Dear Parents,

Welcome to another year at Marcellin College. I hope it proves to be a positive and rewarding year for all associated with the College. I include in this letter many pieces of information that will ensure a smooth commencement to the year. Please read through the letter so as to familiarise yourself with these important matters.

The College Magazine will be sent home via your son (boys Years 8-12) by the middle of the term. Your son will be given a calendar and College diary on the first day of Term One.

I hope you find this letter both informative and helpful. May the year ahead be an enriching and enjoyable one for all in the Marcellin Community.

With best wishes

Br Bill Sullivan, fms
Headmaster

There have been many improvements made around the College during the past year including painting, flooring, new lockers, new Year 7 rooftop surface, tree replacement, paving, the final touches on the Science laboratories, new signage around the school, and upgrading of security fixtures. We have recently installed new computers in the Resource Centre and in Rooms 71 and 51.
1. **UNIFORM**

Parents are asked to ensure boys are in the full and correct uniform from day one. Please purchase the correct navy trousers and the College shirt with crest from the uniform shop. Different styles or colours are not acceptable. Thanks for your support with this. I would encourage use of the College cap for 2007.

2. **UNIFORM SHOP HOURS**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Tuesday 23rd to Thursday 25th January</td>
<td>8.00am to 1.00pm</td>
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<tr>
<td>Tuesday 30th January</td>
<td>8.00am to 11.15am</td>
</tr>
<tr>
<td>Wednesday 31st January</td>
<td>8.00am to 11.15am</td>
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<tr>
<td>Thursday 1st February</td>
<td>8.00am to 11.15am</td>
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3. **COLLEGE BAGS**

Bags are to be predominantly navy or black and free of stickers and graffiti. Specially designed bags with the College crest are available from the College uniform shop.

4. **HAIRCUTS**

Parents are asked to ensure their son returns to school with a haircut that conforms to College regulations. Hair is to be neat and tidy. No unnatural colours or styles are permitted. It would be disappointing if any boy had to be sent home on the first day. Please ensure your son’s hair is tidy and presentable for the commencement of the school year.

5. **TRAVEL BY CAR**

This is a privilege for Year 12 students only. Year 12 boys may drive only after completion of the College driving form. This is available from Br Bill. At no time may any Year 12 student take other students as passengers. Any student ignoring this guideline will receive a lengthy suspension from school. Year 12 boys may not drive to sport and are to travel on the College bus with other students.

6. **COLLEGE NEWSLETTERS**

Parents may receive a hard copy version or receive the newsletter online. If your email address has changed please contact Mrs. Marlene Smith in the week prior to school commencing to forward your new address. The first newsletter will be available in Week 2 of Term 1. An email message will be sent to your nominated address on the day newsletters become available. All past newsletters are available on the College website.

7. **BOOK HIRE (YEARS 7-10)**

To alleviate some of the waiting that has occurred in previous years, I have streamlined the pickup of textbooks for boys in Years 7-10. Details are as follows:

- **Year 7**
  - Boys are to go to **Room 25** to pick up their textbooks and also their stationery pack which holds all their stationery needs for 2007.

- **Year 8**
  - Boys are to go to **Room 26** to pick up their textbooks and their stationery pack which holds all their stationery needs for 2007.

- **Years 9 and 10**
  - Boys are to go to the **bookhire room** to collect their textbooks.

Textbooks can be collected at the following times:

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday 22nd January</td>
<td>Closed</td>
</tr>
<tr>
<td>Tuesday 23rd January</td>
<td>9.00am- 12.00pm and 1.00pm - 3.00pm</td>
</tr>
<tr>
<td>Wednesday 24th January</td>
<td>9.00am- 12.00pm and 1.00pm - 3.00pm</td>
</tr>
<tr>
<td>Thursday 25th January</td>
<td>9.00am- 12.00pm and 1.00pm - 3.00pm</td>
</tr>
<tr>
<td>Friday 26th January</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday 29th January</td>
<td>9.00am- 12.00pm and 1.00pm - 3.00pm</td>
</tr>
</tbody>
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8. **SCHOOL OFFICE**

The College office opening hours in the week prior to school commencing are as follows:

<table>
<thead>
<tr>
<th>Date Range</th>
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<tbody>
<tr>
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<td>Closed</td>
</tr>
<tr>
<td>Monday 29th January</td>
<td>8.00am - 4.00pm</td>
</tr>
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9. SCHOOL FEES
I have decided to discontinue the upfront payment of $150 in the week prior to school. I realise this is an expensive time of year for parents and hope this gesture assists you as you commence the year. I would seek your assistance though by asking parents to ensure school fees are paid in full by the designated day in each term. The dates for 2007 are listed below:

Term 1 fees to be paid by 9th March 2007
Term 2 fees to be paid by 18th May 2007
Term 3 fees to be paid by 17th August 2007

Your support of this request will save embarrassment and the need for office staff to make contact regarding overdue payment. Initial contact regarding difficulties with payment should be directed to the College Business Manager, Mrs. Margaret Thurston.

10. PARENT-TEACHER DAYS 2007
Parents are reminded that these are not optional events. The College has only one Parent evening for each year group so your presence on these nights is the expected norm. These dates will be provided on the College calendar and also available on the College website. Please do not listen to your son when he tells you “my teacher does not want to see you”. I would hope every parent makes it a priority to come along on this night.

In 2007 Semester One school reports will only be available by collecting them at the Parent-Teacher evening. Reports will not be posted home in 2007 except for the Year 12 Trial HSC and Term 4 reports.

11. ATTENDANCE
We have made significant progress in improving the culture of attendance at Marcellin. Academic progress and a settled environment can only occur when consistent attendance is the norm.

I ask once again for parent support by ensuring your son is at school unless too sick to do so. "Flexi-days” and "recovery days" after a busy weekend are not acceptable. Boys who continue to ignore these College guidelines will have their enrolment reviewed in 2007. I look forward to a continued improvement in the culture of attendance and thank parents for their support and encouragement. Please note that approval will not be given for football trips in school time in 2007. I would ask parents to liaise with clubs to find a mutually convenient time in one of our holiday breaks.

12. HOLIDAYS AND EXTENDED LEAVE
Each year I have raised this matter with the parent community. While there has been a significant improvement it is not yet at a level I would deem to be satisfactory.

Football trips, ski trips, mid-term breaks are not valid reasons for any absence from school. As stated previously, there will always be exceptions to the rule and I am happy to accommodate these.

If you need to apply for extended leave I would ask you to adhere to the following procedures:

All leave requests are to be addressed to me in writing or via email well before the desired date. Requests for leave are not to be sent to Year Coordinators. I have listed below term dates and some staff inservice dates to facilitate your planning.

I appreciate the great support most offer the school with this matter. If we are serious about academic standards and providing a balanced and settled environment I would hope every effort would be made to minimize interruptions and absences. My thanks for your support with this matter.

| Term 1: | Term commences | Tuesday 30th January 9.00am Coogee Beach Year 7 Orientation |
|         | Term concludes | Wednesday 31st January 8.40am whole school - Years 7 to 12 |
|         | Staff Day      | Wednesday 4th April 3.20pm |
|         |                | Thursday 5th April (MCC Rep Round will take place on 5th April for U/15 and A Grade League and A and B Grade Soccer) |

| Term 2: | Term commences | Monday 23rd April 8.40am |
|         | Term concludes | Friday 29th June 3.20pm |

| Term 3: | Term commences | Monday 16th July 8.40am |
|         | Term concludes | Friday 28th September 1.30pm |

| Term 4: | Term commences | Monday 15th October 8.40am |
|         | Term concludes | Friday 7th December for Year 10 |
|         |                | Friday 14th December for Year 11 |
|         |                | Tuesday 18th December for Years 7, 8 and 9 |

13. INSERVICE DAYS TERM 1
- Monday 26th March Author Steve Biddulph will be lecturing our staff.
- Thursday 5th April (Holy Thursday)

There will be no lessons on these days.
14. PARENTS IN TOUCH NIGHTS 2007
I encourage as many parents as possible to come along to these nights. It is a great opportunity to stay in touch with school events and to meet other parents. Nights commence at 7.30pm and are always concluded no later than 9pm. I list below the dates for 2007:

Term 1: Wednesday 21st February 7.30pm Annual General Meeting
   Tuesday 27th March 7.30pm. Special Event - Guest presenter author Steve Biddulph.
   Please book this night in your calendar. Cost $15 per person. Details to follow

Term 2: Wednesday 30th May 7.30pm
Term 3: Wednesday 22nd August 7.30pm
There will not be a Parents in Touch Evening held in Term 4.

15. COLLEGE OPEN EVENING
This will be held on Wednesday 21st March from 3pm to 6pm. Lessons will cease at midday to allow for setup. All Year 7 and Year 11 are required to attend this evening to act as our hosts. All parents and friends are invited to come along to view College facilities and to meet staff and students.

16. APPLICATIONS FOR YEAR 7 2008
Parents who have a son for Year 7 2008 are reminded that they must follow the normal enrolment procedures. Interviews will take place during Term 1 2007. Owing to high demand for Year 7 late applications may see students placed on our waiting list. Please contact Mrs. Marlene Smith to have an enrolment package sent home.

17. CLASS PARENTS MEETING ‘Priority’
All mums and dads are invited to come along to this meeting which will be held at The College on Tuesday 30th January. This meeting is necessary prior to school commencing as our swimming carnival is to be held in Week 1 of Term.

The meeting commences at 7.30pm and will be concluded by 8.30pm. It would be great to see a large attendance of parents on the night. Details of our annual trip to the Southern Highlands will be given out on this night. Another good reason to turn up!

18. YEAR COORDINATORS 2007
   Year 7    Mr Paul Daley
   Year 8    Mr Chris Duncombe
   Year 9    Ms Rachel Thompson
   Year 10   Mr Rob Capizzi
   Year 11   Mr Tony Carson
   Year 12   Mr Keith Fallick

19. STAFF CHANGES 2006
Mrs Carole Wark will be moving to the Marist Provincial House at Drummoyne and taking up a position coordinating World Youth Day for the Marist Schools. Mr. Chris Maoudis will be moving to Marist North Shore, Mr. Bob Stewart will be retiring and Mr. Matthew Liccioni will be moving overseas for 2007. My thanks to these staff for their generous support of the College and I wish them well as they move to new challenges in 2007.

20. ABSENCES YEARS 11 AND 12
All absences (apart from approved leave) must be explained by a medical certificate. Failure to provide a certificate may see your son stood down from school.

21. SCHOOL CONTACTS
A reminder that Homeroom Teachers and Year Co-ordinators should always be a parent’s first ‘port of call’ for all enquiries. Please do not hesitate to contact the College at any time. Email is an effective method of communication for Year Co-ordinators and parents are encouraged to follow the ‘Contact Us’ link on the College website: www.marcellin.nsw.edu.au to forward messages to either Year Co-ordinators or Subject Co-ordinators.

Parents are always welcome to email or telephone the College for clarification of any issues.

My thanks to all parents for your enthusiastic support of the College. I especially welcome all our new families and Year 7 students to the Marcellin community. I look forward to working with you all once again in 2007. May it prove to be another positive and productive year together.