

# College Handbook

Version 1.5 Sep 2020



# Lumen Christi Catholic College Handbook

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## FOREWORD AND WELCOME

Dear Families,

The College Handbook is your reference guide to the 2020 school year. It contains important information about your rights and responsibilities, special events, staff contacts, useful links as well as details about how our College functions on a daily basis.

Please remember to save it in a safe place on your iPad or computer so you can refer back to it on a regular basis.

The Handbook can also be downloaded from the College website.

If you have any suggestions or items you would like to see included in future editions of the College Handbook please let me know.



Shane Giles  
Principal



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## ACKNOWLEDGEMENT OF COUNTRY

*We would like to acknowledge the traditional custodians of this land,  
the Yuin people, and pay our respects to the Elders past,  
present and future for they hold the memories, the traditions, the culture and hopes of  
Indigenous Australia.*

*We recognise and celebrate Indigenous heritage in our four Houses,  
Baringa (the light), Monaroo (the people), Bobberrer (the mountains) and Gudu (the waters).*



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## 2020 SCRIPTURAL THEME

Each year, a theme is established which further extends our College Motto of "Be the Light of Christ". For 2020 this theme is:

*'Live in harmony with one another' Romans 12:16*



*'Always was. Always will be' 2020/2000*

"Be the Light of Christ"



## GENERAL INFORMATION

|                        |  |
|------------------------|--|
| College Principal      | Shane Giles, Principal   |
| College Address        | 388 Pambula Beach Road<br>PAMBULA BEACH, NSW 2549                    |
| College Postal Address | Lumen Christi Catholic College<br>PO Box 316<br>PAMBULA NSW 2549     |
| College Phone          | (02) 6495 8888   |
| College Fax            | (02) 6495 8887   |
| Web Address            | <a href="http://www.lumen.nsw.edu.au">www.lumen.nsw.edu.au</a>       |
| Email Address          | <a href="mailto:lccc@cg.catholic.edu.au">lccc@cg.catholic.edu.au</a> |



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## COLLEGE COMMUNITY COUNCIL

The College Community Council provides the opportunity for members of the College, Parish and Archdiocesan community to support the mission of Catholic Education. Working with the Principal and staff, the Community Council members provide leadership to the College community.

The Community Council has a decision-making role in certain policy areas and an advisory role in others. The policies of the College are always set within the wider mission of Catholic Education. In the areas where it has responsibility for the development and monitoring of policy the Community Council operates within the policy and procedures determined by the Catholic Education Commission and the Catholic Education Office.

The Community Council has responsibility to make decisions in the following areas:

- supporting the development of the Catholic ethos of the College
- supporting the pastoral care strategies
- promoting the College in the local community
- approving and monitoring of the College-based budget including the fees collection and remission policy
- developing and monitoring of College enterprises
- developing capital and maintenance programs
- developing local strategic plans (finances, buildings, resources) and contributing to Archdiocesan educational strategic planning
- approving College uniform items decided at College level

The Community Council has responsibility to provide advice in areas such as:

- curriculum offerings
- educational policies for the College e.g. reporting, homework
- student welfare policies e.g. discipline, sun safe
- parent support processes
- other matters as requested by the Parish Priest or Principal.

Chairperson

Vice Chairperson

Secretary

Ex Officio

Ex Officio

Parish Priest

Member

Staff Representative

Staff Representative

Theresa Smith

Sara Frost

Andrew Young

Shane Giles

Kevin Kelly

Fr Palé

Simon Bateman

Derek Gillions

Barb Gough

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## OUR COLLEGE

Lumen Christi Catholic College is a co-educational Kindergarten to Year 12 School situated on the Far South Coast of NSW. Established in 2001, the College has an excellent reputation, not only in the local community, but also more broadly within the education sector. We are also proud to be part of the South East Catholic Schools network which develops and forms strategies for a learning continuum from Kindergarten to Year 12 for Catholic schools in the region.

The College continues to develop a welcoming, safe and inclusive Pastoral Care system. Students identify very closely with their House and Pastoral Care class which provides a sense of belonging, builds pride and enables a vibrant learning and social environment at the College. Our College Captains, House Captains and Portfolio Captains provide the necessary leadership for our student body to feel valued, respected and included. Our Pastoral Care program is also enhanced by Retreat days and outreach programs that assist the students in deepening their understanding of religion, spirituality and social justice.



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## COLLEGE PRAYER

### ***"The Light of Christ"***

*Let us be the Light of Christ  
Learning to value God's gifts  
Inspiring hope and serving others*

*Let us be the Light of Christ  
Shining in the dark  
Illuminating what is hidden*

*Let us be the Light of Christ  
Seeking the lost  
And bringing them home.*

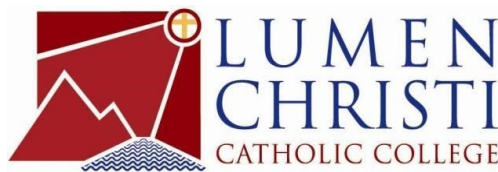
*Let us be the Light of Christ  
Sowing seeds on fertile soil  
Finding treasure in our experience*

*We are the Light of the world!  
Let us be the light of Christ*

*Amen*

## COLLEGE LOGO

Our College logo depicts the geographical area that the College covers including the mountains, the rivers and the sea. The sun or lighthouse depicts God. The name Lumen Christi Catholic College represents the people of the College community. The College colours are rust red, navy blue, white and gold.



## COLLEGE MAP

Hard copies of the College Map can be obtained from the College front office. A 3D tour of the College is available on the College website or via [this link](#)

### ***"Be the Light of Christ"***



## MOTTO, VISION, MISSION & PHILOSOPHY



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## TEACHING AND LEARNING PHILOSOPHY

### ***Lumen Christi is a Learning Community.***

The Teaching and Learning Philosophy at Lumen Christi arises from the coming together of our Vision and Mission. Learning is core to all of our activities. Learning is about personal growth, developing good relationships, engaging our communities and fulfilling the potential of our God given talents. We 'shine our light' through the Christian values of Faith, Hope and Love. (1Cor:1:13)

The Transfiguration of Christ tells us about our purpose in the world. The story is about how we recognise Christ, and also how we recognise Christ in ourselves and others. Our recognition of 'God with us' is empowering. (Mt 1:23) It tells us that we are a force for change in the world. Our personal, educational and institutional mission is one for change. Our mission, like the disciples' is for Good News.

Interactions between members of the College community are characterised by the virtues of Faith, Hope and Love. We model these virtues to each other in our work, study and learning; when we greet each other, when we praise, when we challenge, when we strive, when we fall and when we succeed.

In learning, we actively seek answers to challenging questions, to ask the bigger questions of how and why, and we express our knowledge in ways that illuminate our understanding of the world.

In teaching, we challenge our students to develop lifelong habits of mind, to be inquisitive and to adopt a growth mindset that enables them to strive to improve.

At Lumen Christi Catholic College, we do not hide our light under a bushel. We aspire to be the best that we can, learning to value God's gifts inspiring hope and serving others.



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## TERM DATES FOR 2020

|        | TERM BEGINS        | TERM ENDS           |
|--------|--------------------|---------------------|
| Term 1 | Tuesday 29 January | Thursday 9 April    |
| Term 2 | Tuesday 28 April   | Friday 3 July       |
| Term 3 | Tuesday 21 July    | Friday 25 September |
| Term 4 | Tuesday 13 October | Friday 18 December  |

### OTHER IMPORTANT DATES

- College Open Day – Wednesday 27 May 2020 – 9:00am to 5:00pm
- College Information Session – Wednesday 27 May 2020 – 11:45am
- Year 7 2021 Orientation Day – Wednesday 18 November 2020 – 9:00am to 3:20pm
- Kinder 2021 Orientation Days:  
 Day 1 – Thursday 5 November 2020 - 9:00am to 10:15am  
 Day 2 - Tuesday 10 November 2020 - 9:00am to 10:15am  
 Day 3 - Thursday 19 November 2020 - 9:00am to 10:15am  
 Day 4 - Tuesday 24 November 2020 - 9:00am to 10:15am
- Subject Selection and Parent/Student/Teacher interview dates will be published on Skoolbag when they become available.

Please contact the College for further information about these dates.

### DAILY SCHEDULE

| Normal Daily Timetable |       |    |       |
|------------------------|-------|----|-------|
| PC                     | 9:00  | to | 9:10  |
| Period 1               | 9:10  | to | 9:58  |
| Period 2               | 9:58  | to | 10:46 |
| Recess                 | 10:46 | to | 11:16 |
| Period 3               | 11:16 | to | 12:04 |
| Period 4               | 12:04 | to | 12:52 |
| Sacred Time            | 12:52 | to | 13:02 |
| Lunch                  | 1:02  | to | 1:42  |
| Period 5               | 1:42  | to | 2:30  |
| Period 6               | 2:30  | to | 3:18  |

Note: Students are expected to start moving to class when music commences, usually several minutes prior to the time schedule in the table above.

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## COLLEGE CAPTAINS 2020



## PORTFOLIO CAPTAINS 2020

The following students are our 2020 College Portfolio representatives:

### *Environment Captains*

Senior – Matthew Campbell and Isabelle Pamplin

Junior – Nyla Francis and Emelia Rigoni-Smith

### *Indigenous Captains*

Senior – Jenna Leggatt and Sebastian Scarpin

Junior – Kirra Turner and Hayley Foster

### *Service Captains*

Senior – Amy Wels and Liliana Watters

Junior – Nell Schweitzer

### *Sports Captains*

Senior – Jack Crowley, Charlotte Miller and Tyra-Lee Palmer

Junior – Heidi Brownlie and Flynn Whitby

### *Cultural Captains*

Senior – Ruby Bichard and Alexandra Haslam

Junior – Tanaya Needham

### *Choir Captains*

Jade Short and Luca Ziino

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## KEY STAFF CONTACTS

|  |  |
|--|--|
| Principal                                      | <a href="#">Mr Shane Giles</a>                       |
| Principal's PA/Office Manager                  | <a href="#">Ms Barb Gough</a>                        |
| Business Manager                               | <a href="#">Mr Kevin Kelly</a>                       |
| Assistant Principal Pastoral Care              | <a href="#">Mr Adrian Wels</a>                       |
| Director of Pastoral Care                      | <a href="#">Mrs Emma Hibbert</a>                     |
| Primary Coordinator Pastoral Care              | <a href="#">Ms Ethna Farrell</a>                     |
| Acting Assistant Principal Learning Enrichment | <a href="#">Mr Derek Gillions</a>                    |
| Director of Studies                            | <a href="#">Mr Jamie Lynn</a>                        |
| Primary Coordinator Learning Enrichment        | <a href="#">Ms Amy Chester</a>                       |
| Head of Religious Education Catholic Identity  | <a href="#">Mrs Eileen Reckord</a>                   |
| Head of Religious Education Curriculum         | <a href="#">Mrs Antoinette Woods</a>                 |
| Head of House Baringa                          | <a href="#">Mrs Belinda Heffernan</a>                |
| Head of House Bobberrer                        | <a href="#">Mrs Mia Rawlins-Cook</a>                 |
| Head of House Gudu                             | <a href="#">Mrs Anna Cooke</a>                       |
| Head of House Monaroo                          | <a href="#">Mr Scott Lipsham</a>                     |
| Facilitator of Pedagogy                        | <a href="#">Ms Wendy Mockler</a>                     |
| Mathematics Co-ordinator                       | <a href="#">Mr Matthew Watters</a>                   |
| Science Co-ordinator                           | <a href="#">Mrs Marlene Veness</a>                   |
| PDHPE Co-ordinator                             | <a href="#">Mr Mark Thompson</a>                     |
| HSIE Co-ordinator                              | <a href="#">Ms Tara Nicol</a>                        |
| TAS Co-ordinator                               | <a href="#">Mrs Jemima Collins</a>                   |
| Creative & Performing Arts Co-ordinator        | <a href="#">Ms Amanda Lawrence</a>                   |
| Learning Technologies Co-ordinator             | <a href="#">Mr Justin Short</a>                      |
| Indigenous Education                           | <a href="#">Ms Jacinta Bourke</a>                    |
| Information Technologies                       | <a href="#">Mr Derrick Ward</a>                      |
| Learning Enrichment Co-ordinator               | <a href="#">Ms Helen Comerford</a>                   |
| Languages Co-ordinator                         | <a href="#">Mrs Janine Watters</a>                   |
| Teacher Librarian                              | <a href="#">Mrs Gaye Allison</a>                     |
| Careers/Pathways Specialist                    | <a href="#">Mrs Ingrid Thompson</a>                  |
| VET Coordinators                               | <a href="#">Mrs Ingrid Thompson/Mr Russell Lyons</a> |
| Café Manager                                   | <a href="#">Mrs Heather de Munck</a>                 |
| Facilities Manager                             | <a href="#">Mr Nick Cooke</a>                        |
| Student Counsellor                             | <a href="#">Mrs Rose Trew</a>                        |
| Daily Organiser                                | <a href="#">Mrs Catherine Martino</a>                |

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## COMMUNICATION

At Lumen Christi there are a variety of formal and informal communication opportunities for parents/carers to find out about their children's progress and what's happening at the College. These include:

### **Sentral**

Sentral is a web-based, modular School Administration, Online Learning and Student Management software suite designed for use in Primary and Secondary schools.

The Sentral Parent Portal allows parents and carers a secure logon to view and respond to important information about their child, including absences, student behaviour and Parent/Student/Teacher interview bookings.

Please [email our Sentral Management Team](mailto:pamz.sentral@cg.catholic.edu.au) (pamz.sentral@cg.catholic.edu.au) if you do not have a Sentral Parent Portal logon or have any questions about Sentral. The Sentral Student and Parent Portals can also be accessed via the College website. New families will be contacted with registration details at the beginning of each school year.

Visit the Sentral Portal now:



<https://sentral.lumen.nsw.edu.au/portal/login>

### **Skoolbag**

Skoolbag is a free app used to communicate with students and their families and can be downloaded to iDevices and other smart android devices including phones and iPads and Windows desktops (>Windows V8.1). Skoolbag also enables families to sign up for email and push notifications, and to receive the latest information from the College instantly onto their smart device or email inbox.

Full instructions for downloading the Skoolbag can be found on the College website or by using [this link](#).

Skoolbag can also be accessed from our [Skoolbag Communications Centre](#) via the home page of our [College website](#). Parents and students are encouraged to check on Skoolbag for the latest information including:

- Principal Messages and Videos
- Exam and Assessment Schedules
- Latest College news and video clips
- Parenting hints and tips
- Excursion notes
- Cafe menus and rosters
- Uniform Shop news

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## ***Organising a Meeting with Your Child's Teacher***

Parents are encouraged to meet with staff members at a mutually convenient time to discuss relevant issues and concerns about their child. Appointments can be made by contacting your child's teacher either via your child's Student Diary or email.

## ***Academic Reports***

For Stages 1-3, Student Academic reports are provided to parents at the end of each semester. In Stages 4 and 5, Interim reports are provided at the end of Terms 1 and 3, and Semester reports at the end of each Semester after our Awards Ceremonies. In Stage 6, reports are issued at the half yearly and yearly points of the Preliminary and HSC courses.

## ***College Annual Reports***

Our Annual Report outlines some of the major achievements of the College and informs the community of outcomes achieved each year. A copy of the report is available on our [College website](#).

## ***Parent/Student/Teacher Interviews***

Parent/Student/Teacher interviews are usually conducted in Terms 1 and Term 3 each year aligning with Interim reporting. Please take advantage of these evenings as they are our main time to discuss your child's progress. Parent/Student/Teacher interview bookings can be made via the Sentral Parent Portal. The booking system usually opens one week prior to the scheduled interview dates. Parents/carers will need to have a Sentral login to make bookings. If you do not have a login please contact our Sentral Management Team by telephoning the College or emailing our [Sentral Management Team](mailto:pamz.sentral@cg.catholic.edu.au) at [pamz.sentral@cg.catholic.edu.au](mailto:pamz.sentral@cg.catholic.edu.au).



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## RELIGIOUS EDUCATION

The Catholic school finds its true justification in the mission of the Church in announcing the good news of God's love for us. It is based on the educational philosophy in which faith, culture and life are brought into harmony. Through it the local Church evangelises, educates and contributes to the formation of a healthy and morally sound lifestyle among its members.

While recognising that not all students in our schools are members of the Catholic Church, we are committed to nurturing all students in our care within the Catholic tradition.

*“Simply proclaim the Lord Christ holy in your hearts,  
and always have your answer ready for people who ask you  
the reason for the hope you have. But give it with courtesy and respect.”*

*1 Peter 3: 15*

Spiritual development is a lifelong process. Lumen Christi aims to nurture, support and celebrate this spiritual development in partnership with the family and the church community.

The Archdiocesan Religious Education curriculum is the key resource in the development of classroom Religious Education programs. The document offers a teaching approach, grounded in the Tradition and Scripture, which engages the learner in a variety of educational experiences to foster faith development.



For more information on our Religious Education Curriculum please contact the College.

### **College Mass and Chapel**

The College Chapel, located at the top of stairs in Block 1, is open for personal prayer and reflection each school day.

Families and the College community are welcome to join us in celebrating all liturgical events.

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## OUR PARISHES

Catholic schools are very much a part of the local Catholic community and Parish. At Lumen we are pleased to welcome our Parish Priests, Father Pale Leota and Father Luke Verrell. Fr Pale is the Pambula Parish Priest, serving the communities of Pambula, Merimbula, Eden and Wyndham. Fr Luke is the Bega Parish Priest, serving the communities of Bega, Tathra, Bemboka, Candelo and Wolumla. We are grateful for their presence and wish both priests every blessing during their time in our beautiful Bega Valley.

The Bombala - Delegate and Southern Monaro communities are administered by the Parish Priest of Cooma/Bombala, Fr Mick MacAndrew.

We acknowledge the presence of the Sisters of St Joseph and their continued work on the Far South Coast since 1891. Their Charism is embedded deep in the roots of Lumen Christi's development as a College. We always look to Mary MacKillop for inspiration and hope for quality education.

We also acknowledge the presence of members of other churches and faiths in our College family. There are daily situations in class and in College life where we are all grateful for the many expressions of faith and the good that religion inspires.



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## Pambula Parish



Fr Pale Leota  
Parish Priest

79 Main Street, Merimbula NSW, 2548  
PO Box 249, Merimbula NSW, 2548  
P: (02) 6495 1880 / F: (02) 6495 2550  
pambula@cg.org.au  
<http://cg.org.au/pambula/Home.aspx>

Our Lady Star of the Sea Eden

Our Lady Star of the Sea Kiah

St Peter's Pambula

St Joseph's Merimbula

St Joseph's Wyndham

[Click here to view weekly  
Mass times](#)

## Bega Parish



Fr Luke Verrell  
Parish Priest

Gipps Street, Bega NSW, 2550  
PO Box 6, Bega NSW, 2550  
P: (02) 6492 1058/F: (02) 6492 5399  
bega@cg.org.au  
<http://cg.org.au/bega/Home.aspx>

St Patrick's, Bega

St Joseph's, Candelo

Star of the Sea, Tathra

[Click here to view weekly  
Mass times](#)

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## LEARNING ENRICHMENT

Our Learning Enrichment program enhances and supports curriculum delivery. Modified programs, Life Skills and Extension are part of the inclusive approach at Lumen Christi to allow all students to access the curriculum at their level. Our inclusive learning environments reflect the learning diversity of the Lumen Christi and wider community. Development of all Lumen Christi students drives our holistic approach and is informed by our mission that we are self-reflective, independent thinkers and lifelong learners.

## LEARNING CENTRE

Our Learning Centre provides our students with a flexible approach to study and encourages self-motivated learning.

Students can find a quiet space to study and utilise technology to research books or work in small groups. Learning Centre resources are available for use by staff, students and parents and carers.

Our Information Technology office is located in the College Learning Centre and students are able to access help and advice about technology issues, including BYOD devices.

The Learning Centre is also resourced with a computer lab for student use and a large screen TV for class learning and other College presentations.



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## PATHWAYS

Choosing a career path is not always easy and it is important that students can make informed choices based on a thorough understanding of occupations and courses available to them.

Our Pathways Specialists are available to support students and families making decisions about future career paths including careers counselling, excursions and visits to various vocational and educational institutions, as well as work experience programs for our students.

Students also have the opportunity to study a diverse range of career paths as alternatives to standard RoSA and Higher School Certificate study, including HSC via Distance Education and Vocation Education Training (VET).

The College has developed a [Careers website](http://www.lumenchristicareers.com) which provides students and their families with the latest careers information. You can use this site to locate University, TAFE and any other type of course across Australia, get information about the HSC, search for job vacancies and much more. Students are also encouraged to regularly check our [Careers Facebook](https://www.facebook.com/lumenchristicareers) site for more career pathway information.

Please contact the College on 6495 8869 to talk to our Pathways Specialists.

**Lumen Christi has a website dedicated to Careers Pathways:**

**[www.lumenchristicareers.com](http://www.lumenchristicareers.com)**

The website provides all the latest info to help you make decisions about your future career and life beyond Lumen Christi.

You can use the site to locate University, TAFE and any other type of course across Australia, get info about the HSC, search for job vacancies and much more.

Make sure you sign up for the newsletter which contains the latest careers info ... and by subscribing to the Careers Calendar you can receive email alerts about all the latest careers events both locally and Australia wide!

Mrs Ingrid Thompson  
Lumen Christi Careers Adviser



**Students and Families**

**Lumen Christi Catholic College**

**PAMBULA BEACH NSW 2549**

**PS: if you have any questions or need advice  
please drop into the Pathways Office,  
phone 6495 8869 or email  
[ingrid.thompson@cg.catholic.edu.au](mailto:ingrid.thompson@cg.catholic.edu.au)**

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## STUDENT WELLBEING

*"The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching: this is why the promotion of the human person is the goal of the Catholic School."*  
*The Catholic School on the Threshold of the Third Millennium*

Lumen Christi belongs to a system of schools that proudly declares a special consideration for each individual and the development of the whole person.

The Lumen Christi Catholic College Vision and Mission Statement, Core Beliefs and Exit Outcomes indicate the need for our College to provide a positive, safe, supportive and encouraging environment. These documents and this policy aim at providing a tangible link between contemporary society and the messages of the Gospel. It encourages the development of Christian values and in doing so, enhances the personal and moral development of our students.

Lumen Christi adopts an approach to discipline based on a climate of affirmation, challenge and trust. The promotion of self-discipline is central to the development of our students. It is a student management system underpinned by the LCCC Vision and Mission Statements.

### **Pastoral Care Program**

#### **College Houses**



College Houses form the framework for student wellbeing and pastoral care at Lumen Christi. Our Houses are fundamental in developing College and House "spirit" and providing a sense of "belonging" for our students.

Our College House system also provides opportunities for student leadership and informal peer mentoring. Every student at Lumen Christi belongs to one of four Houses – Monaroo, Gudu, Bobberrer or Baringa.

#### **Pastoral Care Classes**



Students meet every day with their Pastoral Care or Class Teacher to join in prayer, receive daily messages and discuss any issues they may be facing in their school or home life.

The first point of contact for students and families for any concerns including, illnesses, relationships, behavioural and other difficulties, should be your child's Pastoral Care or Class teacher.

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## Weekly Pastoral Care Program



Our weekly Pastoral Program has been developed to focus specifically on student health and wellbeing with an emphasis on many of the contemporary issues facing today's school aged children.

Some of the areas covered include careers pathways, CyberSafety, healthy relationships, study skills, positive psychology, social justice and fitness.

## Student Affirmation



Student Affirmation is a positive behaviour program where students are awarded gold, silver and bronze awards. Students are presented with "Light of Christ" certificates during College Assemblies.

Merits accumulate Kindergarten to Year 6 and Year 7 to Year 12.

## Immersion Program



An initiative between Parishes, the College, and the local community our Immersion Program provides students with an opportunity to develop a wider view of the world around us and to see firsthand the work of the Church in a broader context.

The Immersion experience is designed to challenge and confront students as they spend time living and helping in an overseas community, assisting local families, visiting schools and identifying an area of need for an ongoing social justice project.

## Restorative Justice



Restorative Justice Practices is a whole school commitment to quality relationships. It establishes a philosophy and a set of practices that reflect a commitment to inclusiveness and collaborative problem solving. It provides the College with strategies to manage students with challenging behaviours while maintaining the respect and dignity of all parties.

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## Student Retreats



Student Retreats are an integral part of College life and each Year group has a day set aside for a Retreat. Students are expected to attend Retreats as they are considered a compulsory part of the College curriculum.

As part of the transition from Primary School our Year 7 students attend an Orientation Camp at the beginning of their high school education at Lumen Christi. Our Year 11 students also attend a 3 day Senior Retreat in preparation for their final year of high school and the HSC.

## College Mass and Sacramental Program



Students are expected to attend College Mass and support the Catholic ethos of the College. Kindergarten to Year 6 students also participate in regular class Masses. Sacramental programs are offered throughout the year and are conducted by our local Parishes.

## Faith in Action



Students are encouraged to focus on "inspiring hope" and working within our community to help others. Activities include supporting Project Compassion, St Vinnies Christmas Appeal, Fred Hollows Foundation, local surf clubs, Mary MacKillop Foundation, Ricky's and Pearl's Place and the Social Justice Advocates of the Sapphire Coast. The College is also involved in a program with Imlay House where students volunteer to visit residents and participate in a variety of activities on a weekly basis. We also encourage students to be involved in at least 10 hours of community service during the year. Students are awarded certificates for 10, 20 and 40 hours depending on their commitment.

## Counselling Services



The College engages the services of a qualified Counsellor on a part time basis. This service is provided through an arrangement between Catholic Education and Catholic Care. Students and their families can be supported through difficult times including illnesses, relationships, behavioural and other difficulties. You can make a confidential appointment to see the College Counsellor by phoning the College.

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## RIGHTS AND RESPONSIBILITIES

| Student Rights and Responsibilities  |  |
|--|--|
| <b>Students have the right to ...</b> <ul style="list-style-type: none"> <li>• Learn</li> <li>• Feel safe and secure</li> <li>• Be known and respected</li> <li>• A healthy working environment</li> <li>• Be heard</li> <li>• Be supported in their faith</li> <li>• Be included</li> </ul> | <b>Students have the responsibility to...</b> <ul style="list-style-type: none"> <li>• Encourage others to learn</li> <li>• Let others feel safe and secure</li> <li>• Know and respect others</li> <li>• Keep a healthy environment</li> <li>• Listen</li> <li>• Participate in the liturgical life of the College</li> <li>• Be inclusive</li> <li>• Use initiative and inform teachers if someone or something needs attention</li> <li>• Follow the College Code of Conduct</li> </ul> |

| Parent Rights and Responsibilities   |   |
|--|---|
| <b>Parents have the right to ...</b> <ul style="list-style-type: none"> <li>• Be treated with dignity and respect</li> <li>• Be informed</li> <li>• Expect a safe environment for their children</li> <li>• Be supported in their faith</li> <li>• A quality education for their children</li> <li>• Be heard</li> </ul> | <b>Parents have the responsibility to ...</b> <ul style="list-style-type: none"> <li>• Treat others with dignity and respect</li> <li>• Keep the College informed of pertinent information</li> <li>• Reinforce the values set by the College</li> <li>• Support the Catholic ethos of the College</li> <li>• Support the financial management of the College</li> <li>• Support the policies of the College</li> <li>• Be involved in the life of the College</li> </ul> |

| Staff Rights and Responsibilities  |   |
|--|---|
| <b>Staff have the right to ...</b> <ul style="list-style-type: none"> <li>• Be safe and secure</li> <li>• Be treated with dignity and respect</li> <li>• Work in a healthy environment</li> <li>• Professional development</li> <li>• Work in a professional environment</li> <li>• Be supported in their faith</li> <li>• Be paid</li> <li>• Be included</li> </ul> | <b>Staff have the responsibility to ...</b> <ul style="list-style-type: none"> <li>• Maintain a safe College environment</li> <li>• Treat others with dignity and respect</li> <li>• Maintain a healthy environment</li> <li>• Continue professional development</li> <li>• Behave in a professional manner</li> <li>• Support the Catholic ethos of the College</li> <li>• Do their job</li> <li>• Be inclusive</li> </ul> |

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## STUDENT CODE OF CONDUCT

### **Behaviour**

*Students at Lumen Christi Catholic College*

- Display a high standard of behaviour at all times
- Behave courteously at school and in public
- Do not discriminate against others on the basis of race, disability etc.
- Respectfully speak to others
- Use language that is not offensive
- Address teachers and others by their correct title
- Support the "hands off" policy at all times
- Do not engage in antisocial behaviours, such as bullying or threats – "zero tolerance"
- Are aware that illegal drugs, alcohol and smoking are prohibited, and that appropriate action be taken should such situations arise.

### **Routine**

*At Lumen Christi Catholic College*

- Supervision of students commences at 8:45am
- Students are not to enter school buildings before 8:50am
- Students who are late to school are required to sign in at the Front Office
- Students who are late to class are required to have an explanatory note from their previous teacher
- Student who have permission to leave early from College must have a note from their parents and visit the Front Office to arrange an exit pass
- Students greet their teacher and respond to their teacher's directions to allow orderly management of the class
- Students are expected to bring the required equipment from their locker for two lessons
- Students can access their lockers before school, at recess, lunch and after school
- Student who travel home on buses are to remain in the designated area until the bus arrives
- Student lockers are to be secured with a lock at ALL times.

### **Equipment**

*Students at Lumen Christi Catholic College*

Treat school equipment, buildings and surroundings with care and take responsibility for keeping learning areas clean and tidy

- Personal listening devices are not to be on the College grounds for students in Years K-10. For students in Years 11-12 they may be used during private study or at the teacher's discretion but are not to be in the general playground
- Do not bring valuables or large amounts of spending money to school
- iPads are not to be used during recess/lunch – unless for legitimate study/homework in the Learning Centre
- Must not use their mobile phone whilst on College property prior to 3:25pm and are aware that repeated use will result in parents being contacted to collect the mobile phone. Phones are to be secured in lockers whilst at school.

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## **Playground**

*Students at Lumen Christi Catholic College know that*

- They are to remain within bounds
- They take responsibility for keeping the grounds clean
- They sit to eat their recess and lunch; they do not congregate near the cafe; only use the cafe for purchases
- Food is not to be taken onto the oval at any time
- Engaging in dangerous behaviours such as throwing objects, contact games or climbing structures is not permitted.

## **Uniform**

*Students of Lumen Christi Catholic College*

- Wear their uniform correctly and with pride at all times whether in or out of school.



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## ATTENDANCE

### **Daily Program**

College begins at 9:00am each day. Students follow a timetable or program arranged by the College. It is expected that students will meet the requirements of the timetable.

### **Lateness**

Students arriving to school after 9:00am must go immediately to the Front Office and sign in.

### **Exit Pass**

Students leaving the College grounds during school hours must provide a permission note from their parents/carers and present themselves to the Front Office to be signed out by the appropriate adult. Year 12 may leave the College after their last lesson of the day with the permission of the AP Pastoral Care.

### **Roll Marking**

Attendance is recorded during each Year and Pastoral Care Class each morning and again in each Year 7-12 subject class via Sentral. It is the student's responsibility to ensure that their attendance is recorded.

### **Absence Explanation**

The College requires an explanation for all absences. Absences can be notified by:

- providing a note signed by a parent/carer explaining each day's absence
- completing a student absence explanation form and returning it to the College (the form must be signed by a parent/carer)
- telephoning the College on 6495 8888; or
- logging onto the Sentral parent portal and completing absence explanation.

Students who know they will be absent for periods of more than (2) days (holiday, medical reasons, or sporting commitments) should hand a note, signed by the parent/carer, to their Pastoral Care Teacher so these absences may be recorded.

### **Variation to College Routine Policy**

Variations to College routine in the form of excursions, field trips, camps, work education, or sporting events are offered at Lumen Christi to supplement and extend the range of learning experiences and activities normally offered at the College for students.

As such the College offers a variation to students under the following terms and conditions:

- If they are not compulsory then alternative arrangements will be made. Non-involvement does not mean time off.
- Students can be excluded from participating if:
  - deadlines for payment and return dates of forms are not met;
  - standards of behaviour have not met College expectations;
  - uniform requirements are not met
- In most instances, the College is the starting and finishing point of each activity unless directed by a note explaining otherwise.
- Students who cannot comply with the above terms and conditions should not seek to participate in the activity.

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## ASSESSMENT & EXAMS

Lumen Christi uses current assessment practices which are informed by New South Wales Education Standards Authority (NESA) support documents.

Assessment plans and schedules for your child can be downloaded from the College Skoolbag app (Parent/Student Notes Tab) or our [Skoolbag Communication Centre](#).

Examinations and assessment tasks are set where applicable. Each student is given an assessment schedule so they can plan their workload.

### **Assessment Tasks (Years 7 - 9)**

- At least two weeks before the due date, the assessment task with the assessment criteria and outcomes clearly stipulated, will be issued to the students (Task Sheet)
- Students will be informed of their performance in relation to the outcomes and criteria listed on the Task Sheet
- Results in the form of a mark or percentage may be assigned at the teacher's discretion. Rubrics required for a marked assessment task will be outlined on the initial Task Sheet.

### **Non-Submission of Tasks (Years 7 - 9)**

In the circumstance where students submit assessment tasks after the due date, the following practice is to be adopted by all teachers at Lumen Christi Catholic College

#### **(A) Unexplained lateness**

If an assessment is submitted after the due date, without an acceptable reason the following will take place:

- A note is made to your parents in the Assessment Record, found in Sentral to inform them that the task has not been submitted by on the due date. You must then hand in the Assessment item on the next school day. If you do not have that particular subject on the next day it is your responsibility to seek out the teacher.
- If the items have not been submitted after three days, a letter will be written to your parents explaining that:
  - You have not handed in your assessment item within three days of the date due and as a result you have received zero marks
  - You are required to submit a fair attempt of the assessment item within one week from the date of the letter to the Head of Faculty
  - You may be required to do an afternoon detention if the assessment item has not been handed in by the date given in the letter
- The item is to be completed during the detention. If you complete the item before the detention, you must still attend detention
- When the task has been completed the teacher will then allocate a grade for the task.

#### **(B) Absent**

Where students are absent from school the date a task is due to illness or 'special circumstances', the task must be completed at the earliest convenient time (usually the first day back at school); this time will be made in consultation with the teacher.

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## **Assessment Years 10, 11 and 12**

Assessment booklets for Years 10, 11 and 12 are placed on Skoolbag. These booklets explain assessment and the rules for assessment.



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## INFORMATION TECHNOLOGY

The College network is provided for staff and students to facilitate resource sharing, collaboration, innovation and communication.

The College Information Technology (ICT) facilities include computer labs, portable devices such as iPads and Macs for specific purposes in such classes as Music and Art. Kindergarten to Year 6 students have access to class sets of devices.

In addition to the computer resources, the College has also invested in Interactive Whiteboards (IWBs) which contributes to the College's dynamic and engaging learning environment.

Use of College technological resources and facilities are regarded as a student privilege, which may be withdrawn if they are misused. The network facilities and associated technology is to be used for educational purposes. All students must comply with the Acceptable Network Usage Policy before they are able to use the facilities.

To have access to Information and Communication Technologies at Lumen Christi Catholic College students need agree to and follow practices as contained in our Student Acceptable Use Agreement and Policy. Copies of this Agreement are available from the College Front Office or can be downloaded from the College website at [Student Acceptable Network Use Agreement & Policy](#).

### BYOD Program

Teaching methods have changed drastically over the years. No longer is "chalk and talk" or copious notes on the whiteboard seen as the way students learn. The classroom has become more interactive with students far more engaged in their own learning. Technology enables them to explore diverse learning styles. Information Technology is becoming an integral part of everyday life and central to higher education and the workforce.

The use of technology at Lumen Christi is as an education tool and will not replace all teaching and learning.

Lumen Christi's BYOD program includes all devices, not just iPads. This means that students in Years 7 to 12 can now bring a compliant device and engage in all technology-based classroom activities. The change to web-based technologies i.e. Google Suite, now means that any internet enabled device that runs a web browser can operate effectively as a learning device. The Google Suite provides document creation and sharing, as well as an online storage capability for all documents.



# Lumen Christi Catholic College Handbook

Staff and students have recognized the additional benefits that laptop style devices can bring to the learning environment. Surveys have been conducted throughout the College and the results have led to an Open BYOD Proposal being presented to the College Leadership Team, as well as our Community Council. This Proposal was approved and now means that the College provides classroom-based technology in Kinder to Year 6 and technology in Years 7 to 12 is personally owned BYOD. The College will also maintain computer laboratories for specialist subject areas where more processing power and data storage is required.

The types of devices which can now be used as part of the BYOD program are:

- Tablet (iPad or Android)
- Chromebook (approx. \$350)
- Chromebook with Touchscreen (approx. \$440)
- Laptop (Windows and Apple Mac)
- The minimum recommended requirements are:
  - Minimum Screen Size 9.7"
  - 5GHz Wireless
  - Minimum of 32GB of storage
  - Laptops are required to have a Solid State Drive.

If you have any further questions regarding the changes to the LCCC BYOD Program, please don't hesitate to contact [derek.gillions@cg.catholic.edu.au](mailto:derek.gillions@cg.catholic.edu.au) or phone 6495 8888.



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## COLLEGE UNIFORM



### Uniform Policy

(as at June 2020)

| SUMMER UNIFORM – TERMS 1 & 4  |  |
|---|--|
| K to Year 10 Boys   | K to Year 10 Girls   |
| Short sleeve chambray shirt with logo   | Short sleeved blouse with logo and blue piping.  |
| Navy shorts with logo or  | Navy check skort (length just above knee)<br>* skirts sold until stock runs out or   |
| Navy long pants with logo   | Navy check pinafore * or   |
| Navy socks with logo  | Navy check shorts * or   |
| Black belt  | Navy check long pants  |
| Navy jumper or cardigan with logo   | White socks with logo  |
| College hat   | Navy jumper or cardigan with logo  |
| Black school shoes (see samples)  | College hat  |
|   | Black school shoes (see samples)   |
| Year 11 to 12 Boys  | Year 11 to 12 Girls  |
| Short sleeved white shirt with logo   | Short sleeved white shirt with logo and rust piping  |
| Navy shorts with logo or  | Navy check skort* (length just above knee)<br>or skort with socks or   |
| Navy long pants with logo   | Navy check long pants  |
| Navy socks with logo  | Navy check shorts*   |
| Black belt  | White socks with logo  |
| Navy jumper or cardigan with logo   | Navy jumper or cardigan with logo  |
| College hat   | College hat  |
| Black school shoes (see samples)  | Black school shoes (see samples)   |
| WINTER UNIFORM – TERMS 2 & 3  |  |
| K to Year 10 Boys   | K to Year 10 Girls   |
| Long sleeved chambray shirt with logo   | Long sleeved white shirt with logo and blue piping   |
| Navy long pants with logo   | Navy check pinafore or   |
| Navy jumper or cardigan with logo   | K - 6 skirts always available –<br>Navy check skirt* sold until out of stock or skort (both length<br>just above knee) (all with navy tights) or               |
| College blazer (navy felt jacket K to 6 only).  | Navy check long pants  |
| Navy socks with logo  | Navy jumper or cardigan with logo  |
| Black belt  | White socks with logo or navy tights   |
| College scarf (optional)  | College blazer (navy felt jacket K to 6 only)  |
| Black school shoes (see samples)  | Black school shoes (see samples)   |
|   | College scarf (optional)   |
|   | Navy tights  |
| Year 11 to 12 Boys  | Year 11 to 12 Girls  |
| Long sleeved white shirt with logo  | Long sleeved white shirt with logo and rust piping   |
| Navy long pants with logo   | Navy check skirt* sold until out of stock<br>Shorts or skort (both length just above knee) or  |
| Navy jumper or cardigan with logo   | Navy check long pants  |
| College tie   | Navy jumper or cardigan with logo  |
| College blazer  | College blazer   |
| Navy socks with logo  | College Girls Tie  |
| Black school shoes (see samples)  | College scarf (optional)   |
| Black belt  | Navy tights  |
| Black school shoes (see samples) College scarf (optional)   | Black school shoes (see samples)   |
| <i>Incorrect wearing of the uniform may result in sanctions, such as detentions</i>   |  |
| SPORTS UNIFORM  |  |
| K to Year 12 Boys   | K to Year 12 Girls   |
| Sports polo shirt with logo   | Sports polo shirt with logo  |
| Sports shorts with logo   | Sports shorts with logo*   |
| Navy socks with logo  | Sports socks with logo   |
| Sports track jacket/pants with logo (optional)  | Sports track jacket/pants with logo (optional)   |
| Sports cap or bucket hat with logo  | Sports cap or bucket hat with logo   |
| The bucket hat is the official college hat. Caps can only be worn when participating in PDHPE practical class and are only to be worn with the sports uniform.  | The bucket hat is the official college hat. Caps can only be worn when participating in PDHPE practical class and are only to be worn with the sports uniform. |
| Sports shoes (see samples /explanation below)   | Sports shoes (see samples /explanation below)  |
| <i>NOTE: PE uniform is only to be worn by PBL classes or on days where there is a double PE/PASS/ or ADP lessons and on specially nominated days by College. Incorrect wearing of the uniform may result in sanctions, such as detentions</i> |  |
| ACCESSORIES   |  |
| Boys  | Girls  |
| College backpacks (S & L) Compulsory in KG & Yr 7   | Navy check headband/scrunchie<br>College backpacks (S & L) Compulsory in KG & Yr 7)  |

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## Lumen Christi Catholic College Uniform Policy additional notes:

### Jewellery:

- Chains with religious medallions only (not longer than 25mm) worn inside shirt or blouse
- No jewellery to be worn during practical sports classes
- No necklaces, anklets, bangles or wristbands to be worn K to 12
- No rings to be worn K to 10, small signet ring permitted 11/12
- No body jewellery, such as tongue, nose or eyebrow rings, are permitted K to 12
- Plain (silver or gold) studs or sleeper earrings (no larger than 15 mm) permitted K to 12, one in each ear

### Tattoos:

- Tattoos are illegal in NSW for children under 18 years old
- Tattoos must be covered at all times

### Hair:

- Extreme hairstyles and hair colours not permitted. (NB: No shorter than number 3 head shave)
- All students to be clean shaven
- Long hair must be tied back
- College hair accessories / blue hair ties only

### Make-up:

- No make-up or nail polish to be worn K to 8
- 7 to 12 make-up and nail polish must not be noticeable

### Hats:

- The official college hat is to be worn in Terms 1 and 4
- Students are to wear their hat upon leaving the classroom
- Students without hats are to have their name recorded in Sentral
- An optional cap is available for use only during practical PDHPE classes and on official sports days such as swimming and athletics carnivals and when representing the college at the various sporting events
- The cap can only be worn with the official college sports uniform
- The cap is not an alternative to the bucket hat at any other time
- Caps are available in House colours

### Blazers:

- Blazers are to be worn to and from school and vice-versa in Terms 2 & 3, up until recess and for formal occasions

### Mufti Days:

- Uniform free days are held periodically throughout the year
- The money raised on these days is donated to charity organisations supported by the College
- Midriff/singlet tops are not permitted
- Cut-off shorts are not permitted
- Covered footwear, sun safe clothing (including broad brim hats) and modest clothing should be worn
- Students are not to wear clothing with patterns/images/wording of an offensive nature on these days
- Normal college jewellery/hair rules apply

### Shoes:

- All shoes must meet OH & S requirements
- School shoes must be black, covered in, be below the ankle and polishable (see samples below)
- Sports shoes must be lace up runners, joggers or cross-trainers
- Skate shoes, Dunlop Volleys, canvas or casual shoes not permitted (see samples below)

### Backpacks

- Small & Large (compulsory for KG and Yr 7)

Examples of College approved school shoes:



Examples of College approved PE shoes:



Example of college backpacks

Available in small & large



Examples of shoes that are not permitted:



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## COLLEGE UNIFORM SHOP

Our College Uniform shop is located upstairs in Block 1 of College, enter via the main entrance to the College and follow the signs or ask for directions at the Front Office.

The shop will open each Term:

- Monday 8:30am - 9:30am and 2:30pm - 3:30pm; AND
- Wednesday 8:30am - 10:00am
- Additional opening days as advertised via Skoolbag

Can't make it into the shop? You can order online - use the link key to visit our online Uniform Shop. Orders placed via the online shop could take up to 7 working days to be delivered depending on stock availability. Online Orders can be delivered to your child's classroom, free of charge. Alternatively, you may nominate a postage address for delivery via Australia Post.

To visit our online uniform shop and view price lists and order forms please [click here](#) or visit [www.picklesschoolwear.com/](http://www.picklesschoolwear.com/)

For further information please contact Petrina, our Uniform Shop Manager at the shop during opening hours on 6495 8851.

## SECOND HAND SWAP AND SHOP AND FACEBOOK UNIFORM PAGE

Preloved College uniform can be advertised on Facebook on a page run by Lumen Christi parents. Login to your Facebook account and search for 'Lumen Christi Uniform Pambula'.

### ***LCCC Uniform Swap and Shop and Facebook Disclaimer***

Persons advertising College uniform via Facebook do so at their own risk. Persons advertising on this site are required to provide personal information i.e. name, which will become available to the general public via the internet and Facebook. Lumen Christi Catholic College accepts no liability for any claims or losses as a result of information provided. Lumen Christi Catholic College accepts no responsibility for items purchased or swapped and gives no warranty as to the condition, suitability or provenance of any item purchased or swapped. It is the purchaser's responsibility to take all reasonable measures to check the condition, suitability and provenance of any item purchased or swapped for their own protection. Lumen Christi Catholic College accepts no liability for any claim or loss resulting from any transaction taking place as a result of the information provided on Facebook. All advertisements published on Facebook are at the discretion of Lumen Christi Catholic College. The College reserves the right to edit or remove advertisements at any time.

Joey's Jumbles, located in Eden also sells second hand College Uniform, some of it via commission, others donated by College families. Please telephone Joey's Jumbles on 6496 4665 to find out more.

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## HOMEWORK

### **Philosophy**

At Lumen Christi student achievement is promoted in a supportive and positive environment. Homework is a large factor in holistic learning involving both school and home in partnership. Students, staff and parents share goals for achieving ongoing success in learning. Homework is part of this and includes out-of-school tasks assigned to preview, review and extend classroom work. At Lumen Christi, teachers assign homework to reinforce the lessons taught in the classroom, stimulate further interest in the topics taught, and develop independent study skills.

### **Methods**

#### *Practice*

Practice tasks reinforce newly acquired skills or knowledge. These tasks are most effective when carefully evaluated by the teacher, when matched to the ability and background of the individual student, and when students are asked to apply recent learning directly and personally in their own environment.

#### *Preparation*

Preparation tasks are intended to provide background information. Such tasks could include readings of the class text, research, collecting materials for a class activity and other tasks requiring the gathering or organising of information before a class including assessment tasks. Effective preparation tasks require guidelines on how and why the task should be completed.

#### *Extension Tasks*

These tasks encourage individualised and creative learning by emphasising student initiative and research.

### **College Procedures for Homework**

Homework is assigned by the class teacher during the lesson. Students note the homework task and the due date in their student diary. When collecting, checking or correcting homework, a note is made by the teacher in Sentral if the task has not been attempted.

### **Time Allocation**

For homework to be effective, it needs to become part of the student's out of school routine. Time should be devoted regularly to each Key Learning Area according to a homework schedule. The amount of time needed increases as the student progresses through their education.



## *Suggested daily allocations for homework*

|                |                      |
|----------------|----------------------|
| Kindergarten   | 10 to 20 minutes     |
| Year 1 and 2   | 30 minutes           |
| Year 3 and 4   | 30 to 45 minutes     |
| Year 5 and 6   | 45 minutes to 1 hour |
| Year 7 and 8   | 1 to 1.5 hours       |
| Year 9 and 10  | 1.5 to 2 hours       |
| Year 11 and 12 | 2 hours plus         |

All students in Primary School are expected to read every day and record their reading on their iPads (Years 5 & 6) or in their Home Reading Record Book (Kindergarten to Year 4).



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## COLLEGE COUNSELLOR

The College engages the services of a qualified Counsellor on a regular basis. The service is provided through an arrangement between Catholic Education and Catholic Care. Students and their families can be supported through difficult times on issues including illnesses, relationships, behavioural and other difficulties. You can make a confidential appointment to see our College Counsellor by phoning 6495 8888 or by dropping into the Front Office to complete an appointment form.

Rose Trew: Counselling – All weekdays except Thursday.  
Email [Primrose.Trew@catholiccare.cg.org.au](mailto:Primrose.Trew@catholiccare.cg.org.au)  
Phone 6495 8888

### EMOTIONAL UPS AND DOWNS

... ARE NORMAL BUT SOMETIMES IT ALL GETS TOO MUCH

*Angry? Hassled? Confused? Alone? Stressed? Scared?*

Tackle problems with a plan – Be positive – It doesn't have to be this way

Tough times don't last forever – YOU can turn things around

Acknowledge you feel bad.

#### SLOW DOWN AND THINK

Decide how things could be better. Tell someone you trust (friends as great but for bigger problems talk to an adult). Feeling better might mean writing down your thoughts or ringing someone. You can help a friend by being a good listener and suggesting they speak to an adult.

#### MAKE A REAL DECISION

Value yourself. Have some strategies ready when the pressure is on.

#### WHO CAN YOU TALK TO?

A parent

Teachers

School Counsellor

Other trusted adults

Kids Helpline free call 1800 551800

Open Doors Counselling and Educational Services free call 1800 647 995

[www.opendoors.com.au](http://www.opendoors.com.au) or [info@opendoors.com](mailto:info@opendoors.com)

[Don't forget to Check out our links page for more information about where to get help](#)

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## ENROLMENT

Enrolment at Lumen Christi is open to all who are willing to support the philosophy, values and aims of Catholic schooling. Families who choose a Catholic school for their children do so on the understanding that they respect and agree to support the Catholic identity of the school and acknowledge the importance of religious education for their children.

All enrolments are subject to an enrolment interview with the College Principal or a member of our College Leadership Team. An online enrolment application must be completed before a student will be accepted for enrolment.

**The Enrolment period for Kindergarten and Year 7 students** commences in Term 2 preceding the year your child commences College. A \$200.00 non-refundable enrolment fee is payable for all Kindergarten enrolments. This is credited to your child's College fees in Term 1.

**Enrolments for the current year** are accepted throughout the College year and are dependent on class availability.

### Priority for Enrolment

In accordance with the Catholic Education Office of Canberra & Goulburn priority for enrolment is:

- Baptised Catholic students who attend a Catholic school or are members of the local parish community in rural areas where a Catholic school is not available
- Siblings of other students already attending the school
- Other children who have been enrolled in a Catholic school for a substantial period of time
- Other students who are willing to support the Catholic ideals of the College.

## PARENT COMMITMENT AGREEMENT

The Parent Commitment Agreement is required to be signed when your child enrolls at Lumen Christi Catholic College. A copy of the document can be downloaded from the College website via [this link](#)



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## PARENT CHARTER FOR CATHOLIC SCHOOLS

Catholic schools in the Archdiocese of Canberra Goulburn work in partnership with parents and their school communities to promote a shared responsibility for the education of each child. This Charter provides the principles and expectations that will help to achieve this critical partnership.

- 1 This partnership recognises:
  - Parents as the primary and continuing educators of their children.
  - The contribution that parents make by valuing the Catholic identity of our schools. The shared responsibility for the moral, spiritual, emotional and social development of students in our schools.
- 2 Parents can expect that their child's school will:
  - Provide an excellent education based on the traditions of Catholic teachings.
  - Strive to maintain a safe, secure and welcoming environment for their children. Involve parents as the first educators in any decisions that affect their child's learning or well being.
  - Provide timely and accurate information about their child's progress.
  - Demonstrate respect for the privacy of families in all interactions, including through the use of technology and social media.
- 3 The School can expect that parents will:
  - Actively support school policies and expectations.
  - Work collaboratively with school leaders, teachers and staff.
  - Respect the skills, knowledge and experience of school leaders and teachers.
  - Demonstrate respect for the school and staff in all communications including digital technologies and social media.
  - Contribute to the life of the school in ways that reflect their interests, skills and experience.
  - Support their child's consistent and punctual attendance at school.
  - Fulfil their commitment to pay all fees in a timely manner, and in hardship circumstances to actively work with the school to seek out mutually suitable arrangements for their payment.
  - Respect a teacher's working hours in terms of response times to emails and phone calls.
  - Request a formal interview time with their child's teacher when there is a concern to be discussed.
- 4 Integral partners in the life of school communities, the school with parents have a co-responsibility to:
  - Value and respect the Catholic identity of the School, its relationship to its parish community and the teaching of Catholic beliefs.
  - Model Christian values and support the ethos of Catholic schools with all members of the School community.
  - Value and respect the diversity of faiths and cultures within the School community.
  - Contribute to a welcoming and inclusive school community.
  - Support the child's learning at school and home.
  - Contribute to consultation and decision making processes.
  - Work toward resolving grievances through respectful discussion and negotiation.
  - Contribute to a culture where privacy and confidentiality are assured.
  - Ensure respectful and caring relationships are reflected in the ways in which staff, students and parents interact when engaging in sporting and extra-curricular activities.
  - Acknowledge and support the work of the School Community Council/Board and associated committees.

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## FEES

The College Community Council will set the fees for each year in the last term of the previous year. The Council will take into account the needs of the College and the general economic situation.

Fees are broken up into 3 categories:

- **CE Tuition**

65% of this fee is forwarded on to CE and contributes towards salary costs. The remaining 35% is directed towards the list below.

- **College Levy**

Includes, but is not limited to:

- Updating of classroom equipment, resources, consumables
- Curriculum resources, text books
- Purchase/replacement of sports equipment
- Pastoral Care
- Extra curricular activities
- Library
- Photocopying
- All textbooks (hire)
- Utilities (electricity, gas, telephone, rates etc)
- Insurance
- Purchasing and updating of ICT hardware and software
- Cleaning
- Building and grounds maintenance
- Teaching Assistant salaries

- **Building Levy**

Includes, but is not limited to:

- Servicing College loans for Stage 2, Stage 4 and the Resource Centre refurbishment
- Cleaning and maintenance salaries

Fees may be paid in advance any time throughout the year however, for accounting purposes, four Term accounts will be issued for Kindergarten to Year 11 and Year 12 will be invoiced for the full year in the first 3 terms. The College fees may be paid by Qkr!, cash, cheque, credit card, direct debit or BPAY.

The fee schedule can be obtained from the College website, Skoolbag Communications Centre, our Skoolbag app and the Front Office. Families experiencing difficulty making payments must contact the College Fees Officer on 6495 8808 so that a payment plan can be developed.

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## COLLEGE HOUSES

Our four College Houses form an integral component of our pastoral care program and contribute to College "spirit" and sense of belonging for our students. Houses comprise of students from Kindergarten to Year 12 allowing an informal peer mentoring atmosphere and an opportunity for our senior students to develop leadership skills.

There are four houses at Lumen Christi - Baringa, Bobberrer, Gudu and Monaroo. Our Houses are integral to our College spirit and hoped that students understand the value of their House.

Our Houses are named in recognition of the ongoing custodianship of the South East region of New South Wales by the Yuin Nation - the light of creation the sustaining elements of water and land and the redeeming qualities of our relationships. In these elements we recognise the legacy of the custodians and understand that we have a special responsibility in our region. We see in our Houses the language of the Elders and know that we are all people of God the Creator, Jesus our Redeemer and the Holy Spirit.

It is expected that all students will represent their house at our annual Swimming, Cross Country, and Athletics Carnivals. House points are awarded for participation at the College Carnivals and for such things as community service hours, inter house sporting and cultural competitions and the cleanliness of the House area, both inside and in the playground.

## HOUSE SPORTING RECORDS

| House of the Year | Athletics        | Cross Country    | Swimming         |
|-------------------|------------------|------------------|------------------|
| 2001 - Baringa    | 2001 - Bobberrer | 2001 - Baringa   | 2001 - Baringa   |
| 2002 - Baringa    | 2002 - Baringa   | 2002 - Baringa   | 2002 - Bobberrer |
| 2003 - Baringa    | 2003 - Baringa   | 2003 - Baringa   | 2003 - Bobberrer |
| 2004 - Gudu       | 2004 - Monaroo   | 2004 - Gudu      | 2004 - Bobberrer |
| 2005 - Bobberrer  | 2005 - Gudu      | 2005 - Gudu      | 2005 - Bobberrer |
| 2006 - Monaroo    | 2006 - Monaroo   | 2006 - Baringa   | 2006 - Monaroo   |
| 2007 - Monaroo    | 2007 - Monaroo   | 2007 - Gudu      | 2007 - Monaroo   |
| 2008 - Bobberrer  | 2008 - Bobberrer | 2008 - Gudu      | 2008 - Monaroo   |
| 2009 - Monaroo    | 2009 - Bobberrer | 2009 - Baringa   | 2009 - Monaroo   |
| 2010 - Baringa    | 2010 - Monaroo   | 2010 - Baringa   | 2010 - Gudu      |
| 2011 - Monaroo    | 2011 - Monaroo   | 2011 - Baringa   | 2011 - Monaroo   |
| 2012 - Bobberrer  | 2012 - Bobberrer | 2012 - Bobberrer | 2012 - Monaroo   |
| 2013 - Monaroo    | 2013 - Monaroo   | 2013 - Monaroo   | 2013 - Monaroo   |
| 2014 - Bobberrer  | 2014 - Bobberrer | 2014 - Bobberrer | 2014 - Monaroo   |
| 2015 - Monaroo    | 2015 - Monaroo   | 2015 - Monaroo   | 2015 - Monaroo   |
| 2016 - Baringa    | 2016 - Baringa   | 2016 - Baringa   | 2016 - Baringa   |
| 2017 - Gudu       | 2017 - Baringa   | 2017 - Gudu      | 2017 - Gudu      |
| 2018 - Baringa    | 2018 - Baringa   | 2018 - Baringa   | 2018 - Baringa   |
| 2019 - Baringa    | 2019 - Baringa   | 2019 - Baringa   | 2019 - Bobberrer |

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## HOUSE CAPTAINS

### Monaroo House Captains



Aliza Esplin



Charlotte Lipsham

### Monaroo Junior House Captains



Amarlia Schwager



Isla Judd

Monaroo (yellow) is the people who care for each other, who nurture the land, are sustained by the waters and whose relationship binds all.

Patron Saint is Blessed Mary MacKillop

**“Never see a need without doing something about it”**

### Bobberrer House Captains



Ysis de Gans



Luke Mills

### Bobberrer Junior House Captains



Sophie Martino



Nate Scarlett

Bobberrer (red) is the land, the mountains, the bush and the beaches; it is the Earth which provides for all of us and as God's creation, we care for and nurture the Earth.

Patron Saint is St Francis of Assisi, Patron Saint of ecology.

**“May we become faithful stewards of the earth.”**

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## Baringa House Captains



Julia Cullenward



Joseph Williams



## Baringa Junior House Captains



Chloe Robards



Korban Jenkins

Baringa (white) is light, the sun, moon and fire; it is God's creative energy which provides life to all.  
Patron Saint for Baringa is St Lucy of Syracuse, Patron Saint of the blind.

**"Anticipating the Light to Come"**



## Gudu House Captains



Ella Brown



Oscar Ferguson



## Gudu Junior House Captains



Evelyn Finn-Young



Alex Confeggi

Gudu (blue) is the water, the sea, rivers and snow;  
it is the sustaining force in our environment.  
Patron Saint for Gudu, the water, is St Brendan 'The Navigator',  
Patron Saint of sailors.

**"May he guide us on our journey"**

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## COMMUNITY SERVICE

### ***Our Vision***

You are the light of the world!  
Shine your light.

Students at Lumen Christi are encouraged to be involved in community service activities. These activities are recorded on Sentral. Certificates are presented to students at the annual Semester 2 Awards Ceremony in recognition of gaining at least 10 hours of community service during the year.

### ***Suggested Service Activities***

- Volunteer work for charities e.g. St Vincent de Paul, Red Cross
- Fundraising for charities e.g. Red Shield Appeal
- Volunteer work for elderly or sick neighbours
- Working bees for school, Parish or community organisations
- Visiting elderly people – spending time with them, performing for them
- Participating in organised community events e.g. ANZAC Day March
- Clean Up Australia Day
- Umpiring and/or coaching sporting teams
- Making items to be sold at fetes for charities, Parish
- Volunteer work at Lumen Christi e.g. Library Monitor, writing newspaper articles
- School cleanliness and other activities approved by LCCC staff

### ***Procedure***

- You may participate in service activities with a friend or small group if desired
- Talk about your ideas for your service activities with your parents before setting out to complete any activity
- Meet with the supervisor of the organisation – introduce yourself, arrange activity and hours and learn about any special conditions related to your volunteer work
- Inform the supervisor when you complete your service activity or leave the premises
- Keep this a Service Record slip with you at the time of your service activity to be verified by a responsible adult or supervisor
- Return your signed Service Record slip to your PC teacher who will ensure it is recorded on Sentral.

### ***Your Goal***

- 10 hours of service by the end of the year with at least two different categories of service activity
- The minimum time of any category is one hour
- Home chores are not to be included as 'charity begins at home'.

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## TRAVELLING TO AND FROM COLLEGE

### **Bus Companies**

The majority of students at Lumen Christi travel to and from College by bus. Buses deliver and pick up students within the College grounds. Students can apply for a bus pass at:

<https://apps.transport.nsw.gov.au/ssts/#/howToApply>.

For information about your child's bus please contact one of the following local bus companies:

- Sapphire Coast Buslines (6495 6452) transports students from Eden, Pambula, South Pambula, Bega, Merimbula, Tura Beach, Kalaru, Jellat Jellat, Wolumla, Bald Hills, Millingandi, Tathra and Wyndham.
- Scarlett's Bus Service (6492 3956) transports students from Kameruka, Candelo and Wolumla to Wolumla for connection with Sapphire Coast Buslines.
- Symonds Bus Service (6493 4871) transports students from Bermagui.

A bus line also operates for students travelling from Bombala. Please contact the College Principal if you think you may require this service.

The School Drive Subsidy is available to NSW residents in areas where there is no public transport. Further information regarding eligibility can be found at:

<https://apps.transport.nsw.gov.au/ssts/#/schoolDriveSubsidy>.

### **Bus Travel Code of Conduct**

The Student College Code of Conduct applies when travelling to and from the College on buses. In addition, the Code of Conduct issued by Transport NSW includes:

To ensure their safety and the comfort of other passenger's students will:

- behave safely at all times
- respect the needs and comfort of other passengers
- behave appropriately at all times
- protect bus property and report any vandalism
- show their travel passes to the driver on boarding and when requested
- only use the travel pass for its intended purpose
- maintain travel pass at all times
- follow the driver's instructions about safety on the bus (e.g. instructions on where to sit)
- adhere to the law that bans smoking on buses
- only eat or drink (other than water) on the bus with the written permission of the bus operator
- keep arms, legs and other parts of their bodies inside the bus
- only attract the attention of the driver in the case of an emergency

Bus Companies reserve the right to exclude students for travel where the Code of Conduct has been breached.

### **Parking and Car Park Safety at Lumen**

School car parks can become busy and congested, particularly around 8:30am and 3:15pm each day when parents are transporting their children to and from College.

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The first right hand section of the College staff car (15 bays) are available for student drop off and pick up and longer term visitor parking. Parking in spaces other than those allocated for this purpose poses a significant danger to students moving between vehicles.

“L” plate drivers are not permitted to drive into or park in the College car parks. This College policy applies to all “L” plate drivers entering the carpark, including staff, students and parents/carers. Parents and carers supervising a “L” plate need to swap drivers before they enter the College car park.

**It is a condition of entry to this car park that parents and carers comply with signage and follow the directions of College staff at all times. Please note a 5 km speed limit applies to College car parks and movement through this carpark is in an anti-clockwise direction only.**

Parents can also utilise the “drop off” zone in Culgoa Crescent and the designated drop off zone adjacent to the staff car park inside the school. There are signs clearly marking these areas.

Please note the “drop off” in Culgoa Crescent is classified as a “No Parking” area between 8:30am to 9:30am and 3:00pm to 4:00pm. RMS legislation states that you must not stop for more than 2 minutes and you must remain in or within 3 meters of the vehicle in any “No Parking” designated area. Fines and loss of licence points may apply.

## **Keep our students (your child) safe!**

**Our students are counting on you to exercise patience and common sense in and around school car parks. Remember to slow down and don't make illegal and dangerous moves like:**

**U-turns  
3 - point turns  
Double parking**

### ***Student Car Parking***

All senior students driving to College must park at the Pambula Sporting Complex car parking. Students are not permitted to park their vehicles in College visitor or staff car parks. Any queries regarding student driving or car parking at the College should be directed to our Director of Pastoral Care.

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## STUDENT HEALTH AND MEDICAL

### **Sick Bay**

If students are not feeling well or are injured at school, they should let a staff member know as soon as possible.

If a student presents at sick bay the student's family may be contacted and a decision will be made as to whether they are able to return to class or need to be picked up by a family member to recover at home for the remainder of the day.

Sick bay is located adjacent to the College Front Office.

### **Students with Medical Conditions**

It is the responsibility of the parent/carer to notify the College at the time of enrolment, or if the student is enrolled, as soon after diagnosis as possible, that their child has a medical condition that may require support or special consideration at school. Such medical conditions could include:

- severe asthma, type 1 diabetes, epilepsy and anaphylaxis
- any student who is diagnosed as being at risk of an emergency
- any student who requires the administration of specific health care procedures.

An emergency response strategy known as an "Individual Health Care Plan" is developed and implemented. If written information provided by the parent confirms that their child has been assessed as having an at-risk medical condition, an Individual Health Care Plan will be formulated by the Principal in consultation with the parents and staff. The Individual Health Care Plan will incorporate an emergency response plan and will be based on advice from the student's parents and medical practitioner. As soon as your child's Health Care Plan is finalised, it will be displayed in a restricted area of the College. This area will not be accessible to students, parents or the general public.

Whilst the provision of medical information is voluntary, if you do not provide all or any of this information, the College's capacity to support your child's health needs could be impaired. Parents should also remember to keep their child's information as up to date as possible by advising the College of any changes to your contact details or your child's medical condition.

### **Dispensing of Medication at the College**

The College does not accept lightly the obligation to dispense medicines to students. The Principal is to be informed in all cases of students who required medication during the school day and should be assured that it is necessary for the student to consume medication during the school day.

Parents and carers are to provide a consent form or letter with the name of the medication, dosage, time of ingestion, contact person and name of medical practitioner in case of emergency. Parents of students requiring longer term medication e.g. Ritalin, will need to complete a series of forms in conjunction with their medical practitioner and the College Principal.

Please note that the College does not administer Panadol to students from sick bay.

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## Common Illnesses (Exclusion Periods)

The following illnesses may occur during your child's time at school. The following table is a guide to the time your child should be kept at home should an infection occur.

|                          |   |
|--------------------------|---|
| Measles                  | Exclude for 7 days from appearance of rash  |
| Rubella (German Measles) | Exclude for at least 7 days   |
| Mumps                    | Exclude for at least 2 weeks. Swelling must have subsided   |
| Ringworm                 | Return to school when appropriate treatment has commenced, supported by medical certificate on request of College   |
| Impetigo (School Sores)  | Exclude until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that all sores on exposed surfaces are covered with a clean dressing |
| Head Lice                | Re-admit when appropriate treatment has commenced.  |
| Conjunctivitis           | Exclude until discharge from eyes has ceased  |
| Chicken Pox              | Exclude for 7 days after the first spots appear   |

## Student Immunisation Program

The NSW Department of Health requires that all children provide their school with a copy of their Immunisation Certificate prior to commencement.

Nurses from the NSW Department of Health visit the College to offer student immunisation throughout the College year. Details and permission forms for student immunisation are sent home to families at the beginning of each year. Immunisation dates are advertised via Skoolbag. If you require details about your child's immunisation records or the vaccination program please contact Greater Southern Area Health, Bega on 6492 9620.

## LOCKERS

Each Year 7-12 student is allocated a locker. Lockers are to remain locked at ALL times. Students who do not secure their lockers will be contacted by their Head of House and asked to rectify the situation as soon as possible.

## EXCURSION NOTES & PAYMENTS

Major excursions in Years 5/6, Year 7, Year 9, Year 10 and Year 11 have been included in the College Levy in 2020. Excursion notes are sent home in hardcopy with students and available on Skoolbag under the:

- Your child's Year Group tab; and
- Events tab.

Some excursions are not available to all students. If you are unsure of your child's eligibility to participate in a College excursion please contact the College for confirmation before completing your form or making a payment.

Qkr! by MasterCard is the College's preferred payment method for excursions not included in the College Levy, College fees, other school-related payments as well as Seaspray Café orders.

Download the Qkr! app to your mobile device from the Play or App store, or open the [Qkr! Web Shop](#) on your computer - add your child's name, link your credit card and you are ready to start.

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# Lumen Christi Catholic College Handbook

Watch out for the Qkr! logo on your child's excursion notes as this will indicate that payments and consent can be made via Qkr!

For further information about Qkr, including how to sign up please visit the [Qkr! page on the College website](#) or contact Janine Bradley on 6495 8816 for assistance.

Cash payments will still be accepted for those parents and carers not choosing to take advantage of Qkr!

Students with hard copies of permission notes and payments should drop these in the College "drop box" which is located between the College Front Office and the light well. All money and notes should be placed in a College envelope and clearly marked with your name, your PC class, the date and the amount of money (if any enclosed).

## LOST PROPERTY

Please label ALL items of clothing as lost property is a concern for us and expensive for you and your family. These labels need to be checked regularly for clarity. Lost property is located just outside the Pastoral Care Team office on Level 1. Students and parents are welcome to visit lost property at any time to try to recover misplaced items.

## SEASPRAY CAFÉ



### **About Seaspray Café**

Seaspray Café is open every day from 8:30am to 1:30pm. Heather De Munck is the Café Manager. Your support of our café is greatly appreciated.

### **Healthy Eating at School!**

The Seaspray Café is a great place for your child to start learning about the enjoyment of healthy eating. Good nutrition enhances your child's ability to learn and take in the information presented in class.

The food your child consumes during the school day contributes to a significant portion of their daily food intake and nutrition. Therefore it makes sense to try to ensure the best food possible is available in our College Café.

We believe the Seaspray Café provides the means by which children and adolescents can put into practice the theory about nutrition being taught in the classroom at Lumen Christi.

We aim to provide a variety of tasty, fresh, nutritious food, catering for a variety of tastes, for you and your child, every day.

### **Volunteering**

Seaspray Café is only able to operate as successfully as it does with the valued support of our parent

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and grandparent volunteers, who all do an amazing job!

In order to continue to offer a variety of nutritious, affordable and tasty foods for your child we need two volunteers each day to assist with food preparation and sales.

We promise a warm friendly environment, morning tea, lunch, well-mannered students, and grateful staff! If you can offer a couple of hours to assist, please contact Heather in the Cafe.

## Cafe Menu

The cafe Menu is available from the Cafe and the College front office. Digital copies of the menu are available on the [College website](#), the [Sentral Parent and Student Portals](#) and Skoolbag App and [Skoolbag Communications Centre](#).

## How to Order

Sometimes no matter what we do, mornings are a rush to get out the door. That's why being able to simplify that part of the day is so important. With Qkr! by Mastercard, you no longer need to spend valuable time organising cash for lunch orders — you can do it all on your mobile device or computer at a time that suits you. By using Qkr! you can ensure your child is eating well by managing their canteen orders. Place your Qkr! order by 9:00am each morning or alternatively order up to two weeks in advance.



**Qkr! is Seaspray Café's preferred payment option!**

## How to Sign Up for Qkr!

Signing up for Qkr! is easy and all it takes is a few minutes. Download the app to your mobile device from the Play or App Store or open the Qkr! Web Shop on your computer - add your child's name, link your credit card and you are ready to start ordering!

Cash order payments will still be accepted for those parents and carers not choosing to take advantage of Qkr!. Place your payment in a paper bag marked with your child's name, Year, PC class and order details and your child can drop it into the order box located outside the Seaspray Café by 9:30am each morning. Over the counter cash sales at breakfast, recess and lunchtime will still be available.

For further information about the Seaspray Café please contact Heather on 6495 8820.

Further information about Qkr!, including download instructions, helpful hints and FAQ's can be found on Skoolbag or the [College website](#), or you can telephone Janine Bradley at the College on 6495 8816.

## PRAYERS TO THE LUMEN HOUSE SAINTS

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## **St Mary of The Cross MacKillop (Monaroo)** **Prayer of Discernment (Archdiocese of Brisbane Prayer)**



Blessed are you, O God.  
In your loving providence,  
You raised up St Mary  
in our own land Australia,  
as a blessing for those in need.  
By the power of the Cross,  
may we too embrace  
all Christ's works of love.  
That we may discern God's will in our life  
St Mary of the Cross pray for us  
That we may learn to trust in God's care  
St Mary of the Cross pray for us  
That we may grow in respect for the poor  
St Mary of the Cross pray for us  
That we may find a passion for justice  
St Mary of the Cross pray for us.

## **The Peace Prayer of St Francis (Bobberrer)**



Lord, make me an instrument of your peace,  
Where there is hatred, let me sow love;  
where there is injury, pardon;  
where there is doubt, faith;  
where there is despair, hope;  
where there is darkness, light;  
where there is sadness, joy;  
O Divine Master, grant that I may not so  
much seek to be consoled as to console;  
to be understood as to understand;  
to be loved as to love.  
For it is in giving that we receive; it is in  
pardoning that we are pardoned;  
and it is in dying that we are born  
to eternal life.  
**St Francis of Assisi: pray for us.**

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## **Prayer to St Lucy (Baringa)**



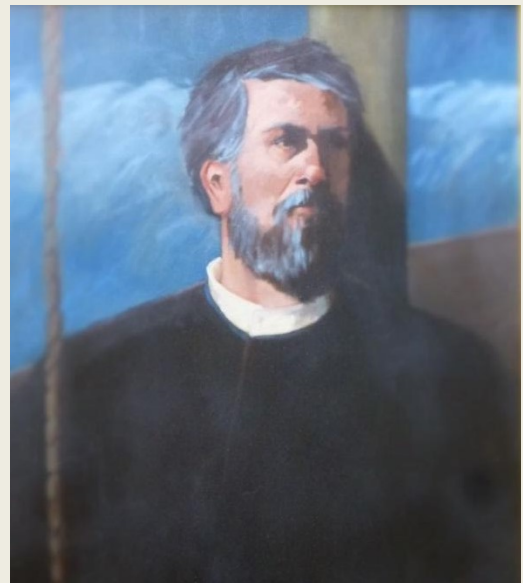
Saint Lucy, your beautiful name signifies light.  
By the light of faith which God bestowed upon you,  
Increase and preserve this light in my soul so that I may  
avoid evil, Be zealous in the performance of good  
works, And abhor nothing so much as the blindness and  
the darkness of evil and of sin.

By your intercession with God,  
Obtain for me perfect vision for my bodily eyes  
And the grace to use them for God's  
greater honour and glory  
And the salvation of all people.

**St Lucy: Pray for us Amen**

## **The Prayer of St Brendan (Gudu)**

Shall I abandon, O King of mysteries,  
the soft comforts of home?  
Shall I turn my back on my native land,  
and turn my face towards the sea?  
Shall I put myself wholly at your mercy, without  
silver,  
Without a horse, without fame, without honour?  
Shall I throw myself wholly upon You,  
without sword and shield,  
Without food and drink, without a bed to lie on?  
Shall I say farewell to my beautiful land, placing  
myself under Your yoke?  
Shall I pour out my heart to You, confessing my  
manifold sins and begging forgiveness,  
tears streaming down my cheeks?  
Shall I leave the prints of my knees on the sandy  
beach, a record of my final prayer in my native land?  
Shall I then suffer every kind of wound  
that the sea can inflict?  
Shall I take my tiny boat across the  
wide sparkling ocean?  
O King of the Glorious Heaven,  
shall I go of my own choice upon the sea?  
O Christ, will You help me on the wild waves?  
**St Brendan the Navigator: Pray for us**



*Images of House saints are  
photographs of Anne Brosnan's oil  
paintings 2014. The paintings have  
proudly taken up residence in the  
College light well.*

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## PRAYERS

### Preparing to Pray

Leader: Let us remember that we are  
In the presence of God

### The Sign of the Cross

Leader: In the name of the Father and  
The Son and of the Holy Spirit  
All: Amen

### The Beatitudes

Happy are those who know they are  
spiritually poor, the Kingdom of heaven  
belongs to them!

Happy are those who mourn;  
God will comfort them!

Happy are those who are humble;  
they will receive what God has promised!  
Happy are those whose greatest desire is to  
be what God requires;

God will satisfy them fully!

Happy are those who are  
merciful to others;

God will be merciful to them!

Happy are those who work for peace;  
God will call them his children!

### The Lord's Prayer

Our Father, who art in heaven,  
hallowed be thy name.

Thy kingdom come,  
thy will be done on earth as it is in heaven. Give us  
this day our daily bread and forgive us our trespasses  
as we forgive those who trespass against us. And lead  
us not into temptation but deliver us from evil.

Amen



### Hail Mary

Hail Mary, full of grace,  
the Lord is with you.

Blessed are you among women, and blessed is  
the fruit of your womb, Jesus.

Holy Mary, Mother of God,  
pray for us sinners,  
now and at the hour of our death.  
Amen

### Lord, Help Me Today

Lord, my God

Today is Your gift to me.

Help me to smile when things are pleasant,  
To be patient when things are hard  
And to always do my best because that's what you  
want me to do.

Amen

### A Blessing Before Meals (Grace)

Bless us, O Lord, and these Thy gifts, which  
from Thy bounty we are about to receive,  
through Christ our Lord. Amen.

### Eternal Rest

Eternal rest grant to them O Lord,  
and let perpetual light shine upon them.  
May they rest in peace.

Amen





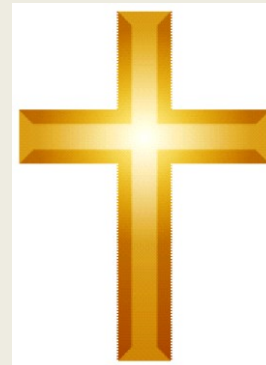
## Following Jesus Command

“I give you a new commandment,  
love one another as I have loved you.”

Dear God,  
Help us to be a little loving each day.  
Help us to mean what we say  
when we pray.  
Help us to love more and be  
considerate to others.  
Help us to grow  
and grow from one another.  
Make us a disciple of your Word.  
Show us how to love and cherish the earth.  
Show us how to make straight the paths  
Show us how to love one another as Jesus did.  
Amen

## Catholic School's Prayer

Jesus, Good Shepherd  
Teach us through your  
Spirit to walk your way of life,  
To live your way of truth  
And in all things  
To act with love and compassion  
Help us to come to the  
Father by knowing you,  
Loving you and serving you  
In each other.  
May our schools be places of  
Wonder, learning and peace  
Where the lessons of today  
Prepare us for the  
Challenges of tomorrow  
May your mother, Mary,  
Guide our footsteps  
As she guided yours.  
This prayer we make in faith  
Amen



## Glory Be

Glory be to the Father, and to the Son  
and the Holy Spirit.  
As it was in the beginning, is now,  
and ever shall be,  
world without end. Amen

## Serenity Prayer

God, grant me the serenity  
To accept the things I cannot change;  
Courage to change the things I can,  
And, wisdom to know the difference.  
Amen.

## Morning Prayer

Thank you God for this new day  
In my school to work and play  
Please be with me all day long  
In every story game and song  
Amen



|   |  |   |
|---|--|---|
| <p style="text-align: center;"><b>Morning Prayer</b></p> <p>Father hear our morning prayer.<br/>This day keep us in your care<br/>All we do and all we say,<br/>may it be our best today.<br/>Amen</p>  |  | <p style="text-align: center;"><b>Afternoon Prayer</b></p> <p>Before we go we'll stop and say,<br/>Thank you God for a lovely day.<br/>Amen</p>   |
| <p style="text-align: center;"><b>Prayer for Christian Unity</b></p> <p>Lord, Jesus Christ, At your last supper<br/>you prayed to the Father<br/>that all should be one.<br/>Send your Holy Spirit upon all who bear<br/>Your name and seek to serve you.<br/>Strengthen our faith in you and help us love<br/>one another in humility. May we who<br/>have been reborn in one baptism all be<br/>united in one faith under one shepherd.</p>   |  | <p style="text-align: center;"><b>For Generosity</b></p> <p>Lord teach me to be generous;<br/>to serve you as you<br/>Deserve to be served, to give<br/>without counting the cost,<br/>To fight without counting the wounds,<br/>to work without<br/>Seeking rest, to spend my life<br/>without expecting any<br/>Other return than the knowledge that I'm doing<br/>your holy will.<br/>Amen</p> |
| <p style="text-align: center;"><b>A Student's Prayer</b></p> <p>Loving Father, I stand before You<br/>in the midst of<br/>Confusion and the complexities of life,<br/>My future sometimes seems<br/>distant and unknown.<br/>Give me, O Lord,<br/>The vision to see the path You set before me.<br/>Grant me the courage to follow Your way,<br/>That through the gifts and talents<br/>You have given me,<br/>I may bring Your life and<br/>Your Love to others.<br/>I ask this through Jesus, Your Son<br/>and my brother. Amen</p> |  | <p style="text-align: center;"><b>Prayer to Mary<br/>Help of Christians<br/>Patroness of Australia</b></p> <p>Lord, you place deep in our hearts the<br/>love of Mary, Help of Christians.<br/>Through her prayers grant wisdom to<br/>our leaders and integrity to our<br/>citizens.<br/>Under her protection may our country<br/>be granted harmony, justice and peace<br/>Amen</p>             |



## Transfiguration Prayer

O God,

We open our eyes and we see Jesus,  
The months of ministry transfigured to a beam  
of light,

The light of the world, your light.

May your light shine upon us.

We open our eyes and we see Moses and  
Elijah,

Your word restoring us, showing us the way,  
Telling a story,

Your story, his story, our story.

May your word speak to us.

We open our eyes and we see mist,

The cloud of your presence

Which assures us of all we do not know

And that we do not need to fear that.

Teach us to trust.

We open our eyes and we see Peter's  
constructions,

His best plans, our best plans,

Our missing the point,

Our missing the way.

Forgive our foolishness and sin.

We open our eyes and we see Jesus,

Not casting us off,

But leading us down, leading us out -

To ministry, to people.

Your love endures forever.

We open our ears and we hear your voice,

'This is my beloved Son, listen to him!'

And we give you thanks.

Amen

Prepared by William Loader 2001

Happy are those who are persecuted  
because they do what God requires;  
the Kingdom of heaven belongs to them!

Amen

## A Creed For Those Who Have Suffered

I asked God for strength, that

I might achieve...

I was made weak, that I might  
learn humbly to obey.

I asked for health, that I might  
do great things.

I was given infirmity, that I might  
do better things.

I asked for riches, that I might be happy.

I was given poverty, that I might be wise.

I asked for power, that I might have the praise  
of men and women.

I was given weakness, that I might feel the  
need for God.

I asked for all things, that I might enjoy life.

I was given life, that I might enjoy all things.

I got nothing I asked for - but everything I had  
hoped for;

Almost despite myself, my unspoken prayers  
were answered.

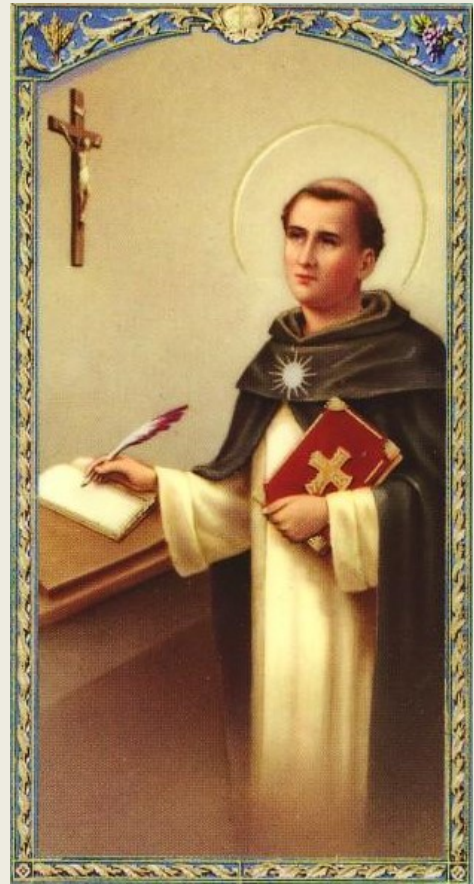
I am, among men and women, most richly  
blessed!



## A Student's Prayer

By Thomas Aquinas

Creator of all things,  
True source of light and wisdom,  
Origin of all being,  
Graciously let a ray of your light penetrate  
The darkness of my understanding.  
Take from me the double darkness  
In which I have been born,  
An obscurity of sin and ignorance.  
Give me a keen understanding,  
A retentive memory, and  
The ability to grasp things  
Correctly and fundamentally.  
Grant me the talent  
Of being exact in my explanations  
And the ability to express myself  
With thoroughness and charm.  
Point out the beginning,  
Direct the progress,  
And help in the completion.  
I ask this through Christ our Lord.  
Amen



*"Be the Light of Christ"*





## ***The Gospel According to Mark (Year B)***

The Gospel of Mark, being written between 55 and 70 AD is regarded as the oldest of the four canonical Gospels. At 16 chapters it is also the shortest of the synoptic Gospels, and it is recognised as the primary source for the later Gospels of Matthew and Luke.

Mark writes in a style that is spare and unadorned. As a result, the sayings and deeds of Jesus are presented to us in a very direct way, and Mark is able to communicate his key points forcefully.

Mark was writing for a community that was filled with faith but facing trial and persecution. The Christian community of Rome was made up mostly of gentiles (from non-Jewish backgrounds) so Mark explains all of the Jewish customs, as well as mentioning and explaining words from the Aramaic language spoken by Jesus. The result is a narrative that opens events for the outsider in a very authentic way.

Mark's Gospel poses one central question; "Who is Jesus?", and he answers this throughout: **Jesus of Nazareth is the Messiah, the Son of God.**

It is in the key passages at the beginning, (the Baptism of Jesus Mk1:11), the middle of the narrative, (the Transfiguration, Mk 9:7) and toward the end (the Trial of Jesus Mk 14:61) that we hear this answered emphatically in dramatic and life changing circumstances.

For us at Lumen, we draw special inspiration from Mark's account of the Transfiguration, for it is here that the disciples began to apprehend the true nature of **Jesus the Christ.**

And so, for us the question remains, Who is Jesus? Our answer is in accord with Peter when he states quite simply, "You are the Messiah" Our task is not so simple perhaps, but we continue in faith as we strive each day to **Be The Light Of Christ.**

*"Be the Light of Christ"*



## The Baptism of Jesus (Mk 1:9-11)

In those days Jesus came from Nazareth of Galilee and was baptized by John in the Jordan. And just as he was coming up out of the water, he saw the heavens torn apart and the Spirit descending like a dove on him. And a voice came from heaven, 'You are my Son, the Beloved; with you I am well pleased.'

## The Parable of the Sower (Mk 4:1-9)

*Again he began to teach beside the lake. Such a very large crowd gathered around him that he got into a boat on the lake and sat there, while the whole crowd was beside the lake on the land. He began to teach them many things in parables, and in his teaching he said to them: 'Listen! A sower went out to sow. And as he sowed, some seed fell on the path, and the birds came and ate it up. Other seed fell on rocky ground, where it did not have much soil, and it sprang up quickly, since it had no depth of soil. And when the sun rose, it was scorched; and since it had no root, it withered away. Other seed fell among thorns, and the thorns grew up and choked it, and it yielded no grain. Other seed fell into good soil and brought forth grain, growing up and increasing and yielding thirty and sixty and a hundredfold.' And he said, 'Let anyone with ears to hear listen!'*



## The Parable of the Mustard Seed (Mk 4:30-32)

*He also said, 'With what can we compare the kingdom of God, or what parable will we use for it? It is like a mustard seed, which, when sown upon the ground, is the smallest of all the seeds on earth; yet when it is sown it grows up and becomes the greatest of all shrubs, and puts forth large branches, so that the birds of the air can make nests in its shade.'*

## The Transfiguration (Mk 9:2-7)

*Six days later, Jesus took with him Peter and James and John, and led them up a high mountain apart, by themselves. And he was transfigured before them, and his clothes became dazzling white, such as no one on earth could bleach them. And there appeared to them Elijah with Moses, who were talking with Jesus. Then Peter said to Jesus, 'Rabbi, it is good for us to be here; let us make three dwellings, one for you, one for Moses, and one for Elijah.' He did not know what to say, for they were terrified. Then a cloud overshadowed them, and from the cloud there came a voice, 'This is my Son, the Beloved; listen to him!' Suddenly when they looked around, they saw no one with them any more, but only Jesus.*



## Jesus Blesses Little Children (Mk 10:13-16)

People were bringing little children to him in order that he might touch them; and the disciples spoke sternly to them.

But when Jesus saw this, he was indignant and said to them, 'Let the little children come to me; do not stop them; for it is to such as these that the kingdom of God belongs. Truly I tell you, whoever does not receive the kingdom of God as a little child will never enter it.' And he took them up in his arms, laid his hands on them, and blessed them.

## The First Commandment (Mk 12:28-31)

One of the scribes came near and heard them disputing with one another, and seeing that he answered them well, he asked him, 'Which commandment is the first of all?' Jesus answered, 'The first is, "Hear, O Israel: the Lord our God, the Lord is one; you shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength." The second is this, "You shall love your neighbour as yourself." There is no other commandment greater than these.





## COLLEGE SONG - LUMEN CHRISTI SHINE

*(Peter Kearney)*

Shine your light - Lumen Christi shine

Shine your light - Lumen Christi shine

1. Shine your light - Lumen Christi shine

Like a light on a hill, from the earth to the sky

From mountains to sea you are here eternally

And we honour your light in our family and friends

To the poor and the different our welcome extends

We carry your name, we lift your holy flame -

And keep it bright

CHORUS

*Into the light, into the light, into the light*

*Oh God is like the sun - here for everyone*

*Into the light, into the light, into the light*

*Into the light*

2. Let there be light - Lumen Christi shine

In the life of this place; with you as our guide

We grow in love - may we grow in unity

To be helping each other to carry the load

To be happy to serve and care is our code

We carry your name, we lift your holy flame -

And keep it bright

CHORUS

*Into the light, into the light*

*Oh God is like the sun - here for everyone*

*Into the light, into the light*

*Into the light, into the light*

*Shine your light - Lumen Christi shine*

*"Be the Light of Christ"*



## OUR NATIONAL ANTHEM

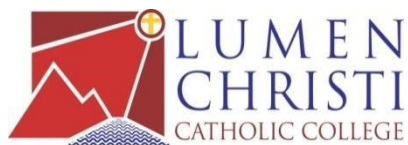
Australians all let us rejoice,  
For we are young and free;  
We've golden soil and wealth for toil;  
Our home is girt by sea;  
Our land abounds in nature's gifts  
Of beauty rich and rare;  
In history's page, let every stage  
Advance Australia Fair.  
In joyful strains then let us sing,  
Advance Australia Fair.  
Beneath our radiant Southern Cross  
We'll toil with hearts and hands;  
To make this Commonwealth of ours  
Renowned of all the lands;  
For those who've come across the seas  
We've boundless plains to share;  
With courage let us all combine  
To Advance Australia Fair.  
In joyful strains then let us sing,  
Advance Australia Fair.



*"Be the Light of Christ"*



## LINKS



"Be the Light of Christ"





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