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AIMS OF PASTORAL CARE

St Michael’s College is a Catholic school committed to the Lasallian Vision of education. It is a learning community which engages those confided to its care with learning that is overtly religious, inclusive, student centered, planned, practical and contemporary, forming the basis for just and responsible stewardship in the broader community.

The Pastoral Care of students at St Michael’s has four aims.

**Develop a sense of Community**

To educate students in the qualities of charity, justice, peace, faith, service, tolerance, mutual support and sensitivity in a safe, stable and caring environment.

To develop an environment in which there is mutual trust and respect.

**Develop Self Discipline & Personal Growth**

To develop a sense of respect for oneself, the College community and its surroundings through self-discipline and developing a sense of personal responsibility.

**Develop an appreciation for Worship & Religious Experiences**

To provide students with a range of opportunities for worship and participation in the Christian nature of the College in the Catholic tradition.

**Develop a sense of Social Justice**

To provide students with a range of opportunities to develop a sense of social justice in accordance with Lasallian principles and to apply them in the community.
SECONDARY LEADERSHIP
Principal: Mr John Foley
Deputy Principal – Learning & Teaching Excellence: Mrs Teresa Cimmino
Deputy Principal – Pastoral: Mr John Lambert
Business Manager: Mr Michael Flaherty
Director of Curriculum & Assessment Administration: Ms Bron Kemp
Director of Pastoral: Mr Matthew Williams
Director of Mission: Mr Robert Dempsey (Acting) / Mrs Brigette Jaeschke

CO-ORDINATORS
Co-curricular Coordinator (Boys): Mr Jordan Young
Co-curricular Coordinator (Girls): Ms Leanne Burton
Gifted & Talented Coordinator: Mr Stratos Karnas
Learning Support Coordinator: Mr Michael Balic
SACE Coordinator: Mr Rocco Schirripa

HEADS OF DEPARTMENT/SUBJECT CO-ORDINATORS
Business: Mr Hamish Redden
Design & Technology: Mr Greg Cloy
Digital Technologies: Mrs Maria Cardillo
Director of Music: Mr Tim Donovan
Drama: Ms Giselle Becker
English: Mrs Jane Sykes
Geography: Ms Catherine Pearce
Health & Personal Development: Mr Dylan Hicks
History: Mr Matthew Muscat
Italian: Mrs Angela Benedetti
Mathematics: Mrs Anne Finlay
PLP Coordinator: Ms Susanne Oliver-Dearman
Religious Education: Mr Angelo Spadavecchia
Research Project Coordinator: Mr Lachlan Chatterton
Science: Mr Gavin O’Reilly (Acting) / Mr Robert Dempsey
Visual Arts: Mr Terry MacDermot

STUDENT SERVICES
Student Counsellors: Ms Sarah Davies (T2-4), Ms Ida-Marie Tullio (T1), Mr Anthony Vizaniaris
Career Counsellors: Ms Rose Coorey, Mr Anthony Vizaniaris
Pastoral Support Worker: Sr Nithya
VET Coordinator: Mr Kevin Woolford
Admin Assistants: Mrs Lynda White & Mrs Nikki Tidd

YEAR 10 PASTORAL STAFF
Year Level Director: Mr Tony Healy
Assistant Year Level Director: Mr Frank Palladino

Pastoral Teachers & Rooms:
10BL  Mr Blencowe  33G
10CO  Ms Coleman  29G
10FE  Mr Feleppa  38G
10FM  Ms Finlay & Ms Morcom  35G
10KA  Mr Karnas  31G
10MO  Mr Monti & Ms Ruggiero  32G
10OD  Ms Oliver-Dearman & Ms Calio  37G
10SC  Mr Montagnese (T1) & Mr Schidder (T2-4)  39G
10ST  Mr Stephens  36G
10TU  Mr Turner  34G
IMPORTANT DATES FOR YEAR 10 – 2017 (Subject to change)

Term 1

30 January  Classes Resume
30 January*  Year 8 – 12 Welcome Assembly
8 February*  Year 8 – 12 Mass 9:00 am
8 February  LYL Nominations
10 February  Year 10 LYL Semester 1 - nominations finalised
15 February  2016 Academic Assembly
15 February  LYL Formation Seminar 11.20am-3.30pm
27 February*  Sports Day
1 March  Ash Wednesday
2 March  MAD Launch
6 March  Year 10 English performance
8 March  Year 10 Mass
10 March  MAD Nomination Forms due
13 March  Adelaide Cup (Public Holiday)
15 March  Year 10 Assembly – Cyber Safety
16 March  Year 8 – 10 Music Solo Night 7:00 pm
22 March  Year 10 Assembly – Carly Ryan Foundation (TBC)
5 April  Year 10 Assembly
7 April  Mission Action Day
12 April  Year 10 Mass
13 April  Easter Liturgy Thursday. Classes conclude 12:45

Term 2

1 May  Classes Resume
1 May  Year 10 Meningococcal B Immunisations
3 May  8-10 Academic Assembly
3 May  Parent Teacher Interviews. Early dismissal 12:45 pm
4 May  Caica Cup
5 - 7 May  Generations in Jazz - Mt Gambier
9 May  Parent Teacher Interviews. Early dismissal 12:45 pm
12 May*  Whole College Mass Henley Campus 2:10 pm
          - Feast of St John Baptist De La Salle
19 May  Years 8 – 10 Cross Country L6-7
24 May  Year 10 Assembly
26 May  Year 10 Careers Expo
31 May  Year 10 Mass
1 June  Year 8 – 10 Photographs
2 June  MAD Quiz Night
9 June  Staff Professional Development – NO CLASSES
12 June  Queen’s Birthday Holiday
14 June  Year 10 CAD/RAD Assembly
16 June  Years 8 – 10 Music Solo Evening 7:00 pm
21-22 June*  Year 10 CAD/RAD
23 June  Sport & Co-curricular Photos
28 June  Year 10 Breakfast
30 June  Year 10 Future Pathways Day
7 June  Year 10 LYL Semester 2 nominations finalised
3 July  NAIDOC Week
7 July  Classes Conclude 12:45 pm
**Term 3**

<table>
<thead>
<tr>
<th>Date</th>
<th>Month</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>July</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>26</td>
<td>July*</td>
<td>Year 10 Graduation Assembly</td>
</tr>
<tr>
<td>1</td>
<td>August</td>
<td>Year 10 (2018 Yr11) SACE Information evening</td>
</tr>
<tr>
<td>9</td>
<td>August</td>
<td>Year 10 Subject selection Assembly</td>
</tr>
<tr>
<td>1</td>
<td>August</td>
<td>Parent Teacher Night</td>
</tr>
<tr>
<td>11</td>
<td>August</td>
<td>Paul Dillon presentations</td>
</tr>
<tr>
<td>19</td>
<td>August</td>
<td>Year 10 Mass</td>
</tr>
<tr>
<td>21</td>
<td>August</td>
<td>PE Week</td>
</tr>
<tr>
<td>23</td>
<td>August</td>
<td>Year 10 Assembly (Subject selection focus)</td>
</tr>
<tr>
<td>28</td>
<td>August</td>
<td>Year 10 Subject counselling for Year 11 2018 (No classes)</td>
</tr>
<tr>
<td>1</td>
<td>September</td>
<td>Staff Professional Development – NO CLASSES</td>
</tr>
<tr>
<td>6</td>
<td>September</td>
<td>Year 10 Breakfast</td>
</tr>
<tr>
<td>6</td>
<td>September</td>
<td>PULSE Concert</td>
</tr>
<tr>
<td>13</td>
<td>September</td>
<td>Year 10 Assembly</td>
</tr>
<tr>
<td>13</td>
<td>September</td>
<td>Year 8 – 11 Parent Teacher Interviews. Early dismissal</td>
</tr>
<tr>
<td>14</td>
<td>September*</td>
<td>Year 10 Activities Day (Mt Lofty)</td>
</tr>
<tr>
<td>20</td>
<td>September</td>
<td>Year 10 Assembly (Police Driver Ed)</td>
</tr>
<tr>
<td>27</td>
<td>September</td>
<td>Year 10 Mass</td>
</tr>
<tr>
<td>28</td>
<td>September</td>
<td>Achilles Cup</td>
</tr>
<tr>
<td>29</td>
<td>September*</td>
<td>De La Salle Day – Early Dismissal</td>
</tr>
<tr>
<td></td>
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<td>Classes conclude</td>
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</tbody>
</table>

**Term 4**

<table>
<thead>
<tr>
<th>Date</th>
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<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>October</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>18</td>
<td>October</td>
<td>Year 10-11 Academic Assembly</td>
</tr>
<tr>
<td>25</td>
<td>October</td>
<td>Year 10 Mass</td>
</tr>
<tr>
<td>1</td>
<td>November</td>
<td>Year 10 Assembly</td>
</tr>
<tr>
<td>8</td>
<td>November</td>
<td>Year 10 ID Photos</td>
</tr>
<tr>
<td>15</td>
<td>November</td>
<td>Year 10 Breakfast</td>
</tr>
<tr>
<td>22</td>
<td>November</td>
<td>Year 10 Mass</td>
</tr>
<tr>
<td>24</td>
<td>November</td>
<td>Year 10 Clean up and text book returns</td>
</tr>
<tr>
<td>27</td>
<td>November</td>
<td>Year 10 Study Day (no classes)</td>
</tr>
<tr>
<td>28</td>
<td>November</td>
<td>Year 10 English and Mathematics Exams</td>
</tr>
</tbody>
</table>

NB – Events indicated by * are designated community events. Full participation in these events is an expectation at St Michael’s College. Participation in SMC community events is recorded on your reports at the end of each semester and on your School Leavers Statement at the end of Year 12.
## THE COLLEGE DAY

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Movement Bell</td>
<td>8:40 am</td>
</tr>
<tr>
<td>Pastoral</td>
<td>8:45 am</td>
</tr>
<tr>
<td>Lesson 1</td>
<td>9:00 am</td>
</tr>
<tr>
<td>Lesson 2</td>
<td>9:40 am</td>
</tr>
<tr>
<td>Lesson 3</td>
<td>10:20 am</td>
</tr>
<tr>
<td>Recess</td>
<td>11:00 am</td>
</tr>
<tr>
<td>Movement Bell</td>
<td>11:20 am</td>
</tr>
<tr>
<td>Lesson 4</td>
<td>11:25 am</td>
</tr>
<tr>
<td>Lesson 5</td>
<td>12:05 pm</td>
</tr>
<tr>
<td>Lesson 6</td>
<td>12:45 pm</td>
</tr>
<tr>
<td>Lunch 1</td>
<td>1:25 pm</td>
</tr>
<tr>
<td>Lunch 2</td>
<td>1:45 pm</td>
</tr>
<tr>
<td>Movement Bell</td>
<td>2:05 pm</td>
</tr>
<tr>
<td>Lesson 7</td>
<td>2:10 pm</td>
</tr>
<tr>
<td>Lesson 8</td>
<td>2:50 pm</td>
</tr>
<tr>
<td>Dismissal</td>
<td>3:30 pm</td>
</tr>
</tbody>
</table>

## ARRIVING AT SCHOOL
- You are required to be in your Pastoral Care classroom no later than **8:45 am** with required books for your first two lessons.
- If you arrive after 9:00 am you must report to the Front Office to sign in as soon as you arrive at school and your parents must contact the College via a phone call or a diary note giving your reasons for lateness.
- You are to be correctly dressed in your school uniform (refer to the policy set out in the Diary).
- Large College bags must be stored in lockers.
- Large bags are not to be carried at any time of the school day.

## EXTENDED ABSENCES
- If, due to illness, you are absent for a long period, or you miss a College community event, you need to produce a doctor’s certificate.
- For extended absence, contact your Subject Teachers and refer to SEQTA to ensure that you do not miss out on any work. Unless it is serious, illness should not be an excuse to get out of completing work.
- If, during the school term, you are to be absent on holiday, sport or something similar, you need to bring a note from your parents or guardians well in advance of the time of absence, have it signed by your Pastoral Teacher, Year Level Director and your teachers, and show the signed diary note at the Front Office so that your absence may be recorded.
SHORT TERM ABSENCES

- If you are absent for a short time, or through unforeseen circumstances, your parent or guardian must telephone the College to report your absence by 9:30 am that morning, if possible.
- A diary note written by your parent or guardian explaining your absence is necessary and is to be shown to your Pastoral Care teacher on your return to school.

LEAVING SCHOOL FOR APPOINTMENTS

- You are not permitted to leave the College grounds during school hours without specific permission.
- You must have a signed and dated diary note from your parent or guardian granting permission to leave.
- You must have that diary note signed and dated by your Pastoral Care teacher and signed by the Year Level Director or Assistant Year Level Director during Pastoral Care time. If you need to leave part way through a lesson, the subject teacher’s signature is also required.
- You must leave the College via the Front Office where your departure will be recorded after you have presented the signed note.

THE COLLEGE DIARY

- The College policies and rules are set out in the front of your College diary.
- You are to read these carefully. Then both you and your parents or guardians are to sign the page set aside for that purpose. Return the signed form to your Pastoral Teacher.
- The diary is to be used:
  - To record homework
  - As a means of communication between your parents and your teachers
  - A means of keeping an accurate record of all your assignment and test results
  - To keep track of due dates for assignments
- The diary is to be taken to Pastoral Care and to all lessons each day.
- The diary is to be signed by your parent or guardian each week and will be regularly inspected by your Pastoral Teacher.
- Diaries are NOT for tags, graffiti or the displaying of improper photographs or drawings.
- Diaries are to be kept neat and clean at all times.
- Students will be expected to replace their diaries at their own expense if these guidelines are not followed.
RESPECTFUL INTERACTIONS

- Respect is acknowledging that someone or something has value.
- All members of the College Community are to be respectful of others and the resources available to them.
- The College does not accept any form of bullying and harassment. This includes bullying of a physical, verbal, psychological, social, sexual or cyber nature. Refer to Page 22 of the College Diary for more information.

VALUABLES

- Leave valuable items at home.
- **You are entirely responsible for** the safe keeping of all valuables, including USBs, mobile phones, personal laptops and graphic calculators etc. Never leave such items lying around – they should always be in your possession or secured in your locker.
- Secure your locker using the required College issue combination lock, properly fastened. Do not share your combination code.
- Make sure that you clearly and indelibly label all of your possessions, including uniform items.
- If you should lose any valuable item make your own checks of places you have recently been and enquire at Lost Property before you report the loss to the Year Level Director or another staff member.

PHONES, IPODs AND OTHER ELECTRONIC DEVICES

- Mobile phones, i-pods and other electronic devices should be left home.
- If you must bring them to school they are to be switched off and secure at all times once you come onto the property.
- You are not permitted to use them during school hours for any purpose.
- If you need to contact your parents you are to do so through the College Administration Office.
- Similarly, if your parents need to contact you they should do so by ringing the College Administration Office. A message will be delivered from there to you.
COMPUTER USE

- You must use College computers, including your tablet/laptop, only for legitimate educational purposes.
- You may not use College computers and your tablet/laptop for game playing or download games, videos, video clips, music or anything that is not part of your course work.
- You must treat College computers and your tablet/laptop with the utmost respect ensuring that no damage is done to them.
- You must abide by the College Policy on Computer Use as outlined in your diary in all circumstances.

YEAR 10 MASS AND CHAPEL

- All Year 10 students attend scheduled Masses and Chapel Liturgies for the year level.
- Chapel Liturgies for Year 10 take place most Thursday mornings. Students must meet their Pastoral Teacher outside the Chapel at 8:40 am, with the required books for morning lessons.
- All Year 10 students participate in up to two Year 10 Masses per term.
- Punctuality to these gatherings is imperative.

PERSONAL PRESENTATION

- You are ambassadors of the College and therefore need to be mindful of enhancing the College’s reputation.
- You must be dressed in the correct College uniform for the season from when you leave home in the morning until you return home in the afternoon. The correct uniform is set out clearly in the College diary.
- You are to keep your hair neatly presented at all times with no extremes of style. Girls with long hair – it is to be tied back while you are at school.
- Adequate standards of hygiene are to be maintained at all times. If you are unsure what this means discuss it with your Pastoral Teacher/Year Level Director.
- Boys - You will probably begin to shave at some time during the year if you have not done so already. You are to come to school clean shaven each day. If shaving presents any kind of problem you should discuss this with your Pastoral Teacher/Year Level Director.
- The wearing of jewellery is not encouraged but, if you choose to do so, you must comply with the rules laid out in the College diary. Again, if you are uncertain about this requirement, speak with your Pastoral Teacher/Year Level Director.

ALWAYS REMEMBER TO BE THE BEST YOU CAN BE AND TO TREAT OTHERS IN THE SAME WAY YOU WOULD HAVE THEM TREAT YOU.