Dear Parents & Guardians,

It is with great pleasure that I introduce myself as your sons Year Seven Coordinator for 2015.

Included in this information pack is a wide variety of information that I encourage you to read and familiarise yourself with before your son commences his first day at Marcellin College. The life of a Marcellin boy is very busy being involved in a number of year group and class activities, College Masses, and sporting events and carnivals. Making a note of these dates in your personal calendar will not only assist you, but also your son in his transition from primary to secondary school. The College calendar available on the College website and reading the College newsletter will allow you to keep up to date with upcoming events like that of Parent Teacher Interviews and other important occasions requiring the presence of parents. Following on from this letter I have listed some of the compulsory events and dates for Year Seven Students in 2015. This is not a list of all events and activities so once again I encourage you to view the College calendar on a regular basis to keep up with activities happening around the school.

Marcellin College provides an extensive range of extra-curricular opportunities for its students. As a member of the Metropolitan Catholic Colleges Sports Association students have the opportunity to represent the College in a number of sports including touch football, cricket and tennis in summer, rugby league and soccer in winter, and golf, squash and volleyball tournaments to name but a few. The College's music department not only teaches music to all Year Seven students but also offers a wide range of private tuition lessons and the opportunity for students to be a part of various ensembles and groups. The College also competes in debating and oratory competitions throughout the year. I strongly encourage your son to be an active member of the College community and participate in as many opportunities as he can during his time here. Making the most of these opportunities not only allows him to make new friends and learn new skills but will also make his years at Marcellin more fulfilling and rewarding. Notices regarding trials and trainings will be read out each morning during homeroom, they can also be viewed through the student portal on M-learning.

Open communication between school and home is essential to your son’s success and development while at Marcellin College. Following this letter is a guideline on who to contact in various situations. A note in your son’s diary, a phone call to the school or an email to the teacher are all appropriate forms of communication that will allow the relevant teacher to respond appropriately. Your son’s diary is the primary communication tool used by teachers and we ask that parents check and sign their son’s diary at least once a week. Homeroom teachers will also check the student’s diaries once a week and discuss both positive and negative comments with the boys.

Support of the College rules and expectations is equally as important as open communication to the success of your son’s education at Marcellin. The importance of getting “the little things right” is something that is strongly reinforced to all students and is a vital element in making Marcellin College the great school it is. I ask that all parents read the “College Expectations” found in the diary and support us in ensuring these are followed. In addition to the upcoming events following this letter are some of the College expectations in regard to uniform, hairstyles and other important procedures that will be explained to your son on his first days that I feel are important for you to be aware of. Once again any questions regarding this can be answered by your son’s homeroom teacher via one of the appropriate methods previously mentioned.
The focus of the Pastoral Care Program in Year Seven will be based around the College's Code of Conduct. Some of the topics that will be covered include respect, justice, organisation and preparation, study skills and resiliency. The students will also be exposed to a variety of Social Justice Initiatives throughout the year and it is expected they will support them fully.

I look forward to meeting your son on our orientation day on Wednesday 28th January. Students will meet at Heffron Park by 8.45am wearing casual clothes.

If there are any questions or concerns regarding your son please do not hesitate to contact your son's Homeroom teacher or myself.

Yours sincerely,

Matthew Fitzgerald
Year Seven Coordinator

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 – Wednesday 28th January (Week Term1)
- Marcellin Swimming Carnival - Friday 30th January (Week 1 Term 1)
- Commencement Mass – Friday 13th February (Week 3 Term 1)
- Open Day – Wednesday 26th February (Week 5 Term 1)
- MCC Swimming Carnival Thursday 19th March (Week 8 Term 1)
- Marcellin Athletics Carnival – Friday 24th April (Week 1 Term 2)
- Champagnat Day – Friday 5th June (Week 7 Term 2)
- MCC Winter Grand Finals – Thursday 23rd July (Week 2 Term 3)
- Year 7 Camp – Wednesday 5th August – Friday 7th August (Week 4 Term 3)
- Walkathon – Friday 23rd October (Week 3 Term 4)

Term dates
Term 1 Wednesday 28th January – Friday 2nd April
Term 2 Monday 20th April – Friday 26th June
Term 3 Monday 13th July – Friday 18th September
Term 4 Tuesday 6th October – Tuesday 15th 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 for some other a reason please pro-
vide 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 – 9.54am) 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 be filled in providing as much information as possible and given to the Year Coordinator at least two 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 doctors certificate must be provided to explain his absence.

Year 7 Homeroom teachers
Mrs Kelly Ritchie
Mr Nic Lee
Ms Jenny Dove
Mr James O’Shea
Mr Michael Steel
Mr Gareth Dunne

Stage 4 Assistant Coordinator: Mrs Sharon Moore
Year Coordinator – Mr Matthew Fitzgerald - matthew.fitzgerald@syd.catholic.edu.au

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 is 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 during the day for any reason. If a student needs to contact home please ask