

**CLONARD
COLLEGE**
GEELONG

Year 7 2022 Handbook



Clonard College is a Kildare Education Ministries
Catholic School in the Brigidine Tradition.

Contents

Principal's Welcome	2
A Kildare Education Ministries Catholic School in the Brigidine Tradition	3
Transitioning to Clonard	7
Communication at Clonard	9
Wellbeing at Clonard	11
Learning Diversity Educational Support at Clonard	15
Child Safety Commitment	16
Music	18
Student Leadership and House Tradition	19
General Information School Day	20
Assessment and Reporting.....	22
Homework and Study Guidelines	24
Student Digital Device Program.....	25
Student Expectations and Procedures	26
Restorative Practices	29
Uniform.....	31
Fees.....	33
Student Health.....	35
Bus Travel & Conveyance Allowance	36
Clonard Grounds and Facilities	40

- Please note that in the ease of this document's publication, the use of the word 'parent' is inclusive of a student's carers and/or guardians.

Principal's Welcome

Dear Parents and Families,

It gives me great pleasure to welcome you to Clonard College, a Kildare Education Ministries Catholic school in the Brigidine tradition. At Clonard, we offer your daughters the environment and opportunities to achieve personal excellence in all areas of school life and beyond.

We work to develop their personal strengths and talents so they can be the best they can, through a broad curriculum and co-curricular program, coupled with over sixty years of achievement in all fields from academic endeavour to music, sport and community service.

We challenge our students to become independent and equip them with the skills necessary for life-long learning and making a difference. Inspired by the Kildare Ministries Living Justice Charter, we aim to give our students a strong sense of social justice, empathy with others and the self-confidence to find their place in the world.

Of utmost importance is the caring, supportive learning environment that exists at Clonard. In welcoming your daughter to Year 7, we are very aware of the individual needs they have as they embark on their secondary school journey. The staff at the College are here to support your daughters through their journey. Please feel free to contact us should you have any concerns.

We give thanks for the great opportunities that we have been blessed with at Clonard and we celebrate the unique giftedness of each and every student in our care. We thank you for entrusting the education of your daughter with us.



Luci Quinn
Principal



Clonard College

A Kildare Education Ministries Catholic School in the Brigidine Tradition

Wathaurong History

Clonard College is situated on Wathaurong Land, a region that spans along the coastline from Werribee River to Lorne peninsula and inland towards Ballarat. Wathaurong is a recognised tribe of approximately 25 clans that forms part of the Kulin Nation that have lived within these regions for more than 25,000 years.

The Clonard College community acknowledges the Wathaurong people, the traditional custodians of the land on which we educate our students. We honour and pay our respects to elders past, present and emerging. We commit ourselves to walk alongside all Aboriginal people in the quest for justice, reconciliation and recognition through the transforming power of education.

Brigidine Heritage

The Brigidine story begins in 1807 when Daniel Delany, Bishop of Kildare and Leighlin, Ireland, invited six women to form a religious community in Tullow, Co Carlow. He named them the Sisters of Saint Brigid, after the great 5th century Saint of Kildare.

In 1883, six sisters from Mountrath set sail for Australia to found the first Brigidine convent in Coonamble, NSW. From there other foundations were established throughout Australia. For more than two hundred years the belief that education has a fundamental role to play in spiritual, personal, social and intellectual development has engaged the imagination and energy of Brigidine women.

Clonard's Beginnings

Clonard was founded in 1956, after Parish Priest, Father John Tressider, invited the Brigidine Sisters to Geelong to accommodate more students seeking a Catholic education. The founding sisters acquired the site of Clonard in Herne Hill and began teaching in February 1956 to a student population of 40.

In more than 60 years since, Clonard has grown to accommodate 900+ students, expand its physical footprint and offer a 21st century education ingrained in the values of the Brigidine tradition. The Brigidine motto *Fortiter et Suaviter*, Latin for *Strength and Kindliness* was adopted by the founding sisters and became Clonard's motto, setting before us the virtues of Saint Brigid of Kildare.

Governance - Kildare Ministries and Stewardship Council

In September 2013 Kildare Ministries was established by the Holy See as a Public Juridic Person (PJP) at the request of the Congregation of the Sisters of St Brigid (Brigidine Sisters) to succeed and to carry on the ministries previously conducted by the Brigidine Sisters in Australia. In April 2014, Kildare Education Ministries (KEM), a public company limited by guarantee under the Corporations Act 2001 (Cth), was incorporated to govern the Brigidine Colleges in Victoria and South Australia.

Each College is operated by KEM which is responsible for the Catholic ethos and mission of the College and for the administration of the temporal goods assigned to it for its work. The Stewardship Council of Clonard College has delegated authority from KEM in matters such as policy, strategic planning, annual budget approval and community liaison. The Principal of Clonard College has delegated responsibility from KEM to employ and supervise staff, and to manage the College.



Core Values for Kildare Ministries Schools

At the heart of our College community is a commitment to nurturing faith. As a Kildare Education Ministries School in the Brigidine Tradition, we continue the traditions of our founders, the Brigidine Sisters, by responding to the following values:

- **Wonder** - Celebrating all that is good with joy and gratitude
- **Courage** - Speaking and acting with integrity
- **Hospitality** - Welcoming all
- **Hope** - Bringing a sense of purpose
- **Compassion** - Walking with and having empathy for all
- **Justice** - Making the needs of the vulnerable paramount

Kildare Ministries Schools



Kilbreda College
Mentone



Marian College
Ararat



Brigidine College
St Ives



Star of the Sea
Brighton



Brigidine College
Indooroopilly



St Joseph's College
Echuca



Killester College
Springvale



Kildare College
Holden Hill



Marian College
Sunshine West



Clonard College
Geelong

Kildare Ministries Community Works



Presentation Family Centre
Balnarring



Wellsprings for Women
Dandenong



Brigidine Asylum Seeker Project

Important Dates

TERM DATES 2022

TERM 1

Tuesday 1 February -
Friday 8 April

TERM 2

Tuesday 26 April -
Friday 24 June

TERM 3

Monday 11 July -
Friday 16 September

TERM 4

Monday 4 October -
TBA

TRANSITION DATES

Parent Information Evening

Wednesday 13 October
7-8.00pm

Year 7 2022 Singles Morning

Monday 8 November
9.00am - 12:45pm

Year 7 2022 Orientation

Tuesday 7 December
8:50am - 3.00pm

First Day of School 2022

Tuesday 1 February

* Please note unforeseen changes to these events may occur in line with COVID-19 restrictions.

People who can help

CONCERN	PERSON	CONTACT
 ENROLMENT QUERIES	First contact: College Registrar	E: registrar@ P: 5278 2155 (ext: 5)
 WELLBEING OR PROGRESS	First contact: Wellbeing Teacher	E: found via PAM OR P: 5278 2155 to request teacher to make contact
 ACADEMIC CONCERN	First contact: Subject Teacher	E: found via PAM OR P: 5278 2155 to request teacher to make contact
 URGENT MATTERS	First contact: Wellbeing Teacher OR WELCOM	E: found via PAM OR P: 5278 2155 to request teacher to make contact
 FINANCIAL HARSHSHIP	Business Manager:	E: helen.wood@ P: 5278 2155
 BUS TRAVEL QUERIES	Bus Coordinator: Lesley De Noronha	E: lesley.denoronha@ P: 5278 2155 (ext: 7)
 ICT SUPPORT & INFORMATION	ICT Helpdesk	E: helpdesk@ P: 5278 2155 (ext: 8)
 LEARNING NEEDS & SCHOOL INCLUSION	Learning Diversity Leader:	E: learningdiversity@ P: 5278 2155
 FEE INFORMATION & QUERIES	Accounts Receivable:	E: accountsreceivable@ P: 5278 2155 (ext: 4)

* All staff email addresses end in @clonard.vic.edu.au
 * WELCOM - Wellbeing & Community Leaders

Transitioning to Clonard

Clonard provides a supportive and structured approach to welcoming each student to the College.

Singles Day

Students who are the only students starting at Clonard from their primary school will be invited to attend Single's Day. This is an opportunity for these students to meet other students and staff and to alleviate any concerns prior to Orientation day.

Orientation Day

Students are invited to attend an Orientation Day in December after Clonard students have finished for the year. On this day, Grade 6 students are welcomed to their Wellbeing class and have the opportunity to meet their Wellbeing teacher for the coming year. College student leaders support the day by providing interactive games and tours of the facilities. Class groupings are carefully considered. Creating classes where a variety of abilities and talents are represented is most important. Students are generally placed with another student from their primary school so that there is a familiar face amongst the new group however a number of variables impact these groupings, such as language, English and Mathematics groups.

Students are asked to complete a Pre-Orientation Day workbook prior to this day as well as bring morning tea, lunch, pens, pencils, a water bottle. Students are required to wear their primary school uniform on this day and Clonard sports. Students can be collected at the end of the day at 3pm from the Kildare Theatre via the Church Street entrance.

First Day

Getting ready for the first day will be exciting. Year 7 students begin one day prior to students in Year 8 to 12. This assists with confidence and the transition process. Students will receive advice on Orientation Day about preparing their equipment and what to expect in the coming year. Families will receive further information from the Community and Wellbeing Leader in the week prior to the girls commencing their first day.

First Weeks

As there is such an adjustment to secondary school, Year 7 students have a supportive Induction Program in the first two weeks of the Term. The emphasis during these early weeks is on meeting new students and building an inclusive culture amongst the Year Level. The Induction Program will incorporate timetabled classes, along with familiarisation of the College's Library resources, ICT sessions and fun activities to support social connections.

Camp

A camp is held towards the end of Term 1. This is a timely opportunity to build upon the growing relationships amongst the students, not only in their Wellbeing class but across the Year Level. If there are any concerns about attending camp, contact with the Wellbeing and Community Leader is advisable. Most needs can be accommodated, and every effort will be made to meet these needs, if a student requires support to attend camp.

Dates: Monday 7 March – Wednesday 9 March 2022

Location: YMCA Lake Dewar Lodge, Myrniong.

* **Please note** unforeseen changes to these events may occur in line with COVID-19 restrictions.

Settling In

As the term progresses, the students are introduced to new routines and supported in their personal organisation. It is important that parents make contact with the College if they believe their daughter is experiencing extreme anxiety at this time. The Year 7 student will undertake the following area of study:



The following graphic is the College timetable that includes a normal day timetable (Mon/Wed/Fri) and a Wellbeing day timetable (Tues/Thurs).

Normal bell times - Mon / Wed / Fri				Wellbeing / Assembly bell times - Tues / Thurs			
Period 1	8:50	9:50	60	Period 1	8:50	9:45	55
Break 1	9:50	10:00	10	Break 1	9:45	9:55	10
Period 2	10:00	11:00	60	Period 2	9:55	10:50	55
Break 2	11:00	11:20	20	Break 2	10:50	11:10	20
Period 3	11:20	12:20	60	Period 3	11:10	12:05	55
Break 3 / Lunch	12:20	01:10	50	Period 3a - Wellbeing	12:05	12:30	25
Period 4	01:10	02:10	60	Break 3 - Lunch	12:25	01:20	50
Break 4	02:10	02:20	10	Period 4	01:20	02:15	55
Period 5	02:20	03:20	60	Break 4	02:15	02:25	10
				Period 5	02:25	03:20	55

Communication at Clonard

Communication with our families is a priority and our standard method of communication is email, using the address that you specified on the enrolment form. It is the parent or guardian's responsibility to provide updated information to the College as soon as your circumstances or details change. You can do this online:

W: clonard.vic.edu.au - Portals/Parent/Update Your Details

E: registrar@clonard.vic.edu.au

We ask that you bookmark this address in your web browser: clonard.vic.edu.au

Under Portals/Parents you can access PAM, SIMON, Operoo, CDFpay and relevant forms.

Parental Access Module (PAM)

Clonard's intranet platform, SIMON, has a companion product known as the Parental Access Module (or PAM). PAM allows parents to log into Clonard's intranet system to monitor school information and receive feedback about student requirements and progress. This is updated regularly by teachers so that parents can monitor and receive timely feedback on their daughter's progress in individual subjects. PAM is to be used to report absences, contact relevant teaching staff and make Parent/Teacher Interview bookings. Parents/Guardians will be provided PAM login details at the beginning of the school year.

PAM: <https://clonard.vic.edu.au/pam/> - includes PAM help guide.

ICT Assistance: helpdesk@clonard.vic.edu.au

Operoo (formerly known as CareMonkey)

At Clonard, we use Operoo which is a parent controlled electronic medical form for schools, clubs and other groups with a duty of care.

Using the Operoo system provides you the opportunity to update medical information promptly and accurately and provides the school with instant access to the emergency information provided by you. At Clonard, this information will only be visible by the relevant staff for your daughter(s) and will be managed in accordance with the Privacy Act.

You can use a PC, laptop, tablet or smartphone to enter the details including:

- emergency contacts (2 required)
- medical contacts
- medical checklist including asthma, allergies, seizures, diabetes
- health and ambulance insurance details
- notes and other care instructions from you.

As a parent/guardian you will receive an invitation in due course to join Operoo and enter details for your daughter(s). Operoo is also used as a parental permission for all school related excursions/activities including the emailing of school related information.

Operoo Enquiries: E: office@clonard.vic.edu.au

College News and Social Media

Parents are asked to maintain their interest and awareness of College events by reading the College news and Principal's blog each fortnight. Parents receive an Operoo notification which provides a direct link to the College website and the latest news.

W: <https://clonard.vic.edu.au/news-events/latest-news/>

Clonard College also post regular updates via its social media platforms. Currently, parents and students can follow us via the following social media platforms:

Facebook: <https://www.facebook.com/clonard>

Instagram: <https://www.instagram.com/clonardcollege/>

Twitter: <https://twitter.com/clonardcollege>

Parent Contact

Parents are requested to refrain from telephoning or messaging their daughter directly to their mobile during school hours. If parents need to have a message delivered urgently, they are requested to phone the College General Office **P:** 5278 2155 and the message will be prioritised and delivered at the most convenient time to the student.



Wellbeing at Clonard

A Whole School Approach

At Clonard we pride ourselves on offering opportunities for our community to learn the key concepts of living well. By explicitly and implicitly teaching key Social Emotional skills and competencies, we aim to develop well-rounded, confident young women who can live their best lives. As we continue to learn about the latest research in this emerging area of Wellbeing science, we will continue to adapt and adjust our approach. We aim to foster faithful, well balanced, grounded, compassionate and strong young people, through the provision of:

- timetabled Wellbeing program incorporating Respectful Relationships and Positive Education.
- parent education evenings and courses.
- homework help and development of study skills.
- close communication between Wellbeing staff, class teachers and parents.
- regular meetings between Year Level Community and Wellbeing Leaders, learning support and wellbeing staff to discuss individual student needs.

Our Program – *Wellbeing 2020+*

Our explicit Wellbeing 2020+ curriculum is modelled on best practice with many interactive, engaging activities that promote connection and relationship with their Wellbeing teacher and the Clonard community. Each student in Years 7 to 12 is involved in our Wellbeing Program. They will be in a Wellbeing class and aligned with a teacher who will be their Wellbeing teacher for the entire year. These classes will work together with other class groups in their year level to undertake explicit lessons that focus on social and emotional learning, positive education and physical movement. Each class will be allocated 3 x 1 hour sessions and 4 x 25 minute sessions each cycle. In these allocated time slots the students will undertake a variety of interactive activities that focus on building relationships.

Working in partnership with families we will focus on achieving:

- Improved student learning outcomes.
- Increased social and emotional intelligence.
- A better understanding of our character strengths.
- Increased GRIT and resilience.
- Improved understanding of growth mindset.
- Better mental and physical wellbeing.
- Engagement with learning and our peers.

Wellbeing topics explored:

- Transition
- Emotional Literacy
- Character Strengths and Core Values
- Hope and Gratitude
- Positive Coping and Self Knowledge
- Careers
- Positivity

Connection Conversations

Connection Conversations are an opportunity for families to check in with their daughter's Wellbeing teacher. Rather than a focus on academics, these conversations have a wellbeing approach where we will discuss the current Wellbeing program being implemented in the classroom and your daughter can share her experiences with you.

This is also a time to learn about the extra-curricular activities your daughter is involved in and find out about other opportunities available. We encourage students to attend as well, providing another opportunity to build on relationships at Clonard. Connection conversations occur termly and run for 10 minutes sessions.

Student Services at Clonard

At Clonard College we have adopted a whole school approach to wellbeing informed by the eXcel: Wellbeing for Learning in Catholic School communities and Horizons of Hope: Wellbeing Foundation Statement. Our approach to building a positive, safe and inclusive community is complemented by our explicit 7-12 Wellbeing curriculum and the structure of our day. A positive sense of wellbeing supports a base for rich learning that enables young people to flourish. Our goal through our approach is to enable young people to build self-esteem and improve social and emotional competencies, to develop their sense of self, agency and resiliency. Through this approach most of our students will benefit from the whole school program. At times some young people may need extra support or intervention strategies. Our Student Services Team consists of a Social Worker, Counsellors and Youth Worker.

The team is able to receive referrals through three primary methods, these include teachers through Wellbeing community Leaders (WELCOMs), direct from WELCOMs and direct from students. Referrals received from teachers and those submitted by WELCOMs are assessed prior to submission to the Student Services team using a referral framework. This ensures the best pathway of support for the student.

The referral framework aims to determine the situation while considering the expectations of the referrer, student and parent/carer to establish how support can be delivered most effectively. On deciding the best pathway, the support is implemented, followed by both informal and formal communication allowing those involved to be informed of the level of support being agreed.

We recognise that some students may need more specialised or ongoing supports. Following a period of 6 weeks with our team a review of outcomes for the student will determine if this is appropriate. Students and families will be advised of appropriate external referral options. Some families already have support services in place for their daughters outside of the College. Our team is happy to receive recommendations from external professionals to help create support plans for the students in our college however we prefer not to have a parallel program in place that might conflict with the therapy already being received externally.

Parents/carers are critical partners in our supports to students and will be involved where appropriate whilst we maintain the focus on our service to the student. Parents/carers are asked to complete the Student Services Consent form on an annual basis. Students are also then asked to give consent before undertaking any counselling sessions or youth support services. There may be times where a student accesses Student Services without parental consent. In such cases, the following is considered:

- The best interests of the child are paramount
- The child is the 'client'
- The duty of care is owed to the child
- The child is considered a mature minor

Ensuring a team based approach is critical to the success of any student supports and so the Student Services Team members work closely with the College Leadership Team, Learning Diversity Leader: Linda Bentley and the Wellbeing and Community Leaders. We also engage with a number of external professionals and agencies that we can recommend to students and families as required.

Our Team:



Sacha Saker (Team Leader)
Social Worker & Counsellor



Lisa Armstrong-Rowe
Youth Worker



Jade Schultz
Counsellor

Bachelor of Business (HR)
Masters of Social Work
Masters of Counselling

Bachelor of Arts (YA)

Diploma of Counselling
Certificate in CBT
Certificate in CBT(Children & Adolescents)



Aboriginal and Torres Strait Islander Families

Student Education

Our Aboriginal and Torres Strait Islander Leader works with our Koori Education Worker to coordinate our Indigenous support at the College. At Clonard, we are committed to achieving the highest ideals in the education and development of girls and young women and we embrace the opportunity to offer Indigenous students an outstanding educational experience in their secondary school years.

We endeavour to provide a teaching and learning environment that promotes and facilitates respect, trust and positive relationships with Aboriginal and Torres Strait Islander people in our wider community. We strive to build and maintain meaningful relationships with our ATSI families and ensure that their voices are heard and listened to so that we can walk together and culture can be an active part of school life at Clonard. ATSI students will be encouraged to participate in the ATSI student group.

Aboriginal and Torres Strait Islander Student Group

Clonard's Aboriginal and Torres Strait Islander student group is also active in educating others to create change. Linked in with our local Wathaurong community students champion reconciliation, share culture and identity and foster positive relationships between Indigenous and non-Indigenous Australians. With an emphasis on recognition and empathy, these encounters result in all students valuing and building connections with their world, their community, and their environment.

Our vision is for Indigenous and non-Indigenous students to be educated side by side and stand together as leaders of community and country. Our mission is to offer an outstanding education to Indigenous girls in a happy, caring and inclusive community. ATSI students participate in culture specific activities throughout the year that promote a sense of culture, belonging and respect.



Learning Diversity

Educational Support at Clonard

NLEP (Numeracy, Literacy Enhancement Program) is a subject offered to students with specific learning difficulties or difficulties accessing the curriculum in English and Mathematics. The Assistant Principal – Learning and Wellbeing is responsible for allocating places in this subject. A decision is made following discussion with a student's parents, analysis of a range of data, or other agency, and very importantly, based on a range of external assessments such as educational, cognitive and language assessments. This subject is studied in place of Languages (French or Indonesian), depending on the needs of the student.

Learning Diversity Leader: E: learningdiversity@clonard.vic.edu.au

Student Support and Teaching Staff

All students are individuals with their own preferred learning styles and their strengths and weaknesses. Many students are gifted in aspects of their learning and can be challenged to undertake higher order tasks as well as to engage in extra programs and activities.

For some students there are aspects of learning that they find very challenging. The Learning Diversity Leader works with staff and a team of Learning Support Officers (LSOs) to support students with learning needs.

A team of Learning Support Officers (LSOs) and teaching staff support students, based on need. This team ensures that:

- the College fosters a culture of inclusion and diversity.
- all students are treated as individuals who have the capacity to succeed.
- programs best suit the needs of individuals and their needs.
- College staff work with parents and specialist personnel to make informed decisions about appropriate programs and support for students.
- the College promotes professional awareness of physical, developmental, personal and learning difficulties, so that early intervention strategies can be employed.
- the College makes reasonable adjustments in modifying, differentiating and supplementing course work requirements and assessment procedures, in order to support student's learning.
- the College works preventatively and proactively towards supporting students with developmental and/or learning difficulties, to enable the student to make progress within the mainstream setting.
- the College provides pathways and links to community to ensure growth and development of the whole person, with a focus on life after Clonard College.

Child Safety Commitment

Kildare Education Ministries has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse.

The Child Protection Program at Clonard is made up of work systems, practices, policies and procedures designed to maintain a child safe environment and to embed an organisational culture of child safety within the College community.

The Program deals specifically with child protection issues and is designed to ensure compliance with the Victorian Child Safe Standards and related child protection laws. Broader child safety issues arising from our common law duty of care are dealt with through our Student Duty of Care Program.

Any concerns or queries regarding Child Protection please contact the College's Child Protection Officers listed on the following page.

All policies and procedures relating to our commitment to child safety can be found on the College website.

W: <https://clonard.vic.edu.au/child-safety-commitment/>



**Catholic Schools
Child Safe Schools**

The care, safety and wellbeing of children and young people is fundamental to Catholic education.

We commit to providing a **safe and nurturing culture** for all children and young people in Victorian Catholic schools through:

- 1 Upholding the primacy of the safety and wellbeing of children and young people.
- 2 Empowering families, children, young people and staff to have a voice and raise concerns.
- 3 Implementing rigorous risk-management and employment practices.

For further information, visit www.cecv.catholic.edu.au/Our-Schools/Child-Safety

**المدارس الكاثوليكية
المدارس الآمنة للأطفال**

ملتزم بتوفير ثقافة آمنة وداعمة لجميع الأطفال والشباب في المدارس الكاثوليكية في ولاية فيكتوريا من خلال:

- الدفاع عن أهمية سلامة ورفاهية الأطفال والشباب.
- تمكين الأسر والأطفال والشباب والموظفين لكى يكون لهم صوت ولكي يعبروا عن مخاوفهم.
- تطبيق إدارة مخاطر وممارسات توظيف صارمة.

للمزيد من المعلومات، يرجى زيارة www.cecv.catholic.edu.au/Our-Schools/Child-Safety

CECV **CATHOLIC EDUCATION MELBOURNE** **CATHOLIC EDUCATION SANDHURST** **CECV** **CATHOLIC EDUCATION MELBOURNE** **CATHOLIC EDUCATION SANDHURST**

PROTECT



EVERYONE HAS THE RIGHT TO BE SAFE AND BE PROTECTED FROM ABUSE



No one should behave in a way that makes you feel unsafe or afraid.



This includes everyone: family, anyone at school and in the community



Tell a teacher or trusted adult if you feel unsafe.

CLONARD COLLEGE CHILD PROTECTION OFFICERS



Mrs Tania Anticev

E: tania.anticev@clonard.vic.edu.au
P: 5278 2155



Mrs Therese Bourke

E: therese.bourke@clonard.vic.edu.au
P: 5278 2155

IT IS EVERYONE'S RESPONSIBILITY



Adults at school must listen and respond to concerns about child abuse.



If you suspect abuse of any child or young person, you have a responsibility to report it, even if you are not sure.

Music

Year 7 Classroom Instrumental Program

Because of our belief in the intellectual and personal benefits for students of learning music, Clonard has developed an instrumental classroom music program which enables all Year 7 students to study an orchestral instrument for one semester.

The College has purchased instruments so that students can be provided with an instrument, to take home for the semester, at no charge. Weekly lessons for small groups of students are provided by experienced instrumental teachers. The College covers the cost of these lessons. Students also have one lesson per cycle to work together in ensemble to develop their skills in playing as part of a band. At the end of the semester the students perform a concert of several beginner concert band pieces as one large band as well as shorter pieces as part of their small instrumental group.

Private Instrumental/Voice Lessons

Numerous studies indicate substantial benefits for students involved in practical music. It enhances a variety of skills such as problem solving, memory skills, processing speed, teamwork and co-ordination. The self-confidence, pleasure and sense of accomplishment are enriching and become a source of pride for the student and the entire family.

Clonard offers a high standard of music tuition with lessons given by staff that are committed to music education and have themselves achieved personal musical excellence. Lessons are given with sensitivity and care in pleasant, well-appointed music studios, by teachers that recognise the individual interests and abilities of their students.

Instrumental Tuition

Tuition is offered in:

Strings (violin, viola, cello); Woodwind (flute, clarinet, saxophone – alto, tenor); Brass (trumpet, french horn, trombone, euphonium, tuba); Percussion (drum kit, tuned percussion); Piano; Voice; Guitar/Bass

Tuition Procedure

Each student enrolled in instrumental tuition receives one lesson each week.

Students are generally enrolled for private tuition (ie on a one-to-one basis) as this enables the student to progress at the optimum level appropriate to her ability. Shared lessons/band lessons are also available after consultation with the instrumental teacher.

All lessons are arranged on a rotating basis (where possible) so that students are not absent from the same class each week. Lessons may also be available before or after school and at lunch time. Consideration is given to senior students when arranging lesson times so that other important subjects are not missed. It is important that students catch up any work missed in class through being at a music lesson.

More information **W:** <https://clonard.vic.edu.au/teaching-learning/instrumental-program/>

Music Leader: **E:** music@clonard.vic.edu.au

Student Leadership and House Tradition

Leadership at Year 7

In Term 2, Year 7 students are elected to be Student Representative Council (SRC) and Liturgy and Identity Leaders. These students work closely with the College Captains, SRC representatives and Liturgy and Identity Leaders regarding year level and whole school events and activities. These students will carry their leadership positions into Year 8.

House Spirit

Clonard's house system operates across the whole school community. Staff and students belong to one of the Clonard houses – Leila, Xavier, Finian or Kildare and this remains constant throughout their Clonard years. The house system provides a supportive environment where students can form connections across all year levels, promoting a sense of belonging.

House activities are not limited to sporting carnivals but permeates school life across a variety of sectors. Led loyally by our Student Leadership Team, house choir, talent quests, debating, public speaking competitions and fortnightly assemblies offer opportunities to mingle, collaborate and build a great affection for their houses.



Sporting Opportunities

Term 1	Term 2	Term 3	Term 4
Swimming Triathlon Tennis	Badminton Athletics Cross Country AFL Basketball	Soccer Volleyball Netball Aerobics Golf	Softball Cricket Table Tennis

General Information

School Day

The first scheduled class of the day commences at 8:50am. Students are advised to arrive early enough to be on time and prepared for class. The last class of the day finishes at 3:20pm.

The Brigidine Centre (Library, ICT, Careers, Student Services)

The Brigidine Centre offers ICT support, Library services, Careers, Student Services including counselling and individual and group study spaces. The library is a shared workspace, students are expected to be respectful of the right of others to work quietly.

The library's website can be accessed via Simon. Our collection includes a diverse range of appropriately sourced resources in both print and digital formats. Digital resources are accessed via the library's website. ID cards are required to borrow print resources.

Hours: Monday – Friday including recess and lunchtime: 8:00am - 4:30pm.
Homework help is available 3:30 - 4:30pm Wednesday and Thursday.

Library Services Coordinator: E: library@clonard.vic.edu.au

Student ID Cards

Your daughter will be issued with a student ID card at the beginning of the school year. The card integrates with the school's cash-free payment platform CDFpay and is also a Public Transport Victoria (PTV) Approved School Student ID. Students should carry this card on them at all times. The card can be used to borrow library, IT/AV equipment or to purchase items at the canteen, printing credits and tickets/items for various events throughout the year.

CDFpay

Students and parents will be able to access their CDFpay online account which enables them to top up balances, view purchases, order from the canteen and order tickets for events throughout the year.

Online account top-ups can be completed via MasterCard/Visa Credit or Debit cards. Alternatively, students can use the kiosk to deposit cash notes and coins into their CDFpay accounts. The kiosk is on the ground floor of the Brigidine Centre.

CDFpay information and Login: <https://clonard.vic.edu.au/cdf-pay/>

Canteen

The College Canteen promotes food that is healthy and nutritious. Lunches can be ordered online through CDFpay and other items can be purchased over the counter with your Student ID card. Students are not permitted to leave the College grounds to buy food at the local shops.

Hours: Breakfast: 8:15 – 8:50am.

Snacks & Lunch items: Breaks 2 & 3.

Canteen Menu & CDFpay ordering: <https://clonard.vic.edu.au/enrolment/canteen/>



School Book Suppliers

Campion Education

Booklists available for ordering for all students in November 2021.

All orders will be home delivered for a fee of \$5.95. Late orders will require priority home delivery at \$5 per item up to a maximum cost of \$21.00. Books also available instore.

A: 36 Little Myers St, Geelong VIC 3220

P: 1300 433 982

Second hand School Supplies

A: 9 Star Street, Geelong.

P: 5229 7766

(Check website for opening times)

Sustainable School Shop

Secondhand textbooks available online:

W: <https://www.sustainableschoolshop.com.au/>

Policies

There are a large number of policies that have been developed to meet Clonard's legislative responsibilities. These are maintained and promoted to the staff through *Complispace*. A list of policies and documents relating to our Commitment to Child safety are available on the College website including:

- Privacy policy
- Bullying Prevention and Intervention
- Complaints policy
- Mobile Phone policy
- Parent Code of Conduct
- Student Code of conduct
- OHS Public Statement

W: <https://clonard.vic.edu.au/policies/>

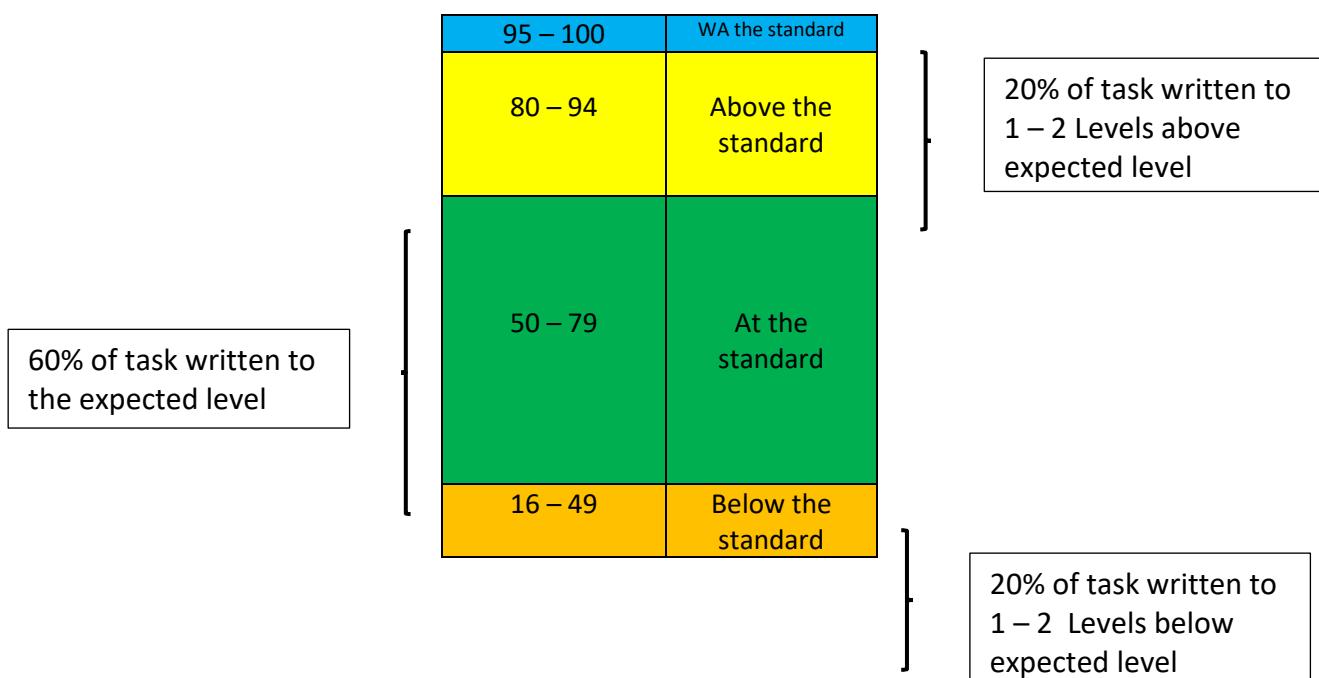
Assessment and Reporting

We undertake regular formative (assessment for learning) and summative (assessment of learning) assessment throughout the academic year. Students receive timely feedback on assessments to help them improve their performance. Most of these assessments are reported through SIMON and appear to parents through the Parent Access Module (PAM). In addition, Domains determine which of the assessment tasks at Year 7 are to be designated Common Assessment Tasks – tasks all Year 7 students will undertake in the study of a particular subject. These are assessed against a rubric which indicates students' progress against the standards as a percentage.

We would like you to be aware that the percentages on your daughter's Statement of Results represent the full range of the standards from well below to well above the expected standard. It was our aim to enable parents to see *how well* their daughter is performing against the standards as we believe that it more fairly represents a student's actual achievement and gives parents a clearer understanding of their daughter's performance.

As you will see in the graphic below, all assessment tasks are written to enable a student to demonstrate their capacity from well below to well above the expected standard. The work is marked on a scale from 1 – 100% where 80% represents a student **performing in the level above** where she is expected to be performing. Please bear this in mind as you consider the percentages recorded in the Statement of Results and in PAM.

We would also like to remind you that the level achieved at the end of semester is derived from not only the formal assessment tasks reported here, but the cumulative work of the semester in classroom observations and in homework and class tasks.



Each semester students receive a Statement of Results that identifies the assessment tasks assessed and the progress students have made. Students are also given a result against the Victorian Curriculum standards which indicates their overall progress for the semester. These are not paper-based reports. They can be found in the 'Learning Areas' on the PAM.

Interim Report

Parents will receive an Interim Report at the end of Terms 1 and 3, which focus on learning habits and attitudes, specifically Self-Regulation and Attitudes to Learning. Teachers will indicate how often a student engages in the types of habits and attitudes that promote good learning as a way of letting parents know how their daughter is progressing.

Parent Access Module – PAM

All formal student feedback is reported to parents via the Parent Access Module. It also indicates if students have overdue work and what assessments are imminent. It has a lot of important information and we urge parents to become regular users of PAM. You will be provided with access details at the beginning of the school year.

Parent Teacher Interviews

Parent Teacher Interviews are conducted once per semester. These interviews provide the opportunity for feedback and support for learning. Interviews are booked through the College website using the PAM (Parent Access Module) booking portal. Parents are notified via email when these interviews are scheduled. Parents are also encouraged to make contact directly with subject teachers throughout the year if there are concerns about their daughter's academic progress.



Homework and Study Guidelines

Students are expected to undertake regular homework and revision work. Students at Year 7 should expect no more than five (5) hours of homework per week. All subject areas are aware of the amount of homework students should be doing and also the type of homework that is suitable. We support only recitation, rote and revision as homework tasks. Students can attempt extension work if they choose but this is entirely optional. Part of the required nightly homework is wider reading. Students are required to source a hard-copy text from the Library and read for twenty minutes (minimum) each night. This activity is demonstrated to be beneficial in student outcomes and achievement.

The type of homework set may include exercises or revision to consolidate learning but should not require any internet ‘searching’ so parents can see quickly whether or not students are on task. We recommend that students be supervised by parents so that they remain on task and have minimal distractions. It takes between 5 – 20 minutes for a student to be able to focus and attend to the homework that is allocated. To facilitate this we recommend that students undertake five to ten minutes of Mindfulness exercise via the Smiling Minds App which they can download for free onto their devices. This exercise clears their mind and enables them to focus on the task itself.

It is sound practice to encourage your daughter to engage in revision even if they have no homework ‘due’. This can include some games on the internet that enhance particular skills, reading, doing additional practice pieces, reviewing the day’s work to make improvements or reflecting on their learning.

It is also good advice to establish a study place and time. A quiet area with minimal distractions from computers, phones, games and television will help your daughter to concentrate on what she is revising/doing/studying. The research is clear that silence is the best condition in which to work to facilitate focus. However, if music is needed she is best to use an app called ‘focus@will’ which is, again, a free download. This is designed to put music in the background to enable her to focus on task.

Talk with your daughter about what she is working on; perhaps there is scope for you to assist by clarifying the task, helping to proofread or offer ideas. At all times, however, the homework is your daughter’s responsibility and she must remain accountable for her own work and efforts. If work is not submitted by the due date set by the teacher, your daughter may be given a demerit by her teacher.

H O M E W O R K Y E A R 7	
M A T H E M A T I C S	20 MINUTES PER NIGHT: 100 MINS PER WEEK
R E A D I N G	20 MINUTES PER NIGHT: 100 MINS PER WEEK
O T H E R S U B J E C T S	20 MINUTES FOR EACH SUBJECT PER WEEK: 180 MINS PER WEEK
T O T A L	APPROX. 6.5 HOURS PER WEEK

Student Digital Device Program

Clonard College is committed to a 1:1 student device program, this program ensures students have access to the latest technology to enhance student engagement, collaboration and learning in a digital world.

Key aspects of the Digital Device Program include:

- Clonard College provides students with Microsoft Surface devices which are allocated to students for three school years. Students will retain a device in their possession and will use it at school, at home and elsewhere, for appropriate study purposes and other reasonable computing requirements.
Students who enter the College after the start of school year will be allocated a device upon completion of their enrolment.
- Student devices are funded as part of the College's Annual fee. The College's Annual fee contributes towards the following:
 - purchase of the device, its accessories and a case for tablet form factor devices.
 - purchase of extended hardware warranty and accidental damage insurance (see below).
 - preparation, configuration, and installation services provided by Clonard ICT staff.
 - licensing of enterprise software, including but not limited to, Windows, Office 365 and the Adobe Creative Cloud Suite.
 - diagnosis, logging, and management of all warranty and accidental damage protection (ADP) insurance claims relating to the device, plus any other repair, configuration or restoration actions required.
 - operation of the ICT Help Desk which is available onsite from 8:30am to 4:30pm each school day, to manage any hardware, software and usage issues.
 - a broad range of ancillary costs related to the device program which includes, but is not limited to, infrastructure and consumable costs and provision of a spare device pool.
- Surface devices (including Surface Pro Type Cover) have a three-year hardware warranty. The Surface Pen provided with the Surface Pro devices carry a one-year warranty as they are considered a consumable item. Typically, warranty covers failure of the device or its components without any obvious sign of misuse, neglect, or damage – the device will be repaired or replaced under the hardware warranty. In the event of Accidental Damage, the Surface Device is covered by Microsoft's Complete Warranty Plan. The Warranty Plan covers Surface Pro devices with 3 accidental damage claims and Surface Laptop devices with 2 accidental damage claims. Each Accidental Damage claim made against the Microsoft Complete Warranty Plan will incur an excess fee of \$100, this will be added to the family's College account.
- The school will provide basic instruction on use of the device at school and at home and will make available information and events focusing on cyber safety and the appropriate use of online resources.
- The school is committed to the ongoing professional development of teachers which will foster a broad understanding of the nature of digital technology and ways in which it can be employed to engage students and enhance their learning.

Students will be notified of the date when their personal device is to be collected from the College. Upon collection of the device, specific advice about the care and the student's responsible use will be provided. We ask that parents reinforce the schools messaging around safe and responsible use of electronic media (including the internet and other devices such as mobile phones).

ICT HelpDesk: E: (helpdesk@clonard.vic.edu.au)

Student Expectations and Procedures

Supervision

The College grounds are supervised from 8.20am until 3.30pm.

Students remaining at the College outside of these hours must be under the supervision of College staff members at College sanctioned meetings or events. Students remaining after school for private study or homework assistance must be in the Brigidine Centre. The Brigidine Centre is open until 4.30pm daily.

Attendance and Punctuality

In accordance with the Education and Training Reform Act 2006, schooling is compulsory for children and young people aged from 6 to 17 years unless an exemption has been granted. A minimum 90% attendance rate must be retained to meet requirements. Schools must record student attendance in every class and record, in writing, the reason given for each absence. This is necessary to:

- meet legislative requirements.
- discharge schools' duty of care for all students.
- enable the school Kildare Education Ministries to report on student attendance annually.
- meet Victorian Curriculum and Assessment Authority (VCAA) requirements for VCE students.

Students are expected to attend all classes promptly and with all necessary equipment ready at the start of each lesson. Teachers mark the roll on the College intranet platform, SIMON.

Attendance is a significant factor in success at school and is closely monitored by subject teachers, Wellbeing teachers and Community and Wellbeing Leaders. If attendance becomes a concern, parents will be contacted to discuss the impact and progress of the student.

Late Arrival to School

Students arriving after Period 1 (8.50am) are asked to report to the College General Office with a parent note in student diary or explanation for late arrival. Present this to an Office staff member before signing in using the electronic sign-in machine.

Leaving School during School Hours

If students need to leave school during school hours, they must have a note in their diary from a parent. This note is to be signed by the Wellbeing teacher or Year level Wellbeing and Community Leader before signing out at the General Office. Students are to show Office Staff their signed note and will then be permitted to use the electronic system to sign out.

Absences from School

As a duty of care, the College must know where students are during school hours and as such parents are required to notify the College prior to any absence. Absences can be reported via:

PAM: <https://clonard.vic.edu.au/pam/>

Individual logins will be provided.

Students

Student Name & ID photo

School Links

Health & Safety

- AirRater Smoke
- AirVisual (Air Quality Monitor)
- Anaphylaxis Communication Plan
- Care Monkey
- Kids Help Line
- Melbourne Pollen
- Vic Emergency
- College Sports
- 2020 Clonard Sports Carnivals - SIGN UP!
- Clonard Athletics Records
- Clonard Swimming Records
- General Links & Resources

Daily Messages

Wellbeing support over the holidays

As you're aware school holidays have commenced. School will return on the 15th April 2020 for Term 2.

Wellbeing teachers and subject teachers will not be communicating to you via Teams or email over the holiday break.

If you require assistance or support during the school holidays please access help from one of the following agencies that provide support through info, phone and online chat. Help is never far away.

1. Kids Helpline - a 24/7 phone service and webchat - 1800 55 1800 website at www.kidshelp.com.au (click on the "teens" link)

Click here to enter an absence for your daughter.

If PAM is not accessible at the time of reporting, parents can:

SMS - 0447 520 440 (text line only) please include full name, homeroom and absence date/s.

Call the General Office directly – 03 5278 2155

The College notifies parents by SMS at approximately 11:00am if any students are absent or late to school without reason or parent notification.

Parents are to write an explanatory note in the College diary following a student's absence from classes. The student must show this to the Wellbeing teacher and subject teachers as soon as they return to school.

Short and Long Term Absences

If you are planning an absence of between 2-5 school days, you must collect a Short-term Planned Absence form from the General Office. Parents must complete this form, which then needs to be signed by each subject teacher to acknowledge absence.

If you are planning an absence of greater than five days, your parents/guardians need to contact the Community and Wellbeing Leader or one of the Assistant Principals directly who will then provide an Extended Planned Absence form. Please note, this form will only be forwarded after this contact is made.

Exit of Students from the College

In the event of a student leaving the College, an Exit Form must be completed before an enrolment can be made at an alternative school. Parents are asked to inform the Wellbeing Teacher, Community and Wellbeing Leader and Principal. Prior to a decision to exit the College, families are encouraged to have discussed this decision with the Wellbeing and Community Leader and attend a formal exit interview. Students cannot be exited officially from the College until all areas of the exit form are signed off.

Attendance at College Events

Throughout the year, the College celebrates many religious, cultural and sporting events, e.g. House Athletics, Swimming Carnival and Brigidine Day. These events are important to the College's community ethos and attendance by all girls is compulsory. Normal classes do not run on these days.

Mobile Phones

The College recommends that these items are not brought to school. If a student chooses to bring these items to school, the College accepts no responsibility for the loss or damage of these items. It is the student's responsibility to secure these items at all times. Unless given permission by the teacher, these devices should not be used between 8.50am and 3.20pm and locked in the student's locker.

The College's Mobile Phone Policy is available on the College website:

<https://clonard.vic.edu.au/policies/>

Personal Property

Students are at all times responsible for the security of personal items. Items of clothing and books should be clearly labelled with the student's name. All students are issued with a personal locker and combination lock. Student lockers are to be locked at all times with the school issued lock. All personal items, including books, uniform items and laptops should be stored in the student's locker when they are not in use. Students are asked to minimise the amount of personal cash that they carry with them at school.

Public Behaviour

The good name of Clonard is valued by all in our College community. As such, the expectation of students in public is regarded as important to sustaining our reputation. Students are expected to treat members of the public with respect and good manners. Students using public transport are required to oblige by the regulations of the transport company and assist members of the public when necessary. The wearing of the College uniform to a high standard in public is important and reflects on the good name of the Clonard. Family support in maintaining these standards is expected as part of your daughter's enrolment.

Restorative Practices

Clonard College takes a restorative approach to resolving conflict and preventing harm. Restorative approaches enable those who have been harmed to convey the impact of the harm to those responsible, and for those responsible to acknowledge this impact and take steps to put it right.

At Clonard, our aims with regard to Restorative Practices are:

- To educate students towards self-directed right behaviour.
- To promote, nurture and protect healthy relationships among the members of the community.
- To enable students to be accountable for real consequences of any wrongdoing.

The following questions guide the restorative process.

When things go wrong:

What happened?

What were you thinking at the time?

What have you thought about since?

Did you make a good choice or a bad choice?

Who has been affected by what you have done? In what way?

What do you think you need to do to make things right?

When someone has been hurt:

What did you think when you realised what had happened?

What impact has this had on you and on others?

What has been the hardest thing for you?

What do you think needs to happen to make things right?

Positive Behaviour 4 Learning

Clonard College has begun the journey to implement Positive Behaviour for Learning (PB4L). PB4L has been facilitated by Melbourne Archdiocese Catholic Schools (MACS) over a number of years with many schools being trained. Our Core Team.

What is PB4L?

PB4L stands for Positive Behaviour for Learning. PB4L is a whole-school framework for behaviour support used by hundreds of Australian schools that promotes positive behaviour and helps schools to develop safe and supportive learning environments. PB4L, which is commonly called PBIS overseas, has over a 25 year history of research and implementation and is used to great effect in schools globally.

What are the benefits of using the PB4L framework?

- PB4L helps schools to be consistent in the way they support and respond to behaviour.
- PB4L enables schools to develop clear expectations and boundaries for behaviour and ensures that behaviour support is differentiated according to need.
- PB4L assists schools to improve social, emotional, behavioural and academic outcomes for children and young people.

What is PBL?

PBL is short for **Positive Behaviour for Learning**.

PBL is a plan for schools to



- be a positive place to learn



- teach students how to behave at school



- tell students when they do the right thing



- help students when they make mistakes



- work together with parents.

Why is PB4L recommended to schools?

PB4L has a strong research base and has been shown to improve student outcomes, increase staff and student wellbeing, and reduce behavioural incidents. PB4L helps schools to select evidence-based practices which have been shown to improve student behaviour and establish safe and supportive learning environments. PB4L consolidates current practices that are part of Conard's whole school approach to Wellbeing, such as Restorative Practices and Respectful Relationships under a single umbrella.

Uniform

The College uniform identifies members of Clonard College. It assists in creating an atmosphere of uniformity, pride, loyalty and equity. In wearing the College uniform, students become ambassadors for our College. Students and parents are asked to support the uniform policy by ensuring that all items are well cared for and worn correctly.

Summer Uniform – Terms 1 and 4

- College Blazer
- Green Summer Dress or Grey Pants
- White Summer Blouse
- Green Jumper (Years 7 to 9)
- Grey Jumper (Years 10 to 12)
- Grey Ankle or Knee Length Socks
- Black Lace Up Shoes or Black T-bars
- College Bucket Hat



Winter Uniform – Terms 2 and 3

- College Blazer
- Long tartan skirt or grey pants
- White Winter Blouse
- Green Jumper (Years 7 to 9)
- Grey Jumper (Year 10 to 12)
- Black Lace Up Shoes or Black T-bars
- Grey Tights or Grey Socks
- Grey College Scarf (optional)
- Plain black or grey gloves can be worn when



Sports Uniform

- Red and Green 1/4 Zip Track Top
- Grey Softshell Jacket
- Green Shorts, Tracksuit Pants or Grey Leggings
- Red and Green Polo Top
- White Clonard Socks
- Track shoes/Runners
- Sports cap



School Backpack

Students are required to purchase the College backpack following the recommendations for good back care and posture. We also discourage transferring an excessive number of books, stationery and personal items to and from school. Instead, it is recommended students have an additional supply of stationery at home to avoid carrying bulky pencil cases in their backpacks. Most textbooks are digitised eliminating the need to carry heavy books to and from school.

Additional Uniform and Personal Grooming Notes

The blazer is the official outer garment to be worn to and from school. On hot days students may wear only the summer dress. The jumper is never to be worn as the outer garment to and from school. School shoes are to be clean and worn correctly i.e. buckled or laced up.

Hair colouring is to be kept natural. Extreme colours are not appropriate. Hair must be tied back with school coloured ribbon (white, maroon or green).

A watch and one pair of gold or silver sleepers/stud earrings to be worn in the lower ear lobe. No other visible piercing or jewellery is permitted. Please be aware that facial piercings are not accepted as part of the College uniform. Students requesting a time period following piercings as an exemption to this rule will not be given permission. All students will be required to remove facial piercings or spacers. Makeup and nail polish are not permitted.

On days that a student is timetabled for Physical Education classes she will be permitted to wear her sports uniform to and from school.

Uniform Suppliers

Bellarine Uniforms

A: 162 Moorabool Street, Geelong.

P: 5221 9199

Hours:

Monday to Friday Opening Hours: 9.00am – 5.30pm

Saturday Opening Hours: 9.00am – 1.00pm

Secondhand School Supplies

A: 9 Star Street, Geelong.

P: 5229 7766

(Check website for opening times)

Fees

Fees will be billed on an annual basis in February, with updated statements issued during the year

Statement of Fees

Fees will be billed on an annual basis in February, with updated statements issued during the year.

Annual Fees

The College charges an annual tuition fee. For 2022 the fee is \$3,900.

This annual tuition fee covers the following items:

* Curriculum costs

* Extra-curricular activities

Including compulsory camps, retreats, reflection days and excursions. This also includes a charge for the School Diary and Magazine.

* Information technology costs

Including providing to each student a dedicated device including warranty and protection, access to high speed network (AARNet) and supporting new technologies integrated into the learning environment.

Total Discounts - %

FAMILY BREAKDOWN	NO HCC*	WITH HCC*
One student	0	20 %
Two students	10 %	30 %
Three students	20 %	40 %

To be eligible for the HCC discount you must successfully apply for the Camp, Sport and Excursion Fund (CSEF).

Total Cost After Discount - \$

FAMILY BREAKDOWN	NO HCC*	WITH HCC*
One student	3,800	3,120
Two students	6,840	5,460
Three students	9,120	7,020

College Building Fund

The College's Building Fund has financed a number of new buildings and helps maintain existing ones. These works have been made possible through the sacrifice of past and present parents. The levy is \$100 per family per annum. **All donations to the College Building Fund are tax deductible and a separate receipt will be issued.**

Your support of the Building Fund will ensure that new resources and maintenance of existing buildings can be provided for the future.

Annual Camps/Retreats

Annual camp charges are included in the curriculum levy.

Payment Options

Direct Debit (Preferred)

Forms are available from the General Office for payment of fees only. The College offers a fortnightly and monthly direct debit option.

Cash/Cheques payments

Bpay (Preferred)/EFT

Details needed for BPAY will be listed on your statement of fees.

EFTPOS/Bank Card Facilities

This facility is available in the General Office for payment of fees only.

COPS – Card Online Payment Services

Direct Debit from credit card (forms available from the General Office).

Centrepay

Centrepay is a free direct bill-paying service offered to customers receiving payments from Centrelink. Information is available from the General Office.

Payment Terms

All families on direct debit are able to pay their fees off over the entire year. The amount per direct debit is determined by how many daughters attend Clonard, Conveyance Allowance, etc.

For all other payment options the terms of payment are 40% - end of term 1, 30% - end of term 2, balance - end of term 3. Fees can be paid earlier if preferred.

Special Circumstances

Where special circumstances apply and where there is financial hardship, parents are invited to discuss these matters with the Principal and/or Business Manager with a view to lessening the burden. Contact should be made before the end of the first week in February.

Withdrawal of Students from School

Parents are required to notify the Principal, in writing, of their intention to withdraw their daughter(s) from the College. Failure to do so will result in forfeiture of any fees paid in advance.

*HCC = Health Care Card (to be received and approved by the 26th of June 2020).

Student Health

First Aid Room

Clonard has a First Aid room dedicated to students located at the General Office. If a student becomes ill during the day, she should speak directly to a member of the teaching staff in the classroom or on yard duty. If a student is ill and wishes to contact her parents, then she should report to the General Office.

In the event a student is too unwell to return to their scheduled classes, a parent or guardian will be contacted to collect the student. If the student is unable to be collected, alternate arrangements can be made with the General Office. It is the policy of the College to call an ambulance in cases of significant illness or injury. Families should therefore subscribe to the ambulance service to avoid the extremely high costs associated with this service.

Action Plans

If your child has anaphylaxis, allergies, asthma, diabetes, epilepsy or a medical condition for which they require medication or support during their time at school, appropriate medical documentation must be submitted to your child's Operoo medical profile. It is the responsibility of the parent/carer to keep the College informed of changes to their child's medical documentation using Operoo. New action plans, endorsed by your doctor, and including a student photo identification, must be provided to the school at the beginning of each year.

Templates of action plans can be found on the College website as indicated below.

Medications

It is also important to note that only medications that are included in a student action plan. Eg: anaphylaxis management action plan, asthma management action plan or on a medical authority form, can be held and distributed to the student at the general office. Paracetamol is not distributed at the main office in accordance with Clonard's First Aid Policy.

NB. Asthma medication and adrenaline autoinjectors if required by a student should be on their person at all times. Additional general medications for these conditions are held in numerous locations around the school.

Student Health Leader: studenthealth@clonard.vic.edu.au

Student Medical Forms, Action/Communication Plans: <https://clonard.vic.edu.au/student-health/>

Bus Travel & Conveyance Allowance

Geelong has an extensive public transport network comprised of buses and trains, catering to the easy access to Clonard from anywhere in the Greater Geelong region. The cost of transport and eligibility for conveyance allowance is determined by the student's place of residence.

The bus network in Geelong is operated by two entities and the most up to date information about their service can be found on their individual websites.

CDC Victoria – services West and North Geelong suburbs.

P: 5240 5000 W: <http://cdcvictoria.com.au/cdcgeelong>

McHarry's Bus – services South & East Geelong suburbs, Surf Coast and Bellarine Peninsula lines.

P: 5223 2111 W: <http://mcharrys.com.au/school-bus/>

McHarrys Country Service – contract buses operate for students travelling from outer Geelong regions, this is managed by the Regional School Contract Bus Coordinator based at Matthew Flinders.

P: 4243 0504 E: regionalbuses@mfgsc.vic.edu.au

Travel and Public Behaviour

There is an expectation and a code of conduct that is to be adhered to by students at all times. This is particularly important when travelling to and from schools. Whilst on the bus, it is important they are respectful and courteous to fellow students, as well as the general public. Any instructions given by the bus drivers must be strictly obeyed.

If negative behaviour does occur or failure to meet code of conduct expectations, the College is committed to effectively ensuring appropriate counselling and disciplinary action which may result in the loss of the right to travel on the bus.

Please refer to your information pack for more details as a guide to assist your planning, and forms pertaining to bus travel based on your current address. For further assistance please contact:

Bus Coordinator: Lesley De Noronha E: Lesley.denoronha@clonard.vic.edu.au

There are three different bus service options available to Clonard Students. Your address will determine the service applicable to your area. Please find the area you live and follow the notes that will be applicable to you.

Disclaimer: Bus information provided is accurate at the time of publish/print.

Country Contract Buses (Option 1)

Mc Harry's Buslines operate contract buses, there is no charge from: Anakie, Bannockburn, Barrabool, Batesford, Gheringhap, Gnarwarre, Inverleigh, Lethbridge, Little River, Maude, Meredith Shelford, Stonehaven, Teesdale and Wingel.



Please Note: students from areas such as **Anglesea, Aireys Inlet, Bambra, Bellbrae, Bells Beach, Buckley, Ceres, Deans Marsh, Freshwater Creek, Lorne, Moriac and Winchelsea** are not attending the nearest appropriate school to claim free travel, therefore you will require a letter of Non-Acceptance from Sacred Heart. This letter is conditional to Sacred Heart College **NOT** having places available.

The Regional School Contract Bus Coordinator is based at Matthew Flinders. Clonard will provide you with a form the Application for Permission to Travel for submission to the College. Following completion of this form you will receive confirmation travel details at the start of 2022 regarding your daughter's bus travel. Bus passes are not issued for Country Contract travellers. It is preferred that you contact Clonard direct if you have any concerns in this regard. As the process involves other schools across Geelong, your patience is greatly appreciated as the coordination is across entire country bus travel in this region. Please Contact Lesley De Noronha at Clonard College:

P: 5278 2155 **Ext.5** or E: lesley.denoronha@clonard.vic.edu.au

Public School Buses (Myki / Conveyance Allowance) (Option 2)

CDC operate services from: Anakie Road, Bell Park, Belmont, Corio, Highton, Lara, Lovely Banks, Norlane, North Geelong. (Note that a Letter of Non Acceptance is required for the Highton Area)

Please find below the following facts to keep in mind for your daughter's bus travel
Conveyance Allowance is financial assistance for parents/guardians that is claimable, the amount is credited to your fee account. The conveyance allowance is available to eligible students travelling by public transport. Complete and return your Conveyance Application Form that Clonard College provides.

- Eligibility Criteria – Student resides 4.8KM or further from the College (refer BING MAPS website).
- Student attending their nearest school (or a letter is provided from the nearest same gender Catholic College, stating that an enrolment place is not available). We highly recommend that you purchase a Yearly/Half Yearly bus pass.

Process of acquiring Yearly/Half Yearly Bus Pass

To purchase a Student Myki Pass just provide our PTV Approved Student ID card at a staffed station or bus operator selling paper student passes. You will also need to provide your contact details when purchasing your Student Pass — this allows the student to visit the issuing station to obtain a replacement Student Pass if it is lost or stolen.

1. Your daughter's student approved Identification card will be available for collection in January when our office opens. An email will be sent when ID cards become available for collection from Clonard College.
2. Take the student pass to the PTV hub in Westfield Mall or any train station with a hub. You will be able to purchase your pass and will receive a loaded Myki Card and a student concession pass for all travel within Geelong.
3. Provide Clonard College with proof of purchase immediately. A copy of the pass and Myki pass is sufficient. The total cost is claimed on your behalf by the College and pending the requirements will be credited to your fee account.

Note: If you choose a daily top up system, it is imperative that you register your Myki card for a statement as your proof of purchase. This is not the ideal solution as the total cost you will spend will not be the total amount we are able to claim back. It is strongly recommended that students register their myki Student Pass to protect this high-value product and to be eligible for a replacement if it is lost or stolen.

1. If you have any enquires in relation to bus travel we highly recommend checking the *CDC Victoria 5240 5000 Visit: <http://cdcvictoria.com.au/cdcgeelong>*.

McHarry's Buslines (Myki/Conveyance Allowance) (Option 3)

McHarry's Buslines operate services from: Armstrong Creek, Barwon Heads, Clifton Springs, Collendina, Connewarre, Curlewis, Drysdale, East Geelong, Geelong, South Geelong, Grovedale, Indented Heads, Jan Juc, Leopold, Marshall, Moolap, Mount Duneed, Murradoc, Newcomb, Ocean Grove, Portarlington, Queenscliff, St Albans Park, St Leonards, Torquay, Waurn Ponds, Whittington (CDC Travellers Highton and Wandana Heights)

Please find below the following facts to keep in mind for your daughter's bus travel:
Conveyance Allowance is financial assistance for parents/guardians that is claimable, the amount is credited to your fee account. The conveyance allowance is available to eligible students travelling by public transport. Complete and return your Conveyance Application Form that Clonard College provides.

- Eligibility Criteria – Student resides 4.8KM or further from the College (refer BING MAPS website).
- Student attending their nearest school (or a letter is provided from the nearest same gender Catholic College, stating that an enrolment place is not available). We highly recommend that you purchase a Yearly/Half Yearly bus pass.
- You are required to obtain a letter of "Non-Acceptance" from Sacred Heart College (as this is the closest same gender Catholic School to your address). This is required to overcome the requirement as your Conveyance claim is only payable when attending the nearest appropriate school. If you do not obtain this letter, Conveyance will not be paid.
- Contact Sacred Heart College 5221 4211 and expect to fill out an application form for the "Non Acceptance Letter". Note the letter is conditional to Sacred Heart College NOT having place available to offer. If there are places available, you are not entitled to the Non Acceptance Letter and therefore are not eligible to claim an allowance.

Process of acquiring Yearly/Half Yearly Bus Pass

To purchase a Student Pass just show the PTV Approved School Student ID card at a staffed station or bus operator selling paper student passes. You need to provide your contact details when purchasing your Student Pass — this allows the student to visit the issuing station to obtain a replacement Student Pass if it is lost or stolen.

It is strongly recommended that students register their myki Student Pass to protect this high-value product and to be eligible for a replacement if it is lost or stolen.

2. Your daughter's student approved Identification card will be available for collection in January when our office opens. An email will be sent when ID cards become available for collection here at Clonard College.
3. Take the student pass to the PTV hub in Westfield Mall or any train station with a hub. You will be able to purchase your pass and will receive a loaded Myki Card and a student concession pass for all travel within Geelong.
4. Provide Clonard College with proof of purchase immediately. A copy of the pass and Myki pass is sufficient. The total cost is claimed on your behalf by the College and pending the requirements will be credited to your fee account.

Note: The Family Payments Unit (FPU) is responsible for the management of the student Conveyance Allowance Program and the Student Conveyance Allowance System (SCAS). Eligibility of Conveyance is determined by this State Government department.

If you have any enquires in relation to bus travel we highly recommend checking the McHarry's website or call for further assistance. *McHarrys Bus 52232111 www.mcharrys.com.au*



Clonard College
Geelong



- Stop 1 - North Side Church St (Across the road)
 - Stop 2 - North Side Church St (Outside Clonard)
 - Stop 3 - Minerva Road Stop (Opposite shops)
 - Stop 4 - Corner Minerva Rd and Murphys Lane
 - Stop 5 - Minerva Interchange

The logo consists of a blue circle above the text "Bus Bay".

- Bay 1 - Church St (Outside the gates)
 - Bay 2 – Clonard Carpark
 - Bay 3 – opposite Westcourt Minerva Rd facing South

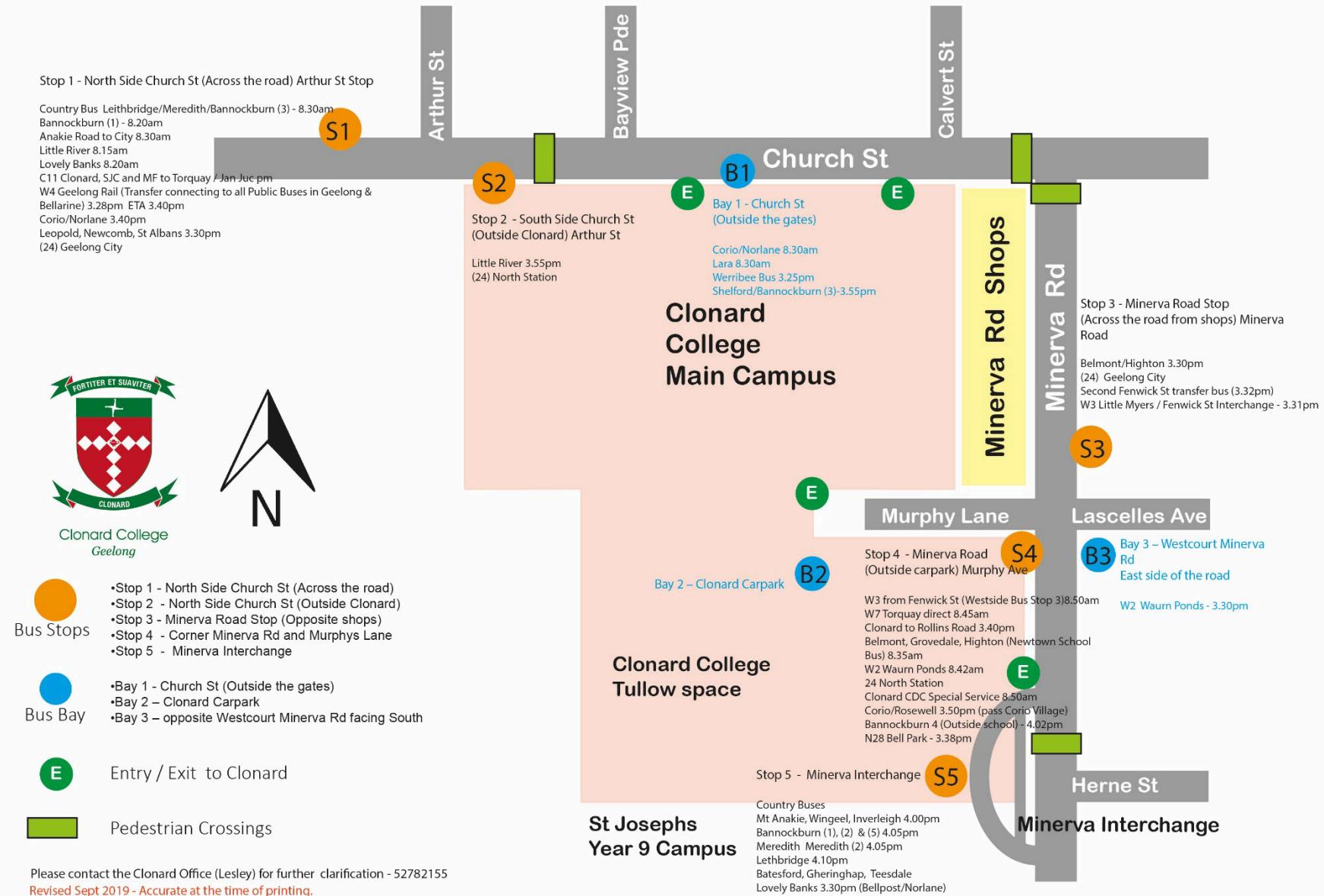


Entry / Exit to Clonard



Pedestrian Crossings

Please contact the Clonard Office (Lesley) for further clarification - 52782155
Revised Sept 2019 - Accurate at the time of printing.



Clonard Grounds and Facilities

