# Lumen Christi Catholic College Handbook

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“Be the Light of Christ”
FOREWORD AND WELCOME

Welcome to the first edition of our College Handbook.

The College Handbook is your reference guide to the 2016 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.

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

Steve Centra
Principal

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).

“Be the Light of Christ”
Each year, a theme is established which further extends our College mission of “Be the Light of Christ”. For 2016 this theme is from Matthew 5:14.

“Be the Light of Christ”
GENERAL INFORMATION

College Principal
Steve Centra

Principal’s PA/Office Manager
Terianne Ryan

College Address
388 Pambula Beach Road
PAMBULA BEACH, NSW 2549

College Postal Address
Lumen Christi Catholic College
PO Box 316
PAMBULA NSW 2549

College Phone
(02) 6495 8888

College Fax
(02) 6495 8887

Web Address
www.lumen.nsw.edu.au

Email Address
lccc@cg.catholic.edu.au

COLLEGE COMMUNITY COUNCIL

Chairperson
Leo Papalia
Vice Chairperson
Don Peterson
Secretary
Anthony Basford
Executive Officer
Steve Centra
Member
Kristi Papalia
Member
Laurie Marks
Member
Ivan McKay
Member
Shane Giles
Member Ex-officio Treasurer
Pauline Armstrong
Member Ex-officio
Fr Jame Antony
Primary Staff Rep
To be advised

“Be the Light of Christ”
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.

Our inaugural Philippines Immersion team - Mrs Teresa Hamer with College students and staff at our 2016 Opening Mass

“Be the Light of Christ”
COLLEGE PRAYER

“The Light of Christ”

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.

“Be the Light of Christ”
COLLEGE MAP

1. Drop off zone
2. Kinder to Year 6 classrooms
3. Disabled and Visitor car park
4. Front Office
5. Staff car park
6. Science block
7. College garden
8. TAS block
9. Pambula Sports Complex
10. Sapphire Aquatic Centre
11. Basketball Courts/Skate park
12. Art classrooms
13. Music rooms
14. Food Technology
15. Hall and Gym
16. Canteen

Click here to take a 3D tour of the College.

“Be the Light of Christ”
MOTTO, VISION, MISSION & PHILOSOPHY

our VISION

“You are the Light of the World
Shine your Light”

our MISSION

The Lumen Christi Community is
enlightened by the Spirit of God.

The story of The Transfiguration is woven into
the Fabric of Lumen Christi. The theology of Light
informs the culture through every aspect of
school and community life, every relationship, every decision.
The charism of Light impacts on activities and choices at
all levels of school life. The charism of light can be
understood simply as what we do and who we are.

We bring our gifts to help communities to grow
We make positive life choices
We endeavour to serve others
We seek meaning and purpose in life
We are self-reflective, independent thinkers
and lifelong learners.

our PHILOSOPHY

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 world.

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

our MOTTO

“Be the Light of Christ”

“Be the Light of Christ”
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.

TERM DATES FOR 2016

<table>
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<tr>
<th>TERM</th>
<th>TERM BEGINS</th>
<th>TERM ENDS</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Thursday 28 January</td>
<td>Friday 8 April</td>
</tr>
<tr>
<td>Term 2</td>
<td>Wednesday 27 April</td>
<td>Friday 1 July</td>
</tr>
<tr>
<td>Term 3</td>
<td>Tuesday 19 July</td>
<td>Friday 23 September</td>
</tr>
<tr>
<td>Term 4</td>
<td>Tuesday 11 October</td>
<td>Friday 16 December</td>
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“Be the Light of Christ”
OTHER IMPORTANT DATES

- College Open Day – 4 May 2016
- Lumen Feast Day – 2 September 2016
- Kinder 2017 Orientation Days
  - 1 November 2016 – 9am-10am
  - 10 November 2016 – 9am-10am
  - 15 November 2016 – 9am-10am
  - 24 November 2016 – 9am-10am

Please contact the College for further information about these dates.

DAILY SCHEDULE

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<th>Normal Daily Timetable</th>
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<td>PC</td>
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<tr>
<td>9:00 to 9:10</td>
<td>9:00 to 9:10</td>
</tr>
<tr>
<td>Period 1</td>
<td>Period 1</td>
</tr>
<tr>
<td>9:10 to 10:00</td>
<td>9:10 to 9:55</td>
</tr>
<tr>
<td>Period 2</td>
<td>Period 2</td>
</tr>
<tr>
<td>10:00 to 10:50</td>
<td>9:55 to 10:40</td>
</tr>
<tr>
<td>Recess</td>
<td>Pastoral Care</td>
</tr>
<tr>
<td>10:50 to 11:10</td>
<td>10:40 to 11:25</td>
</tr>
<tr>
<td>Period 3</td>
<td>Recess</td>
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<tr>
<td>11:10 to 12:00</td>
<td>11:25 to 11:45</td>
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<tr>
<td>Period 4</td>
<td>Period 3</td>
</tr>
<tr>
<td>12:00 to 12:50</td>
<td>11:45 to 12:30</td>
</tr>
<tr>
<td>Lunch</td>
<td>Period 4</td>
</tr>
<tr>
<td>12:50 to 1:40</td>
<td>12:30 to 1:15</td>
</tr>
<tr>
<td>Period 5</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:40 to 2:30</td>
<td>1:15 to 1:55</td>
</tr>
<tr>
<td>Period 6</td>
<td>Period 5</td>
</tr>
<tr>
<td>2:30 to 3:20</td>
<td>1:55 to 2:40</td>
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Note: Students are expected to start moving to class when music commences, usually several minutes prior to the time schedule in the table above.
COLLEGE CAPTAINS 2016

Theo Dracopoulos
Erin Grimes

PORTFOLIO CAPTAINS 2016

Environment Captain
Casey Cook

Indigenous Captain
Cohen Aldridge

Service Captain
Alicia Munt

Cultural Captain
Chloe Jennings

Sport Captain
Paul Warren

Sport Captain
Isobel Willoughby

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<tr>
<td>Principal</td>
<td>Mr Steve Centra</td>
</tr>
<tr>
<td>Principal’s PA/ Front Office Manager</td>
<td>Mrs Terrianne Ryan</td>
</tr>
<tr>
<td>Business Manager</td>
<td>Mrs Pauline Armstrong</td>
</tr>
<tr>
<td>Assistant Principal Pastoral Care</td>
<td>Mr Adrian Wels</td>
</tr>
<tr>
<td>Director of Pastoral Care</td>
<td>Mrs Emma Hibbert</td>
</tr>
<tr>
<td>Primary Coordinator Pastoral Care</td>
<td>Ms Ethna Farrell</td>
</tr>
<tr>
<td>Assistant Principal Learning Enrichment</td>
<td>Mr Shane Giles</td>
</tr>
<tr>
<td>Director of Studies</td>
<td>Mr Jason Morrow</td>
</tr>
<tr>
<td>Primary Coordinator Learning Enrichment</td>
<td>Mrs Debbie Lewis</td>
</tr>
<tr>
<td>Head of Religious Education Catholic Identity</td>
<td>Mr Michael Hergenhan</td>
</tr>
<tr>
<td>Head of Religious Education Curriculum</td>
<td>Mrs Antoinette Woods</td>
</tr>
<tr>
<td>Head of House Baringa</td>
<td>Mrs Belinda Heffernan</td>
</tr>
<tr>
<td>Head of House Bobberrer</td>
<td>Mrs Janine Watters</td>
</tr>
<tr>
<td>Head of House Gudu</td>
<td>Mr Martin McGee</td>
</tr>
<tr>
<td>Head of House Monaroo</td>
<td>Mr Scott Lipsham</td>
</tr>
<tr>
<td>Primary Administration</td>
<td>Mrs Anne Maddock</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mr Matthew Watters</td>
</tr>
<tr>
<td>Science</td>
<td>Mrs Marlene Veness</td>
</tr>
<tr>
<td>PDHPE</td>
<td>Mr Mark Thompson (Acting)</td>
</tr>
<tr>
<td>HSIE</td>
<td>Ms Tara Nicol</td>
</tr>
<tr>
<td>Design and Technology</td>
<td>Mr Luke Ryan</td>
</tr>
<tr>
<td>Creative Arts</td>
<td>Mrs Gina Otton</td>
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<tr>
<td>Performing Arts</td>
<td>Mrs Cindy Dibley</td>
</tr>
<tr>
<td>Learning Technologies</td>
<td>Mr Derek Gillions</td>
</tr>
<tr>
<td>Information Technologies</td>
<td>Mr Steve Irving</td>
</tr>
<tr>
<td>Learning Support (Secondary)</td>
<td>Mrs Mia Rawlins-Cook</td>
</tr>
<tr>
<td>Learning Support (Primary)</td>
<td>Mr Peter Chubb</td>
</tr>
<tr>
<td>College Librarian</td>
<td>Mrs Gaye Allison</td>
</tr>
<tr>
<td>Careers/Pathways Adviser/VET</td>
<td>Mrs Ingrid Thompson</td>
</tr>
<tr>
<td>Canteen Coordinator</td>
<td>Mrs Louise Taylor</td>
</tr>
<tr>
<td>Facilities Maintenance</td>
<td>Mr Rex Langenhorst</td>
</tr>
<tr>
<td>Adolescent Counsellor</td>
<td>Mrs Emily Abbott</td>
</tr>
<tr>
<td>Primary Counsellor</td>
<td>Mr Chris Pittolo</td>
</tr>
</tbody>
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“Be the Light of Christ”
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.

In May 2015 our Sentral Parent portal was rolled out to parents and carers enabling a secure logon to view and respond to important information about their child, including absences, student behaviour and Parent/Teacher interview bookings.

Please contact the College if you do not have a Sentral Parent Portal logon or have any questions about Sentral. Alternatively email our Sentral Management team (pamz.sentral@cg.catholic.edu.au) for assistance. You can logon to the Sentral parent portal by clicking on the button or link below. New families will be contacted with registration details early in the year.

To logon to Sentral please use [this link](#) or [https://sentral.lumen.nsw.edu.au/portal/login](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
- Subject Selection forms
- Latest College news and video clips
- Excursion notes
- Canteen menus and rosters
- Uniform Shop news
- Parenting hints and tips

“Be the Light of Christ”
**Parent/Teacher Meetings**

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**

Student Academic reports are provided to parents at the end of each Semester after our Awards Ceremonies.

**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/Teacher/Student Interviews**

Parent/Teacher/Student interviews are usually conducted in Terms 1 and Term 3 each year. Please take advantage of these evenings as they are our main time to discuss your child’s progress. Parent/Teacher/Student 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 logon to make bookings. If you do not have a logon 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.
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, "Treasures New and Old", 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.

Class and lunchtime masses are held regularly at the College. Families and the College community are welcome to join us.

“Be the Light of Christ”
OUR PARISHES

Catholic schools are very much a part of the local Catholic community and Parish. At Lumen we are proud of the support we receive from Father James Antony and Father Michael Lim. Fr Antony is the Administrator of Pambula Parish, serving the communities of Pambula, Merimbula, Eden, and Wyndham. Fr Lim is the Administrator of Bega Parish, serving the communities of Tathra, Bemboka, Candelo, and Wolumla. Both are frequent visitors to the College, offering pastoral support, Retreat leadership and ministry.

The Bombala-Delegate and the 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 in the Bega Valley 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.

Opening Mass 2015

“Be the Light of Christ”
Pambula Parish

Fr James Antony
79 Main Street, Merimbula NSW, 2548
PO Box 249, Merimbula NSW, 2548
P: (02) 6495 1880 / F: (02) 6495 2550
stj.pambula@cg.catholic.org.au
www.pambulacatholicparish.org.au

Our Lady Star of the Sea Eden
Thurs 9.30am
Sat 6pm (Vigil) (5pm June-Aug), Reconciliation before Mass
Our Lady Star of the Sea Kiah
12noon 5th Sun of the month
St Peter’s Pambula
Wed 9.30am
Sun 8am, Reconciliation before Mass
St Joseph’s Merimbula
Tues 5pm, Fri 9.30am, Sun 10am
Reconciliation Sat 9.30-10.30am
St Joseph’s Wyndham
4th Sun of month 12noon

Bega Parish

Fr Michael Lim
Gipps Street, Bega NSW, 2550
PO Box 6, Bega NSW, 2550
P: (02) 6492 1058/F: (02) 6492 5399
stp.bega@cg.catholic.org.au

St Patrick’s, Bega
9am Thurs, Fri & Sat
9.30am Sun
St Columba’s, Bemboka
6pm Vigil, 1st, 3rd & 5th Saturday
St Joseph’s, Candelo
6pm Vigil, 2nd & 4th Saturday
Star of the Sea, Tathra
Wed 9am
Sun 7.45am

“Be the Light of Christ”
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 Catholic College 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.

“Be the Light of Christ”
### 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.

### 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, entrepreneurial skills, sport and fitness and robotics.

### 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.

"Be the Light of Christ"
**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.

**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 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 three day Senior Retreat in preparation for their final year of high school and the HSC.

“Be the Light of Christ”
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.

Masses are also held at lunchtimes each Thursday at 1pm in the College Chapel. Students, staff and the College community are all welcome.

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 and Christmas Appeals, Fred Hollows Foundation, local surf clubs, Mary MacKillop Foundation and Ricky’s place.

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 two qualified Counsellors on a part time basis. This service is provided through an arrangement between Catholic Education and CatholicCare. 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 6495 8296.

“Be the Light of Christ”
### Rights and Responsibilities

#### Student Rights and Responsibilities

<table>
<thead>
<tr>
<th>Students have the right to ...</th>
<th>Students have the responsibility to ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learn</td>
<td>Encourage others to learn</td>
</tr>
<tr>
<td>Feel safe and secure</td>
<td>Let others feel safe and secure</td>
</tr>
<tr>
<td>Be known and respected</td>
<td>Know and respect others</td>
</tr>
<tr>
<td>A healthy working environment</td>
<td>Keep a healthy environment</td>
</tr>
<tr>
<td>Be heard</td>
<td>Listen</td>
</tr>
<tr>
<td>Be supported in their faith</td>
<td>Participate in the liturgical life of the College</td>
</tr>
<tr>
<td>Be included</td>
<td>Be inclusive</td>
</tr>
</tbody>
</table>

#### Parent Rights and Responsibilities

<table>
<thead>
<tr>
<th>Parents have the right to ...</th>
<th>Parents have the responsibility to ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be treated with dignity and respect</td>
<td>Treat others with dignity and respect</td>
</tr>
<tr>
<td>Be informed</td>
<td>Keep the College informed of pertinent information</td>
</tr>
<tr>
<td>Expect a safe environment for their children</td>
<td>Reinforce the values set by the College</td>
</tr>
<tr>
<td>Be supported in their faith</td>
<td>Support the Catholic ethos of the College</td>
</tr>
<tr>
<td>A quality education for their children</td>
<td>Support the financial management of the College</td>
</tr>
<tr>
<td>Be heard</td>
<td>Support the policies of the College</td>
</tr>
</tbody>
</table>

#### Staff Rights and Responsibilities

<table>
<thead>
<tr>
<th>Staff have the right to ...</th>
<th>Staff have the responsibility to ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be safe and secure</td>
<td>Maintain a safe College environment</td>
</tr>
<tr>
<td>Be treated with dignity and respect</td>
<td>Treat others with dignity and respect</td>
</tr>
<tr>
<td>Work in a healthy environment</td>
<td>Maintain a healthy environment</td>
</tr>
<tr>
<td>Professional development</td>
<td>Continue professional development</td>
</tr>
<tr>
<td>Work in a professional environment</td>
<td>Behave in a professional manner</td>
</tr>
<tr>
<td>Be supported in their faith</td>
<td>Support the Catholic ethos of the College</td>
</tr>
<tr>
<td>Be paid</td>
<td>Do their job</td>
</tr>
<tr>
<td>Be included</td>
<td>Be inclusive</td>
</tr>
</tbody>
</table>
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 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 form 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 (MP3’s, iPods and similar) are not to be on the College ground 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

“Be the Light of Christ”
• iPads are not to be used during recess/lunch – unless for legitimate study/homework in the library
• Do not bring valuable or large amounts of spending money to school
• 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.

**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 canteen; only use the canteen 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.

College Captain Joe Molony placing a wreath at 2015 ANZAC Day Remembrance Ceremony.
ATTENDANCE

**Daily Program**
School begins at 9am 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 9.10am must go immediately to the Front Office, sign in and collect a Late Pass.

**Exit Pass**
Students leaving the College grounds during school hours must provide a permission note from their parents/guardians and collect an Exit Pass during PC Class from the Front Office.

**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/guardian, to the 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.

“Be the Light of Christ”
ASSESSMENT & EXAMS

Lumen Christi uses current assessment practices which are informed by Board of Studies Teaching and Educational Standards NSW 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 has 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

"Be the Light of Christ"
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.

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.

Senior students undertaking Art Assessment at Pambula River mouth

“Be the Light of Christ”
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 4 students have access to class sets of devices.

In addition to the computer resources, the College has also invested in twenty-five 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 to agree to and follow practices as contained in our 2016 Information and Communication Technologies (K-YR12) and Personal Electronic Device (YR5-12) Student Acceptable Use Agreements. Copies of the Agreements are available from the College Front Office, can be downloaded from Skoolbag, or by clicking the links below:

- [2016 Student Acceptable Use Agreement (K-YR12) Information and Communications Technologies](#)
- [2016 Student Acceptable Use Agreement (YR5-12) Personal Electronic Device](#)

**BYOD iPad 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 iPads at Lumen Christi is as an education tool and will not replace all teaching and learning.
As this is a BYOD program, the student’s family are required to purchase the iPad if they do not already own a suitable iPad. Families may purchase an iPad from any supplier that they choose. We have a partnership with Mac1 in Canberra and Beta Electrical in Bega which can make the purchase of an iPad easier for some families.

It is recommended that students use an iPad Air with Wifi only with a base memory of at least 16GB and that it be capable of running iOS 8.1.3 version of operating system. The reasons for this are:

- The airdrop function allows files to be transferred directly between teachers and students within the class
- They have a faster processor, which allows application to run more quickly
- The screen size is large enough to use as an effective creation tool.

The following table sets out iPad specifications required for our BYOD program as at February 2016:

<table>
<thead>
<tr>
<th>Model</th>
<th>Camera</th>
<th>Runs iOS 8</th>
<th>Airdrop</th>
<th>Acceptable for BYOD Program</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>iPad (1st Gen)</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>iPad 2</td>
<td>✓</td>
<td>✓</td>
<td>✗</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>iPad (3rd Gen)</td>
<td>✓</td>
<td>✓</td>
<td>✗</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>iPad (4th Gen)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>iPad Air</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>iPad Air 2</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>iPad Mini (1st Gen)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>iPad Mini 2</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>iPad Mini 3</td>
<td>✓</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>iPad Mini 4</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

For more information about our BYOD program please contact the College, or use this link [2016 BYOD Program Parent Information (Years 5-12)](https://example.com/2016_BYOD_Program_Parent_Information_Years_5-12)
## UNIFORM POLICY

### Summer Uniform - Terms 1 & 4

<table>
<thead>
<tr>
<th>K to Year 10 Boys</th>
<th>K to Year 10 Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short sleeve chambray shirt with logo</td>
<td>Short sleeved blouse with logo and blue piping</td>
</tr>
<tr>
<td>Navy shorts with logo</td>
<td>Navy check skirt (nb: skirts need to be an appropriate length) or</td>
</tr>
<tr>
<td>Navy socks with logo</td>
<td>Navy check summer weight pinafore or</td>
</tr>
<tr>
<td>Black belt</td>
<td>Navy shorts</td>
</tr>
<tr>
<td>Navy jumper or cardigan with logo</td>
<td>White socks with logo</td>
</tr>
<tr>
<td>College hat</td>
<td>Navy jumper or cardigan with logo</td>
</tr>
<tr>
<td>Black school shoes (see samples)</td>
<td>College hat</td>
</tr>
</tbody>
</table>

**Year 11 to 12 Boys**

| Short sleeved white shirt with logo (tucked in) |
| Navy shorts with logo |
| Navy socks with logo |
| Black belt |
| Navy jumper or cardigan with logo |
| College hat |
| Black school shoes (see samples) |

**Year 11 to 12 Girls**

| Short sleeved white shirt with logo and rust piping |
| Navy check summer weight skirt or |
| Navy check shorts |
| White socks with logo |
| Navy jumper or cardigan with logo |
| College hat |
| Black school shoes (see samples) |

### Winter Uniform - Terms 2 & 3

<table>
<thead>
<tr>
<th>K to Year 10 Boys</th>
<th>K to Year 10 Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long sleeved chambray shirt with logo</td>
<td>Long sleeved white shirt with logo and blue piping</td>
</tr>
<tr>
<td>Navy long pants with logo</td>
<td>Navy check winter weight pinafore or</td>
</tr>
<tr>
<td>Navy jumper or cardigan with logo</td>
<td>Navy check winter weight skirt or</td>
</tr>
<tr>
<td>College blazer (navy felt jacket K to 6 only)</td>
<td>Navy check long pants</td>
</tr>
<tr>
<td>Navy socks with logo</td>
<td>Navy jumper or cardigan with logo</td>
</tr>
<tr>
<td>Black belt</td>
<td>White socks with logo or navy tights</td>
</tr>
<tr>
<td>College scarf (optional)</td>
<td>College blazer (navy felt jacket K to 6 only)</td>
</tr>
<tr>
<td>Black school shoes (see samples)</td>
<td>Black school shoes (see samples)</td>
</tr>
</tbody>
</table>

**Year 11 to 12 Boys**

| Long sleeved white shirt with logo |
| Navy long pants with logo |
| Navy jumper or cardigan with logo |
| College tie |
| College blazer |
| Black school shoes (see samples) |
| Black belt |
| College scarf (optional) |

**Year 11 to 12 Girls**

| Long sleeved white shirt with logo and rust piping |
| Navy check winter weight skirt or |
| Navy check long pants |
| Navy jumper or cardigan with logo |
| College kerchief |
| College blazer |
| College scarf (optional) |
| White socks with logo or navy tights |

### Sports Uniform

<table>
<thead>
<tr>
<th>K to Year 12 Boys</th>
<th>K to Year 12 Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports polo shirt with logo</td>
<td>Sports polo shirt with logo</td>
</tr>
<tr>
<td>Sports shorts with logo</td>
<td>Sports shorts with logo</td>
</tr>
<tr>
<td>Sports socks with logo</td>
<td>Sports socks with logo</td>
</tr>
<tr>
<td>Sports track jacket/pants with logo - (optional)</td>
<td>Sports track jacket/pants with logo - (optional)</td>
</tr>
<tr>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>

| Sports Shoes (see samples / explanation below) | Sports Shoes (see samples / explanation below) |

### Accessories

**Boys**

- Navy check headband

**Girls**

- Navy Check scrunchie

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“Be the Light of Christ”
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 to be worn 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 16 years old
- Tattoos must be covered at all times

Hair:
- Extreme hairstyles as determined by the Assistant Principal, 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 6
- 7 to 12 make-up and nail polish must not be noticeable

Hats:
- The official college hat is to be worn outside in Terms 1 and 4
- 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, to morning PC and for formal occasions
- Blazers should be stored in locked lockers after PC or worn during the day

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
- Schools 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)

Examples of school approved school shoes:

Examples of school approved PE shoes:

Examples of shoes that are not permitted:

“Be the Light of Christ”
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: during 2015:

- Monday 8:30am-9:30 am and 2:30pm-3:30pm; AND
- Wednesday 8:30am-10:00am

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.

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

SECOND HAND SWAP AND SHOP

Preloved College uniform is now being advertised on our Skoolbag app and Skoolbag Communications Centre (College website). This service is provided free of charge to parents and guardians by the College. It provides a link between parents to purchase, sell or swap good quality used uniforms, enjoy significant savings and recoup some initial uniform purchase costs.

To find out more about how to advertise please open the Skoolbag App or visit the Skoolbag Communications Centre on the College website and use the "How to Advertise" tab.

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.
Philosophy

At Lumen Christi Catholic College 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 Catholic College, 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

<table>
<thead>
<tr>
<th>Year</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>10 to 20 minutes</td>
</tr>
<tr>
<td>Year 1 and 2</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Year 3 and 4</td>
<td>30 to 45 minutes</td>
</tr>
<tr>
<td>Year 5 and 6</td>
<td>45 minutes to 1 hour</td>
</tr>
<tr>
<td>Year 7 and 8</td>
<td>1 to 1.5 hours</td>
</tr>
<tr>
<td>Year 9 and 10</td>
<td>1.5 to 2 hours</td>
</tr>
<tr>
<td>Year 11 and 12</td>
<td>2 hours plus</td>
</tr>
</tbody>
</table>

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).

Students at Lumen Day 2015 (Pambula Beach)
SPECIAL NEEDS

At Lumen Christi we believe that all students are special and have a variety of learning needs. Our use of the term “special needs” refers “primarily to those children whose physical and/or intellectual capacities have been affected to some degree, so that their participation in teaching and learning situations requires assistance or modification.” (All Children Are Special”, Lang and Berberich; 1995).

Our Learning Support Program operates in conjunction with the mainstream curriculum. Modified programs and Life Skills are part of the Lumen Christi curriculum because they are a means by which students with special needs can aim to achieve their academic, social, physical and spiritual potential. The holistic approach to the development of all Lumen Christi Catholic College students and the mission to provide learning for life underpins the development of a Learning Support Program.

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.

“Be the Light of Christ”
The College engages the services of a qualified Counsellor on a regular basis. The service is provided through an arrangement between Catholic Education and CatholicCare. 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 one of our College Counsellors by phoning 6495 8896 or by dropping into the Front Office to complete an appointment form.

Emily Abbott: Adolescent Counselling – Monday, Tuesday and Wednesdays Phone 6495 8896, eMail: emily.abbott@cg.catholic.edu.au

Chris Pittolo: Primary Counselling – Alternate Thursday’s - Phone 6495 8896 eMail: to be advised

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**EMOTIONAL UPS AND DOWNS**

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


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 551 800
- Open Doors Counselling and Educational Services free call 1800 647 995
  www.opendoors.com.au or info@opendoors.com

*Don’t forget to Check out our links page for more information about where to get help*
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 Specialist is 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 at Lumen Christi 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 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 site for more career pathway information.

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

For all the information about your career pathway don’t forget to check out:

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

PS: If you have any questions or need advice please drop into the Careers Office, phone 6495 8869 or email ingrid.thompson@crg.catholic.edu.au

“Be the Light of Christ”
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 enrolment form must be completed before a student will be accepted for enrolment.

Enrolments for Kindergarten and Year 7 students commence in April proceeding the year your child commences Kindergarten or Year 7. For example, for Year 7 students commencing study in 2017, the enrolment period commences during April 2016. Enrolments are also accepted for Year 7 students after the April enrolment period, but are dependent on class availability.

Enrolments for Years 1-6 & 8-12 are accepted throughout the school 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.

Senior students at Year 12 Farewell BBQ

“Be the Light of Christ”
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. College fees may be paid in advance any time throughout the year however, for accounting purposes, four Term accounts will be issued. The College fees may be paid by cash, cheque, credit card, direct debit or BPAY. A service fee (College Levy) is charged once per term and includes allowance for the following:

- Updating of classroom equipment
- Purchase/replacement of sports equipment
- Art and craft materials
- Cardboard, glue and paper for classrooms
- Library upkeep
- Replacement and upkeep of reading materials
- Duplicating paper and associated photocopying costs
- All textbooks (hire)
- Utilities (electricity, gas, insurance, rates etc)
- Purchasing and updating of ICT hardware and software

Fee schedules can be obtained from the College website, Skoolbag Communications Centre, our Skoolbag app and the Front Office. Families experiencing difficulties making payments are asked to contact the College Fees Officer on 6495 8808.

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. Library resources are available for use by staff, students and parents/guardians.

Our Information Technology Communications help desk 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 an interactive whiteboard.
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

<table>
<thead>
<tr>
<th>House of the Year</th>
<th>Athletics</th>
<th>Cross Country</th>
<th>Swimming</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001 - Baringa</td>
<td>2001 - Bobberrer</td>
<td>2001 - Baringa</td>
<td>2001 - Baringa</td>
</tr>
<tr>
<td>2002 - Baringa</td>
<td>2002 - Baringa</td>
<td>2002 - Baringa</td>
<td>2002 - Bobberrer</td>
</tr>
<tr>
<td>2010 - Baringa</td>
<td>2010 - Monaroo</td>
<td>2010 - Baringa</td>
<td>2010 - Gudu</td>
</tr>
<tr>
<td>2012 - Bobberrer</td>
<td>2012 - Bobberrer</td>
<td>2012 - Bobberrer</td>
<td>2012 - Monaroo</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2016 - Baringa</td>
</tr>
</tbody>
</table>
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 (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.”

“Be the Light of Christ”
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 (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”

“Be the Light of Christ”
COMMUNITY SERVICE

Our Vision
Let us be the Light of Christ
Learning to Value God’s Gifts
Inspiring Hope and Serving others

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 presentation night in recognition of gaining at least 10 hours of community service during the year.

Suggested Service Activities
- Volunteer work for charities eg: St Vincent de Paul, Red Cross
- Fundraising for charities eg: 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 eg: 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 eg: 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’.
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. 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, Tathra and Wyndham.
- Merimbula Buslines (6495 6017) transports students from Bald Hills and Millingandi
- Scarletts 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.

**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 passengers 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 (eg 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 3:00pm each day when parents are transporting their children to and from College.

Parent/Carers are not permitted to drop off students in the staff car park area. The volume of traffic in this area poses a significant danger to students moving between vehicles.

Parents should utilise the “drop off” zone in Culgoa Crescent when transporting their child to/from College.

Please note the “drop off” area is classified as a “No Parking” area between 8.30am to 9.30am and 3.00pm and 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.

If parents need to escort their child into the College for a meeting during school time or have business at the Front Office we ask that they:

- Use the Visitor’s car park at the front of the College.
- Park further up Culgoa Crescent away from the early morning/afternoon traffic congestion.
- Park in the parking area provided at the Pambula Sporting complex.

Please note a 20kpm speed limit applies to College car parks at all times.

Your cooperation with the above will help ease traffic congestion and minimise potential risks to children travelling to and from College.

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.
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 parent and staff. The Individual Health Care Plan will incorporate an emergency response plan and will be based on advice from the student’s parent 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.

“Be the Light of Christ”
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 your 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 eg Ritalin, will need to complete a series of forms in conjunction with their medical practitioner and the College Principal.

**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.

<table>
<thead>
<tr>
<th>Illness</th>
<th>Exclusion Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles</td>
<td>Exclude for 7 days from appearance of rash</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude for at least 7 days</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for at least 2 weeks. Swelling must have subsided</td>
</tr>
<tr>
<td>Ring Worm</td>
<td>Return to school when appropriate treatment has commenced, supported by medical certificate on request of College</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>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</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Re-admit when appropriate treatment has commenced.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Exclude for 7 days after the first spots appear</td>
</tr>
</tbody>
</table>

“Be the Light of Christ”
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.

DIARIES

An important means of communication between families and the College is the Student Diary which is issued to students from Y3 to Y12 at the beginning of the school year.

The diary has a section each day for Parent-Teacher notes as well as a section for homework and assignments. In Years 3 to 10, the diary needs to be signed by a parent/guardian weekly. This will be monitored by Pastoral Care teachers.

It is important for students to remember that the diary is not a personal diary and must be kept in a presentable manner. This means no graffiti, scratching of the cover and that drawings or photos are unacceptable. If this damage does occur and cannot be fixed, a new diary will need to be purchased.

EXCURSION NOTES & PAYMENTS

Students with permissions 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.

“Be the Light of Christ”
COLLEGE CANTEEN

The College Canteen, "The Food Basket", is open for recess and lunch, Monday to Friday. A Manager is employed by the College to operate the Canteen. Parents are encouraged to volunteer for canteen duty whenever possible.

Lunch orders should be passed to the College Canteen by 11am each morning to allow for catering. Canteen Menus and Volunteer Rosters are available from the Canteen or can be downloaded from the College Skoolbag app.

The aim of the Food Basket is to:

- provide a service to the College community and at the same time to function as an efficient business by offering a regular, high-quality service to the College community, and operating at a reasonable profit for the benefit of the College and, in turn, each student
- provide a variety of nutritious and attractively presented food and drinks at reasonable cost
- practically reinforce the principles of classroom nutrition education
- maintain high standards of hygiene in handling, preparing and serving food
- provide an opportunity for parents to participate in their children’s educational environment.

Where possible, and in accordance with the NSW Healthy School Canteen Strategy, foods set down on the NOT recommended for sale list in the Health Department Handbook, a “Guide for School Food Service Units” or in the Department of School Education’s “Health Canteen Guidelines” shall not be sold at the College Canteen.
PRAYERS TO THE LUMEN HOUSE SAINTS

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.

“Be the Light of Christ”
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.
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

“Be the Light of Christ”
**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
Morning Prayer
Father hear our morning prayer.
This day keep us in your care
All we do and all we say,
may it be our best today.
Amen

Afternoon Prayer
Before we go we’ll stop and say,
Thank you God for a lovely day.
Amen

Prayer for Christian Unity
Lord, Jesus Christ, At your last supper
you prayed to the Father
that all should be one.
Send your Holy Spirit upon all who bear
Your name and seek to serve you.
Strengthen our faith in you and help us
love one another in humility. May we
who have been reborn in one baptism
all be united in one faith under one
shepherd.

For Generosity
Lord teach me to be generous;
to serve you as you
Deserve to be served, to give
without counting the cost,
To fight without counting the wounds,
to work without
Seeking rest, to spend my life
without expecting any
Other return than the knowledge that I’m
doing your holy will.
Amen

A Student’s Prayer
Loving Father, I stand before You
in the midst of
Confusion and the complexities of life,
My future sometimes seems
distant and unknown.
Give me, O Lord,
The vision to see the path You set before me.
Grant me the courage to follow Your way,
That through the gifts and talents
You have given me,
I may bring Your life and
Your Love to others.
I ask this through Jesus, Your Son
and my brother. Amen

Prayer to Mary
Help of Christians
Patroness of Australia
Lord, you place deep in our hearts the
love of Mary, Help of Christians.
Through her prayers grant wisdom to
our leaders and integrity to our
citizens.
Under her protection may our country
be granted harmony, justice and peace
Amen

“Be the Light of Christ”
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 2/2001

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
The Gospel of Luke, written in the First century offers a convert’s perspective of Jesus. Luke never met Jesus and was not one of the twelve apostles. In all likelihood he was a physician. It is generally agreed that the Gospel of Luke is the first of two volumes about Jesus and the emerging ‘Jesus movement’ (later were known as Christians). Luke’s second volume of work appears as The Acts Of The Apostles.

Luke states that his purpose in writing is to collect the stories and sayings of Jesus into an ‘orderly account’ (Lk 1:1-40). More importantly for modern readers perhaps, is that Luke offers a Gentile’s perspective of Jesus and what the events –the life death and resurrection of Jesus mean beyond Judea. Luke’s gospel lifts the story and teaching of Jesus out of its Jewish context and takes it on a journey to Rome, ultimately opening the gospels to all of humanity, fulfilling God’s covenantal promises to Abraham.

The enduring and endearing features of Luke’s s gospel are its focus on the love and compassion that Jesus shows in his actions and teachings. The narrative is a stylised journey story in which Jesus and his followers travel the outskirts of the Judean townships journeying inexorably toward the heart and home of Israel’s religious, cultural, economic and spiritual life; Jerusalem. It is here that Jesus fulfils his mission as the renewal of faith and the challenges of a new lifestyle collide with the oppressive regime of the Roman Empire and the stultified culture of the entrenched religious class.

Luke reorders the accounts of others with a clear sense of Jesus’ inspired radicalism. Luke has no doubt that here in Jesus is the suffering servant foretold by Isaiah. Luke is clear about Jesus’ compassion for the poor, the outcast, and the lost.

Notable features of Luke’s gospel are, “The Magnificent of Mary”, the parable of the Good Samaritan the parable of the Prodigal Son, Jesus teachings in the synagogues of Nazareth, and the care and love that Jesus extends to all come his way.

Throughout all, Luke is careful to emphasise the joy and happiness of those who choose a life in Christ.
**The Magnificat of Mary (Lk 1:46-55)**

*And Mary said,*

‘My soul magnifies the Lord, and my spirit rejoices in God my Saviour, for he has looked with favour on the lowliness of his servant. Surely, from now on all generations will call me blessed; for the Mighty One has done great things for me, and holy is his name. His mercy is for those who fear him from generation to generation. He has shown strength with his arm; he has scattered the proud in the thoughts of their hearts. He has brought down the powerful from their thrones, and lifted up the lowly; he has filled the hungry with good things, and sent the rich away empty. He has helped his servant Israel, in remembrance of his mercy, according to the promise he made to our ancestors, to Abraham and to his descendants for ever.’

**Jesus Teaches at the Synagogue in Nazareth (Lk 4:16-23)**

When he came to Nazareth, where he had been brought up, he went to the synagogue on the sabbath day, as was his custom. He stood up to read, and the scroll of the prophet Isaiah was given to him. He unrolled the scroll and found the place where it was written:

18 ‘The Spirit of the Lord is upon me, because he has anointed me to bring good news to the poor. He has sent me to proclaim release to the captives and recovery of sight to the blind, to let the oppressed go free, 19 to proclaim the year of the Lord’s favour.’

And he rolled up the scroll, gave it back to the attendant, and sat down. The eyes of all in the synagogue were fixed on him. Then he began to say to them, ‘Today this scripture has been fulfilled in your hearing.’ All spoke well of him and were amazed at the gracious words that came from his mouth.

**The Baptism of Jesus (Lk 3:21-22)**

Now when all the people were baptised, and when Jesus also had been baptised and was praying, the heaven was opened, and the Holy Spirit descended upon him in bodily form like a dove. And a voice came from heaven, ‘You are my Son, the Beloved; with you I am well pleased.’

**Love for Enemies (Lk 6:27-31)**

‘But I say to you that listen, Love your enemies, do good to those who hate you, 28b less those who curse you, pray for those who abuse you. 29 If anyone strikes you on the cheek, offer the other also; and from anyone who takes away your coat do not withhold even your shirt. 30 Give to everyone who begs from you; and if anyone takes away your goods, do not ask for them again. 31 Do to others as you would have them do to you.’

“Be the Light of Christ”

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A Tree and Its Fruit (Lk 6:43-45)

"No good tree bears bad fruit, nor again does a bad tree bear good fruit; 44 for each tree is known by its own fruit. Figs are not gathered from thorns, nor are grapes picked from a bramble bush. 45 The good person out of the good treasure of the heart produces good, and the evil person out of evil treasure produces evil; for it is out of the abundance of the heart that the mouth speaks."

The Transfiguration (Lk 9: 28-36)

28 Now about eight days after these sayings Jesus* took with him Peter and John and James, and went up on the mountain to pray. 29 And while he was praying, the appearance of his face changed, and his clothes became dazzling white. 30 Suddenly they saw two men, Moses and Elijah, talking to him. 31 They appeared in glory and were speaking of his departure, which he was about to accomplish at Jerusalem. 32 Now Peter and his companions were weighed down with sleep; but since they had stayed awake,* they saw his glory and the two men who stood with him. 33 Just as they were leaving him, Peter said to Jesus, ‘Master, it is good for us to be here; let us make three dwellings,* one for you, one for Moses, and one for Elijah’ — not knowing what he said. 34 While he was saying this, a cloud came and overshadowed them; and they were terrified as they entered the cloud. 35 Then from the cloud came a voice that said, ‘This is my Son, my Chosen;* listen to him!’ 36 When the voice had spoken, Jesus was found alone. And they kept silent and in those days told no one any of the things they had seen.
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. Lead us to hope - Lumen Christi shine
Through our God given gifts; open our minds
The skills that we learn will realise our dreams
May we see that your light as it lights up the world
Is the same as the love and the truth that we learn
From the Gospel you told; in Treasures New and Old
Still shining bright

CHORUS
3. 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”
A GLOSSARY OF KEY WORDS

Syllabus outcomes, objectives, performance bands and examination questions have key words that state what students are expected to be able to do. A glossary of key words have been developed by the NSW Board of Studies to help provide a common language and consistent meaning in the School Certificate and Higher School Certificate documents. Using the glossary will help teachers and students understand what is expected in response to examinations and assessment tasks.

**Account**
- Account for: state reasons for, report on.
- Give an account of: narrate a series of events or transactions

**Analyse**
- Identify components and the relationship between them; draw out and relate implications

**Apply**
- Use, utilise, employ in a particular situation

**Assess**
- Make a judgement about the value of

**Calculate**
- Ascertain/determine from given facts, figures or information

**Clarify**
- Make clear or plain

**Classify**
- Arrange or include in classes/categories

**Compare**
- Show how things are similar or different

**Construct**
- Make; build; put together item or arguments

**Contrast**
- Show how things are different or opposite

**Critically (analyse/evaluation)**
- Add a degree or level of accuracy depth, knowledge and understanding, logic, questioning, reflection and quality to (analyse/evaluate)

**Deduce**
- Draw conclusions

**Define**
- State meaning and identify essential qualities

**Demonstrate**
- Show by example

**Describe**
- Provide characteristics and features

**Discuss**
- Identify issues and provide points for and/or against

**Distinguish**
- Recognise or note/indicate as being distinct or different from; to note differences between

**Evaluate**
- Make a judgement based on criteria; determine the value of

**Examine**
- Inquire into

**Explain**
- Relate cause and effect; make the relationships between things evident; provide why and/or how

**Extract**
- Choose relevant and/or appropriate details

**Extrapolate**
- Infer from what is known

**Identify**
- Recognise and name

**Interpret**
- Draw meaning from

**Investigate**
- Plan, inquire into and draw conclusions about

**Justify**
- Support an argument or conclusion

**Outline**
- Sketch in general terms; indicate the main features of

**Predict**
- Suggest what may happen based on available information

**Propose**
- Put forward (for example a point of view, idea, argument, suggestion) for consideration or action

**Recall**
- Present remembered ideas, facts or Experiences

**Recommend**
- Provide reasons in favour

**Recount**
- Retell a series of events

**Summarise**
- Express, concisely, the relevant details

**Synthesise**
- Putting together various elements to make a whole.

“Be the Light of Christ”
AUSTRALIAN VALUES

There are three kinds of powerful decisions you should be making every day

1. What to focus on
2. What things mean
3. What to do

Having the right set of Values is important in making these decisions.

The National Framework for Values Education in Australian Schools has mandated that all schools incorporate nine specific values into their school. In striving “To be the Light of Christ” we value ‘celebrating the love of Jesus Christ, cherishing all God’s family, honouring the achievements of our College and nurturing the hope and commitment of our Catholic communities’.

The Nine Values are:

1. Care and compassion
2. Doing your best
3. Fair go
4. Freedom
5. Honesty and trustworthiness
6. Integrity
7. Respect
8. Responsibility
9. Understanding, tolerance and inclusion

These values are also linked to the College’s exit outcomes, meaning graduating students will be:

- Happy, well-adjusted and contributing members of the community, able to make positive career choices, have a sense of self-worth and be independent thinkers
- Lifelong learners, know the value of their contributions, have an awareness of different gifts, skills abilities and be aware of their own personal gifts
- Resilient, have life skills in communication, decision making, accepting responsibility for their actions, critically reflective and able to discern meaning and purpose in life

Lumen Christi College will provide Values education in a planned and systematic way by:

- Articulating the College’s vision and mission statements in consultation with the school community
- Developing student responsibility, resilience, social skills
- Incorporating values in policies and curriculum
- Reviewing outcomes

“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”