



CARDINAL
COLLEGE
MARCELLIN CAMPUS

**INFORMATION
FOR FAMILIES
2024**



IMPORTANT DATES FOR TERM 1:

29/1/24:	Year 10s & new Year 11 & 12s commence
30/1/24:	All remaining students return to school
2/2/24:	Student ID Photos
2/2/24:	Student Leaders Retreat
16/2/24:	Cardijn College Sports Day
19/2/24:	Family Welcome Night
19/2 – 23/2/24:	Year 12 Work Experience (all classes)
4/3/24:	Campus tour
6/3/24:	Campus tour
4/3 – 8/3/24:	Year 11 Work Experience (2 classes)
11/3/24:	Adelaide Cup Day – Public Holiday
12/3/24:	Year 12 Retreat Day
13/3 – 15/3/24:	Year 10 Camp (Willow Creek)
18/3 – 22/3/24:	Year 11 Work Experience (2 classes)
29/3 – 1/4/24:	EASTER
13/4 – 28/4/24:	TERM 1 SCHOOL HOLIDAYS

Other important school dates will be advised throughout the year.

START & FINISH TIMES

There are no bells at Marcellin Campus **BUT** that does not mean punctuality is not important!

The school and trade days start at **8:30am sharp**. Any students arriving after that time must sign in at Reception, before attending class.

The lesson times are as follows:

8:30am to 8:45am:	Homeroom (Toolbox meeting)
8:45am to 9:35am:	Lesson 1
9:35am to 10:25am:	Lesson 2
10:25am to 10:45am:	RECESS
10:45am to 11:35am:	Lesson 3
11:35am to 12:25pm:	Lesson 4
12:25pm to 1:05pm:	LUNCH
1:05pm to 1:55pm:	Lesson 5
1:55pm to 2:45pm:	Lesson 6

All days end at **2:45pm** except Wednesday is an early finish of 2:30pm and trade days in Year 11/12 finish at 4:00pm.



UNIFORM PURCHASES

The Marcellin uniform requirements are available for purchase through Lowes at Colonnades. Orders can be made online

<https://www.lowes.com.au/schools-online/marcellin-campus-cardijn-college>

or by attending the store. Examples included in this pack. Please note, the uniform is not available for purchase through the school.

SHOES: Enclosed shoes are required at all times (steel-capped work boots on trade days). If you are unsure, please check the website or contact the school.

SCHOOL FEES

Invoices for school fees will be sent out from the Cardijn College Marian Campus in Term 1. The preferred method of payment is through direct debit. Alternatively, you can pay with cash, credit card or cheque. If you wish to pay by instalments, please complete a **direct debit** form (included with your school fee invoice) and return to the school as soon as possible.

If you are eligible for **school card**, please complete an online application form through www.sa.gov.au. Applications for school card 2024 will open mid-January. **Please ensure applications are submitted by the end of Term 1.** If you require assistance with the online submission, please contact the school Finance team on finance@cardijn.catholic.edu.au

In 2024 there will be a Resource fee of **\$50 per student** that will cover the locker padlock, some materials for workshop activities, and some school-supplied stationery.

STATIONERY AND RESOURCES

A stationery list is included with this letter and has the basic requirements for each year level. This includes a pair of clear safety glasses as personal protective equipment used in workshops. Replacement safety glasses will be available at Reception for **\$7 (inc GST)** per pair.

TRADE COURSES: A basic tool kit is recommended for those students in Year 11 undertaking a Cert II trade course. This is part of increasing students' work readiness and professionalism. The details of these kits will be sent to families of the relevant students. Please contact the school if you think you should have one but have not received it.

Families can choose if they purchase a basic kit, or the more comprehensive one. These are not compulsory and basic tools are still provided for any onsite workshops etc.

ABSENCES

For all student absences, please send an SMS to the **absentee line on 0438 631 312** stating the student's name, date of absence and absence reason, or call the school on **8186 9700**. If a student is going to be absent for a week or more, please notify Reception and they will provide you with an Exemption form for completion.

LATE ARRIVALS/EARLY DEPARTURES

If students are going to be late to school, or need to leave school early, please notify the school via one of the following:

Email Reception on reception@marcellin.catholic.edu.au

Ring the school on **8186 9700**

SMS the absentee line on **0438 631 312**

We will not accept notifications on student phones or messages from other students.

SCHOOL BUS TRANSPORT

Students may book to utilise the Cardijn College school bus service that is available via the school website <https://willungacharter.com.au/school/cardijn-college-bus/>
All bookings are taken through the Marian Campus of Cardijn College.

There is now a second part to the bus service that continues on to the Marcellin Campus (in the mornings only). Students will need to get onto the Aldinga bus at the Marian campus to transfer across to Marcellin.

As students utilising this service will be 5-10 minutes late to school in the mornings, please let the school know if your child will be catching the bus and we will adjust their attendance accordingly.

CANTEEN

The canteen is operated by Rory's School Lunches. The pre-order menu is available on their website www.rorys.com.au/school-lunches/

Pre-ordered lunches are cheaper and reduce waiting times. The preferred method for pre-ordering lunch is via the **QkR app** and orders must be placed **prior to 8:30am** each day. A variety of choices is also available for purchase each day at recess and lunch.

WORK EXPERIENCE

All students will be allocated multiple weeks of Work Experience throughout the year. Students in each Homeroom usually attend in the same week.

It is recommended that students arrange their own work experience placements, with the support of their Homeroom teacher, but in the case of not being able to secure one, the school will provide some options.

PLEASE NOTE: It is essential that students and parents understand that there are to be no work placements, workdays, work trials etc., undertaken, without the correct paperwork in place beforehand. This is to ensure that students are covered by insurance, should any incident occur.

STUDENT DRIVERS

Senior school students will often be getting their Probationary driver's licenses as they head into Year 12

To ensure that we provide a safe environment for all students, we are required to obtain information on who has permission to drive themselves and/or any others to and from school. If your child has their P plates, and is intending on driving to school, please complete the form in this pack and return it to Reception at the start of the school year (or as soon as they get their P plates).

INCURSIONS, EXCURSIONS & OTHER ACTIVITIES

Incursions, excursions, and other activities, such as sports, may incur additional costs. All consent for these activities is done via Consent2Go and parents will receive an email early in the new year regarding updating their child's medical information and emergency contact details etc.

ID CARDS, LOCKERS & PADLOCKS

ALL students will receive a photo ID card during Term 1. This card can be used on public transport, as proof of age and student status. It must be carried by students **at all times**. The cost of the original card is included in the school fees. Replacement cards cost **\$9 (inc GST)** and must be paid before the card is re-issued.

Students will be issued a **locker and will be provided with a padlock on the first day of school**. The padlocks are combination locks with an override key that will stay with Reception. This will overcome any issues with students forgetting their code! These locks are the responsibility of the students, and all lockers must be locked. Replacement locks can be purchased from Reception at a cost of **\$20 (inc GST)**.

COLLECTING AND/OR SETTING UP LAPTOPS

All new students have been provided with information on our BYOD and laptop lease program. There will be further communication with those who have ordered a new laptop, regarding where and when to collect it. All other students will have assistance, in the first week of school, to set up their devices.

MOBILE PHONES

Mobile phones will be placed in locked lockers during lesson time. Please see the Mobile Phone/Personal Device policy

<https://www.marcellin.catholic.edu.au/images/Mobile-Phone-Use-policy-updated-12122023.pdf> for more information about this.

HOMEWORK CLUB/WORK COMPLETION SUPPORT

Twice a week, (days to be confirmed), we will run Homework Club after school. This is an opportunity for any student to complete unfinished work, with the assistance of a teacher. These sessions run from **2:45pm to 3.30pm**.

If students do not hand in work on time, despite being invited to take part in the above Homework Club sessions, they may be asked to attend Work Completion Support. This is held on **Fridays from 2:45pm to 3.30pm** and will be done in communication with parents and is to assist the student to complete any necessary work.

PASTORAL DETENTION

Occasionally, students will be allocated a Pastoral Detention, which is done in consultation with parents and staff. This detention is held on a **Friday afternoon** after school, from **2:45pm to 3.30pm**.

SEQTA

Students use **SEQTA** to view timetables, access homework and assignments from home, view results and communicate with staff. It is also a pivotal tool for parents to track attendance and results, receive reports, contact staff, and update information. New families will be provided with access details.



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