year 11 - Covered areas around labs 5 & 6 and at the back of labs 1-4.
- Year 12 - Yard area outside hall.

General Yard rules

- The Hands Off Policy applies
- Staff directions are to be followed
- Synthetic grass, grass and basketball/volleyball court areas are active areas. All other areas are passive
- Football games are 'touch'
- Balls should not be kicked above head height

Uniform

The following uniform expectations apply for students while at school and when the students are in public, including while travelling to and from the College.

Summer Uniform - Terms 1 & 4	Winter Uniform - Terms 2 & 3
<p>JUNIOR GIRLS</p> <ul style="list-style-type: none"> White, maroon and green dress (worn to the knee) Maroon College jumper (optional) White fold down or ankle socks Black leather lace up shoes with a block heel 	<p>JUNIOR GIRLS</p> <ul style="list-style-type: none"> White College blouse Maroon, green and grey skirt (worn to the knee) College blazer Maroon College jumper (optional) Grey stockings OR white fold down or ankle socks Black leather lace up shoes with a block heel
<p>SENIOR GIRLS</p> <ul style="list-style-type: none"> White College blouse Maroon, green and grey skirt (worn to the knee) Maroon College jumper (optional) White fold down or ankle socks Black leather lace up shoes with a block heel 	<p>SENIOR GIRLS</p> <ul style="list-style-type: none"> White College blouse Maroon, green and grey skirt (worn to the knee) College blazer Maroon College jumper (optional) Grey stockings OR white fold down or ankle socks Black leather lace up shoes with a block heel
<p>JUNIOR BOYS</p> <ul style="list-style-type: none"> White College shirt (tucked in) Grey trousers Black belt Maroon College jumper (optional) Grey or black socks Black leather lace up shoes with a block heel 	<p>JUNIOR BOYS</p> <ul style="list-style-type: none"> White College shirt (tucked in) Maroon tie with green and grey stripes College blazer Grey trousers Black belt Maroon College jumper (optional) Grey or black socks Black leather lace up shoes with a block heel
<p>SENIOR BOYS</p> <ul style="list-style-type: none"> White College shirt (tucked in) Senior tie Grey trousers Black belt Maroon College jumper (optional) Grey or black socks Black leather lace up shoes with a block heel 	<p>SENIOR BOYS</p> <ul style="list-style-type: none"> White College shirt (tucked in) Senior tie College blazer Grey trousers Black belt Maroon College jumper (optional) Grey or black socks Black leather lace up shoes with a block heel

OTHER UNIFORM CONSIDERATIONS:

- Sport jacket is only to be worn on Thursdays
- Tattoos are to be covered
- Undershirts must be white
- College cap
- Dark green woollen scarf
- Year 12 jersey can be worn as part of the sports uniform on Thursdays only
- The College bag

SPORT and PE UNIFORM

- Maroon College shorts with green and white stripes
- White College polo shirt
- College tracksuit pants and jacket (optional)
- College cap (optional)
- White ankle socks (visible)
- Lace up sports shoes. No casual or canvas type shoes.

HAIR and PRESENTATION

BOYS

- Hair is to:
 - be the student's natural colour
 - be neat and tidy
 - finish above the collar
 - not cover the eyes
- Differences in length must occur gradually and blend in
- Extremes of fashion are not permitted, including but not limited to; rat tails, mullets, undercuts, steps, lines, cornrows, braids, etc
- Hair is not to be tied back
- Use of gel/wax is to be minimal
- Boys are to be clean shaven

GIRLS

- Hair is to:
 - be the student's natural colour
 - be neat and tidy
 - be off the face
- Shoulder length hair is to be tied back
- Make up is not to be worn
- Nails are to be practical in length and natural in appearance
- Eyelashes are to be natural in appearance

Note - Not all scenarios can be listed, in all of these matters the decision of the Leader of Learning - Wellbeing is final.

JEWELLERY

BOYS

- A watch and one small ring are permitted
- Piercings or earrings are not permitted
- Necklaces and religious symbols are to be worn under the uniform and should not be visible

GIRLS

- A watch and one small ring are permitted
- Girls may wear up to two sleepers or studs in each ear lobe
- No other piercings or earrings are permitted
- Necklaces and religious symbols are to be worn under the uniform and should not be visible

Information for parents and students

Absence	<p>Entering parent approval for an unexplained absence: In the My News section of the Compass home screen, look for the notice; Attendance: Attendance note required. Click on the link just below the notice. The <i>unexplained</i> attendance tab then opens:</p> <ul style="list-style-type: none"> - Tick the boxes on the left side to select each attendance requiring approval - Press the <i>Explain with Note Approval</i> button <p>The Attendance note editor window opens:</p> <ul style="list-style-type: none"> - Select a reason for the absence - Enter a brief description of the absence - Press Save
Absence from assessment	Follow the procedures in the Assessment Handbook
Accident or illness at school	Report to the office. Minor injuries are treated at school. Staff will contact parents/carers if students are to leave school.
After school detention	<ul style="list-style-type: none"> - After school detentions are held in C22 On Tuesday from 3.10 - 4.10pm and on Friday from 3.10 - 4.40pm. - Both the student and parent will receive an email when a detention is issued. - Students who do not attend a Friday detention will not return to class until contact has been made with a parent/carer
Attendance exemption	For 5 or more days of leave, parents/carers are to complete an Application for extended leave form (A1) . Email completed forms to info@holyspiritlakemba.catholic.edu.au
Banned substances	Smoking/vaping or the possession of cigarettes/vape(s) will result in suspension.
Bullying	See the Anti Bullying Policy on the College website
Chewing Gum	Results in a caution being issued
College Newsletter	Posted on Compass and also available on the College website
Counselling	Students (and their parents) can request an appointment with the School Counsellor through their Leader of Wellbeing
Early Departure	A parent/carer communicates this through a written note or email. The student is to have this approved by their Leader of Wellbeing before signing out through the College office. If the parent cannot collect their child, permission to make their own way home must be in the written communication.
Electronic devices	The College cannot be held responsible for the loss or damage of electronic items at school. Acceptable use of technology agreement
Hands Off Policy	See the Hands Off Policy on the College website
Late arrival	Sign in through the Compass Kiosk and take your receipt to your teacher. Repeated late arrivals will accumulate to a detention

Lockers	See your Leader of Wellbeing to request a locker. Supply your own padlock
Lost Compass Card	Order a new card through the Compass settings tab. Cost \$10
Medication/ Medical plans	Complete the appropriate paperwork available through the office. Action Plan to be supplied annually.
Mobile Phones	Check Mobile Phone policy
Prohibited Items	Possession of knives, weapons (including replica weapons), laser pointers, alcohol or illegal drugs will result in suspension.
Trading at school	The buying, swapping or selling of items on school grounds is not permitted,
Travel	College expectations apply whenever the College uniform is worn. This includes travel to and from the College.

Sport

Sport occurs from 12.30pm each Thursday. Year 11+12 students are in supervised study if not representing the College.

- Students should not make medical or other appointments during sport time
- Full sports uniform is to be worn every Thursday

Representative Sport

- Each term, students are invited to try out to represent the College in the SCS sporting competition
- Once the teams are selected, training will occur weekly on a day and time determined by the coach
- Respect is to be shown to referees, the opposition and teammates, aligning with the College values
- Once arriving at the venue, the representative uniform for the relevant sport is to be worn in its entirety

Internal Sport

- Every 5 weeks students will be given the opportunity to rotate and take part in different sports.
- If unable to participate in sport, a note is to be given to the Sport Coordinator before 8.45am on Thursday