Compulsory Attendance Days
Absence from these events must be explained with a doctor’s certificate brought to school first day back from absence.

- Year 7 Orientation Day – Thursday 28th January (Week 0, Term 1)
- Marcellin Swimming Carnival - Friday 29th January (Week 0, Term 1)
- Commencement Mass – Friday 12th February (Week 2, Term 1)
- Open Day – Wednesday 24th February (Week 4, Term 1)
- MCC Swimming Carnival Thursday 17th March (Week 7, Term 1)
- Marcellin Athletics Carnival – Friday 29th April (Week 1, Term 2)
- Champagnat Day – Friday 10th June (Week 7, Term 2)
- MCC Winter Grand Finals – Thursday 28th July (Week 2, Term 3)
- Year 7 Camp – Wednesday 10th August – Friday 12th August (Week 4, Term 3)
- Walkathon – Friday 28th October (Week 3, Term 4)

Term dates
Term 1 Thursday 28th January – Friday 8th April
Term 2 Tuesday 26th April – Friday 1st July
Term 3 Monday 18th July – Friday 23rd September
Term 4 Monday 10th October – Tuesday 13th December

Communication
- Check and sign College Diary each night.
- If you have any concerns about a particular subject, please contact the class teacher either through a phone call, email or a note in your son’s diary.
- If you have any questions about day to day events, please contact your son’s Homeroom teacher.
- If you have concerns about your son’s welfare, contact your son’s Homeroom Teacher or the Year 7 Coordinator.
- The College website, calendar and newsletter provide details on upcoming events for parents and students.

Absence and leave – section 5 of College Expectations
Whole day absence
- If your son is sick, please contact the College office before 9.30am.
- If the College has not received a phone call or previous notification, an SMS will be sent asking you to contact the College.

Partial absence or Leave during the day
- If your son is required to leave early for a medical appointment or some other reason, please provide him with a note that he needs to take to his Year Coordinator, who will issue a Leave Pass. He is to sign out at the front office before he leaves the school.

Late to school
- If your son is late to school, he is to go to Mr Daley’s office to sign in.
- If your son arrives after period 1 (9.00 – 9.50am) he is to sign in at the front office.

Other leave
- All leave requests are to be sought through the College’s Application for Exemption from Attendance at School form that is available from the College website. We ask that this form is filled in providing as much information as possible and given to the Year Coordinator at least two weeks before the intended leave. Where possible we ask that family holidays be taken during the term holidays listed above.

Absence on first and last day of term
- If your son has not been granted exemption from attendance (leave), a doctor’s certificate must be provided to explain his absence.
Uniform – section 2 of College Expectations

College Uniform
Navy trousers, blue shirt, College tie, black leather shoes, black or navy socks, black leather belt, College jumper, navy College blazer (Terms 2 & 3).
Sports Uniform - Worn only on Thursdays
College sports T-shirt (white collared shirt not coloured house shirt) and shorts, white sports socks and white or light grey sports shoes, College cap, College tracksuit, house coloured T-shirt brought in school bag.
College PDHPE Uniform – Worn during PDHPE lessons
House coloured T-shirt, College shorts, white sports socks, white or light grey sports shoes, College cap, brought to school in a separate bag.

Hairstyles – section 3 of College Expectations
- Students are not allowed to have shaved, stepped, ringed, undercut or layered styles.
- Short cuts are not to be less than a number 2.
- No colouring, streaking or dyes.
- Hair is not to be long enough to cover the collar, the ears or the eyes when brushed forward.
- Hair is to be neatly groomed at all times.
- Gels and styling products are to be used sparingly.

Laptops
The care and repair of the laptop are the responsibility of the student. It is expected that students place their laptop in their locker before school, at recess and lunch to ensure they are not damaged while in their bags in the playground.

Mobile Phones
The College understands and respects the importance mobile phones play in family life today. However, mobile phones are not to be used between the times of 8:30 am and 3:15 pm. If a student needs to contact home, he is to ask the Year Coordinator if he can use the phone in his or her office. If a student uses his mobile phone during school hours without permission, he will receive a Saturday detention. The College also does not accept any responsibility for lost, stolen, or broken phones and other electronic devices.

Detention
Detentions are just one of the many strategies used by teachers at Marcellin College and may be issued for a variety of reasons. They will usually take the form of a recess or lunch detention supervised by the classroom or issuing teacher, a Wednesday detention supervised by an assigned teacher or a Saturday detention supervised by one of the Year Coordinators.

Parents will be notified of a Wednesday or Saturday detention via a form outlining the reasons and the date of the detention. It is a requirement of this process that the parent sign the form and the student return it to the supervising teacher on the date of the detention. If your son cannot attend detention for a particular reason, please provide a note to the issuing teacher.

Failure to attend a detention will result in further consequences. Please note that failure to attend a Saturday detention will result in a suspension and a meeting with the Year Coordinator, the Deputy Headmaster, the student and his parents.