Cerdon College
Merrylands

2016
General Information Booklet

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Mr F Caristo

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PO Box 277
MERRYLANDS NSW 2160
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Mission and Vision Statement

Our School

Cerdon College is a Catholic secondary school for girls, established by and educating in the tradition of the Marist Sisters. In living out the values of Christ, our school celebrates the uniqueness of each person within a diverse community. We are committed to providing each student with a learning environment which is comprehensive, inclusive and challenging.

Our Mission

A MARIST EDUCATION
Aspire to great heights

Our Vision

As a school, we believe in and strive for:

* a Christ-centred community with special regard for Mary and her life as an example for young women.
* a quality education to prepare women to make their place in an ever-changing world.
* effective teaching and learning which respects the talents and needs of individuals and challenges them to reach their full potential.
* a dynamic and diverse curriculum which extends beyond the classroom and encourages students to be responsible for their own learning.
* shared leadership and collaborative decision-making within the school community.
* the fostering of positive relationships in an atmosphere of care and respect for all people.
* the creation of, and active concern for, an appealing environment which is safe and conducive to learning.
* a community enriched through a sense of pride and belonging.
History of Cerdon College

AN EDUCATION CENTRED ON MARIST EDUCATION POLICY

Cerdon College is a Marist School which aims to lead its students to an awareness of what it means to be a Christian in the tradition of the Catholic community. The religious teaching and liturgical life of the school form the underpinning structure of the school curriculum.

“I came that they may have life.” (John 10.10)

By giving life to her Son, Mary associated herself with Christ’s mission which is continued by the Church. As we are committed to Christ with Mary, we carry on this mission in our own time. Education, which is part of that mission, has as its basis, collaboration with God in the recreation of the mind and heart of the young.

A Marist Education is therefore essentially personal and is directed towards the good of each individual. It is ‘child-centred’ and is based on a deep concern for each of our students, not in isolation but in the total context of their growth to maturity, providing as far as possible the best possible conditions for their self-affirmation within an environment characterised by a family atmosphere and the Spirit of Mary.

Unless parents fully support our Marist Education Policy it would be most unwise for them to choose Cerdon College for their daughter. For as the Vatican Document ‘The Catholic School’ reminds us:

“It is obvious that in such a demanding educational policy all participants must be committed to it freely. It cannot be imposed, but is offered as a possibility, as good news, and as such can be refused. However, in order to bring it into being and to maintain it, the School must be able to count on the unity of purpose and conviction of all its members.”

MARIST ORIGINS OF CERDON COLLEGE

The Marist religious community embraces the Marist Sisters, Marist Brothers, Marist Fathers and the Marist Missionary Sisters.

The original plan of the Society of Mary was conceived in Lyon in 1816. As early as 1824 the Marist Sisters, with Jeanne-Marie Chavoin as foundress, began their apostolic work of teaching, nursing and of doing other kinds of apostolic work of which there was great need in France after the Revolution of 1789. The first home for the Sisters was in the village of Cerdon.

The Congregation of the Marist Sisters spread to other countries and in 1908 a group of Sisters came to Woolwich to begin their work in Australia. In 1960, with a small group of students they undertook a new pioneering venture and Cerdon was begun.

Cerdon College was begun in the two buildings closest to Sherwood Road that continue to be used as classroom and laboratory facilities. The school site has continued to expand as the College has grown in size and as curriculum requirements have changed.

As a Marist community all strive to bring to the College the spirit of Mary, Mother of God, whom they take for their model. They strive to imitate her humility, her self-denial, her close union with God and her love for others. Underlying the Marist educational and apostolic work was the desire to bring the presence of Mary among all with whom they worked.

In recognition of the Marist spirit and tradition of Cerdon College, the Hall is named Chavoin Hall. The Library is also known as the Sr Ann-Marie Learning Centre to recognise the contribution to the school of the Marist Sisters and Sr Ann-Marie Webb, Principal for fifteen years.
Religious Education at Cerdon College

“There is only Christ: he is everything and he is in everything”.
Colossians 3:11

Cerdon College is a Catholic community with Christ as its centre and Mary as its model. The College promotes its faith in all its actions embedded in Gospel values. The Catholic ethos and the Marist tradition are promoted in the College both in the building of a supportive environment and in developing curriculum. Our Marist heritage is integrated into all aspects of College life. Jeanne-Marie Chavoin, founder of the Marist Sisters, is the College Patron and the College Houses have other significant Marists as House Patrons. We celebrate our Marist heritage throughout each year and in particular, on our foundation day called ‘Chavoin Day’.

Religious Education at Cerdon College is a comprehensive, multi-faceted process involving much more than the activities of the formal Religious Education classroom. The understanding of Religious Education identifies six interdependent elements of Religious Education in the Catholic Secondary school:

- The classroom Religious Education program.
- Integration of Catholic values across the curriculum.
- The liturgical and prayer life of the school.
- Opportunities for retreats and reflection days.
- Community service programs and voluntary groups.
- Interaction of home, Parish and school.

Teachers of classroom Religious Education have a privileged role, and all teachers contribute to the religious dimension of the whole life of the College. The essential partnership between home, parish and school is sustained through the College’s welcome, encouragement and invitation for involvement to parents, priests and other members of the community.
## Curriculum Structure of Cerdon College

### JUNIOR COURSES—YEARS 7 AND 8

<table>
<thead>
<tr>
<th>Subject</th>
<th>Subject</th>
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<tbody>
<tr>
<td>Religious Education</td>
<td>Information, Communications and Technology</td>
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<tr>
<td>Technology Mandatory</td>
<td>Italian</td>
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<td>English</td>
<td>Mathematics</td>
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<tr>
<td>Guidance</td>
<td>Personal Development Health and Physical Education</td>
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<tr>
<td>History Mandatory</td>
<td>Science</td>
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<tr>
<td>Geography Mandatory</td>
<td>Visual Arts</td>
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</tbody>
</table>

### JUNIOR COURSES—YEARS 9 AND 10

<table>
<thead>
<tr>
<th>Subject</th>
<th>Subject</th>
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</thead>
<tbody>
<tr>
<td>Religious Education</td>
<td>Commerce (Elective)</td>
</tr>
<tr>
<td>Australian Geography, Civics and Citizenship</td>
<td>Design and Technology (Elective)</td>
</tr>
<tr>
<td>Australian History, Civics and Citizenship</td>
<td>Drama (Elective)</td>
</tr>
<tr>
<td>English</td>
<td>Food Technology (Elective)</td>
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<tr>
<td>Guidance</td>
<td>French (Elective)</td>
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<tr>
<td>Mathematics—Levels 3, 2, 1</td>
<td>Italian (Elective)</td>
</tr>
<tr>
<td>Personal Development Health and Physical Education</td>
<td>Music (Elective)</td>
</tr>
<tr>
<td>Science</td>
<td>Physical Activity Studies (Elective)</td>
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<td></td>
<td>Textiles Technology (Elective)</td>
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<td></td>
<td>Visual Arts (Elective)</td>
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</tbody>
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### SENIOR COURSES OFFERED

#### BOARD DEVELOPED COURSES

- Studies of Religion (2 Unit)
- Studies of Religion (1 Unit)
- English—Standard English
  - Fundamentals of English (1 Unit)
  - Advanced English
  - Extension 1 (1 Unit)
- Mathematics—Mathematics Extension I (2 Unit)
  - Mathematics (1 Unit)
  - General Mathematics
- Ancient History
- Biology
- Business Studies
- Chemistry
- Community and Family Studies
- Drama
- Design and Technology
- Earth and Environmental Science
- Economics
- Food Technology
- French Continuers
- Geography
- Italian Continuers
- Information Processes and Technology
- Legal Studies
- Modern History
- Music Course 1 and Course 2
- Personal Development Health and Physical Education
- Physics
- Senior Science
- Textiles and Design
- Visual Arts

#### 2 UNIT BOARD DEVELOPED VET COURSES

- Business Services (Administration)
- Entertainment
- Hospitality Operations
- Retail

#### CONTENT ENDORSED COURSES

- Catholic Studies 1 Unit
- Exploring Early Childhood 2 Unit
- Photography 1 Unit

#### TVET (TAFE/SCHOOL) COURSES

- YEAR 12 ONLY

The courses offered vary each year depending on student demand. In recent years, students undertook studies in—

- Childcare
- Hairdressing
- Music Industry
- Work Environment
- Automotive– Engines
- Fitness Instruction

#### YEAR 12 EXTENSION COURSES

- English Extension 2
- Mathematics Extension 2
- History Extension 1 Unit
- Italian Extension 1 Unit
- Music Extension 1 Unit

#### COMMUNITY LANGUAGES

Studied through the Open High School or Saturday Community Languages
In 2014, students completed their Higher School Certificate at Cerdon College Merrylands. Results from the 2014 HSC cohort were strong with students achieving excellent results.

Student achievement in the HSC is reported on a standards framework using both course marks and performance bands from Band 1 to Band 6, with a Band 6 the highest band. Student achievement in Extension courses are reported using both course marks and performance bands from E1 to E4 (E4 the highest band for an Extension course).

Of the 35 courses offered at Cerdon College, 80% of courses achieved above the State average mark.

Two students were awarded for All Round Excellence in the HSC.

141 Cerdon College Band 6 achievers were acknowledged in the HSC Honour Roll.

54.8% of all results were Band 5 or Band 6 results.

82.1% of all results were above Band 4.

1 Student placed 1st in State in 2 Unit Business Services

1 Student placed 10th in State in 2 Unit Business Services

Some notable performances at Cerdon College in HSC subjects in 2014 are as follows—

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>BAND</th>
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</thead>
<tbody>
<tr>
<td>Ancient History</td>
<td>34.5% Band 5 and 6 (State average 32.8%)</td>
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<tr>
<td>Business Studies</td>
<td>55.2% Band 5 and 6 (State average 36.9%)</td>
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<tr>
<td>Community and Family Studies</td>
<td>48.1% Bands 5 and 6 (State average 36.7%)</td>
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<tr>
<td>Drama</td>
<td>61.5% Bands 5 and 6 (State average 42.1%)</td>
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<tr>
<td>Earth &amp; Environmental Science</td>
<td>50% Bands 5 and 6 (State average 39.8%)</td>
</tr>
<tr>
<td>English Standard</td>
<td>23.5% Bands 5 and 6 (State average 8.2%)</td>
</tr>
<tr>
<td>English Advanced</td>
<td>93.7% Bands 5 and 6 (State average 59.3%)</td>
</tr>
<tr>
<td>English Extension I</td>
<td>100% E3 and E4 (Stage average 92.9%)</td>
</tr>
<tr>
<td>Food Technology</td>
<td>57.1% Bands 5 and 6 (State average 28.4%)</td>
</tr>
<tr>
<td>Geography</td>
<td>70% Bands 5 and 6 (State average 43.6%)</td>
</tr>
<tr>
<td>General Mathematics</td>
<td>37.7% Bands 5 and 6 (State average 25%)</td>
</tr>
<tr>
<td>History Extension</td>
<td>100% E3 and E4 (State average 77.7%)</td>
</tr>
<tr>
<td>Italian Continuers</td>
<td>64.3% Band 5 and 6 (State average 57.7%)</td>
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<td>Legal Studies</td>
<td>53.4% Bands 5 and 6 (State average 39.6%)</td>
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<tr>
<td>2 Unit Mathematics</td>
<td>54.9% Bands 5 and 6 (State average 53.7%)</td>
</tr>
<tr>
<td>Modern History</td>
<td>70.8% Bands 5 and 6 (State average 42.3%)</td>
</tr>
<tr>
<td>Music 1</td>
<td>60% Bands 5 and 6 (State average 59.6%)</td>
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<tr>
<td>Personal Development, Health and Physical Education</td>
<td>47.6% Bands 5 and 6 (State average 30.5%)</td>
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<tr>
<td>Physics</td>
<td>36.4% Bands 5 and 6 (State average 31.1%)</td>
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<tr>
<td>Studies of Religion (1 Unit)</td>
<td>67.5% Bands 5 and 6 (State average 48.7%)</td>
</tr>
<tr>
<td>Studies of Religion (2 Unit)</td>
<td>75% Bands 5 and 6 (State average 44.2%)</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>85.2% Bands 5 and 6 (State average 48.6%)</td>
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<tr>
<td>Vocational Education and Training Courses (VET)</td>
<td>77.8% Bands 5 and 6 (State average 19.4%)</td>
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<tr>
<td>Business Services</td>
<td>20% Bands 5 and 6 (State average 17.4%)</td>
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<tr>
<td>Hospitality</td>
<td>50% Bands 5 and 6 (State average 31.1%)</td>
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Cerdon College offers many opportunities for spiritual growth through Retreats, Reflection Days, Community Days, Camps and Liturgies.

The interests and talents of students are nurtured in a wide variety of activities including—

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<td>St Vincent de Paul Group</td>
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<td>History Debating</td>
<td>Cheerleading</td>
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<td>Public Speaking</td>
<td>Aerobics</td>
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<td>Mock Trial</td>
<td>Netball</td>
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<td>Liturgical Choir</td>
<td>Softball</td>
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<td>Vocal Group</td>
<td>Swimming</td>
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<td>School Cabaret</td>
<td>Cross Country</td>
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<td>Peer Support Program</td>
<td>Athletics</td>
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<td>Seasons for Growth Program</td>
<td>Touch Football</td>
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<tr>
<td>Science Club</td>
<td>Basketball</td>
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<tr>
<td>Australian Business Week</td>
<td>Gymnastics</td>
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<tr>
<td>Science Enrichment Program</td>
<td>Volleyball</td>
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<td>Streamwatch</td>
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<td>Futsal</td>
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<td>Instrumental Group</td>
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<td>Soccer</td>
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<td>Youth Parliament</td>
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<td>Business Links and Activities</td>
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Student Welfare Policy

Cerdon College is a Catholic secondary school for girls, established by and educating in the traditions of the Marist Sisters. Our school celebrates the uniqueness of each person and is committed to providing each student with a learning environment, which is comprehensive and challenging.

We are a multicultural community which seeks to live out the values of Christ in a caring and supportive environment. In line with the Education Reform Amendment (Corporal Punishment) Act 1995, it is reinforced that at Cerdon College the Student Welfare Policy does NOT permit corporal punishment in the discipline of students attending the College. As a community of students, staff and parents, we believe that we have the following rights and responsibilities.

STUDENT RIGHTS
- To be treated justly and to be valued as an individual.
- To feel safe and secure and to be free from discrimination and intimidation.
- To be provided with a safe and healthy school environment.
- To have a positive and supportive atmosphere that is conducive to learning.
- To be provided with a quality education which caters for individual differences in ability and talents and develops the whole person.

STUDENT RESPONSIBILITIES
- To treat others justly and value them as individuals.
- To contribute to a safe and secure school that is free from discrimination and intimidation.
- To work together to maintain an environment which is safe and clean.
- To have a positive and responsible attitude towards learning and to respect the right of all students to learn.
- To promote and enhance a positive image of the school by observing all school rules.

STAFF RIGHTS
- To be treated with respect by all members of the school community.
- To work in an atmosphere which is healthy and safe and conducive to teaching and learning.
- To have access to resources and professional development which enhances teaching skills and skills in caring for students.
- To be supported in an appropriate way in dealing with student welfare issues.
- To be part of a caring, learning environment which encourages development of Christian values.

STAFF RESPONSIBILITIES
- To show respect for all members of the school community.
- To contribute to the creation of an atmosphere which is healthy and safe and conducive to learning.
- To use resources and professional development which enhances teaching skills and skills in caring for students.
- To respond in an appropriate way in dealing with student welfare issues.
- To foster a caring, learning environment which caters for individual students’ needs and encourages the development of Christian values.

PARENT RIGHTS
- To know that their daughters will be treated justly and be valued as individuals in the light of Christian values.
- To be kept informed of events occurring at the school.
- To be consulted via appropriate forums on relevant matters concerning their daughters and their education.
- To be heard and have their opinions valued and respected in matters relating to their daughters’ education, welfare and spiritual development.

PARENT RESPONSIBILITIES
- To work in partnership with the staff to ensure the best possible education for their daughter.
- To inform the school of any matters which may impact on their daughter’s welfare.
- To support the school in appropriate ways in the programs which it offers.
- To meet their obligations in relation to all matters relating to their daughter’s education.
- To work with the school in the implementation of rules and regulations.
Uniform Policy

The College uniform has been chosen by students and parents. It is expected that it will be worn with pride. The girls themselves and the total school community benefit from the image of the girls in a high standard of uniform. All Uniform items should be in good condition.

- **Uniform length**: the summer uniform must be below the knee when standing; and the winter uniform should be calf length.

- **Blazers**: are compulsory in Terms 2 and 3. At other times they may be worn to provide additional warmth. Jumpers without blazers must not be worn to and from school in Terms 2 and 3. Blazer sleeves are NOT to be rolled up.

- **Jumpers**: when worn, should not be longer than the blazer. They must be royal blue V-necked style with the College Crest.

- **T-shirts and Spencers**: (plain white for Juniors and pale blue for Seniors) may be worn under the blouse for extra warmth, but must not be seen. No other colour is to be worn. Girls are not allowed to wear a roll-necked jumper or skivvy under the blouse.

- **Blouses**: white with College Crest for the Juniors and sky blue for the Seniors. Long sleeved garments are not to be worn under short sleeved blouses unless the College jumper is also worn.

- **Socks/stockings**: girls must wear sky blue ankle socks worn at ankle height with the summer uniform. Girls must wear black opaque pantyhose when the kilt is worn. Girls are not allowed to wear knee-high socks or footless tights. White socks are NOT to be worn underneath the tights.

- **School shoes**: must be traditional black lace-up. Shoes should not have a heel higher than 3.5cms. They must have a sturdy, substantial non-slip sole (thin soles are not permitted). Shoes should not have coloured stitching, coloured laces, buckles or large silver/gold eyelets. The uppers of the shoes should be a thick (non flimsy) leather and be able to be polished. Ballet shoes, canvas shoes, gym boots, sneakers and soft leather shoes with thin soles ARE NEVER to be worn as they do NOT meet the Work, Health and Safety requirements. Students with incorrect shoes will be asked to purchase a new pair and may be withdrawn from class and the playground. Closed in shoes must be worn on mufti days and normal school shoes MUST be worn for practical lessons on mufti days. Thongs are NEVER to be worn under any circumstances.

- **The school bag**: A Cerdon College schoolbag is compulsory for all students. A Cerdon College bag with wheels is available for students with health issues such as back problems. If an extra bag is brought for PDHPE (or other materials) it must be the PDHPE sports bag. The Cerdon College excursion bag is the ONLY bag permitted for excursions.

- **Jewellery**: only one pair of plain matching sleepers or studs discreet earrings, (worn in each ear-lobe) is allowed. Stretcher/spacers are not permitted. NO OTHER FACIAL PIERCINGS are permitted. Students may wear one small plain ring. No necklaces are to be worn. Any other jewellery may be confiscated and parents required to collect it. Students are strongly advised not to wear any jewellery of an expensive or sentimental nature to school. Please note that jewellery can cause safety hazards in practical subjects.

- **Hair**: must be neat and tidy. Hair must be tied back at all times including mufti days. Students must have a conservative hairstyle and colour. The only change of colour permitted is a subtle lightening or darkening of a student’s natural hair colour. Any dramatic difference in colour or use of a different colour to the student’s natural colour is not permitted. Two tone hair is not permitted. Any student who has an extreme hairstyle or who has hair dyed in an unacceptable manner may be asked to remain at home until her hairstyle conforms with school regulations. Ribbons may be either royal blue, black or white. Wide head bands are not permitted.

- **Scarfes**: The regulation College scarf may be worn for extra warmth during Terms 2 and 3 only.

- **Make-up and nail polish, shellac, acrylic nails and gelish**: are not permitted. For WHS reasons, nails are to be short – no extension allowed.

- **The PDHPE Uniform**: is to be worn during practical lessons.

- **The school hat**: is optional. However, the wearing of this is strongly encouraged. Sunglasses are not part of the school uniform.

- **Bike pants or track pants or pyjama pants or boxer shorts**: are not to be worn under the Summer Uniform dress or kilt.

- **Each item of uniform**: should be clearly marked with the student’s name.
UNIFORM

Uniform items are only available from the Cerdon College Uniform Shop

Open: Monday 8:30—2:30 pm (All year)
       Wednesday 8:30—2:30 pm (Term 1 and Term 4 only)
Telephone: 8724 7329

YEAR 7-10

DRESS: Years 7-9 Junior College Summer Uniform (below the knee when standing).
       Year 10 Senior College Summer Uniform (below the knee when standing).
       (Terms 1 and 4).
BLAZER: Royal Blue Wool with College Crest.
       The blazer is compulsory during Terms 2 and 3.
KILT: Blue Checked Kilt, calf length. (Terms 2 and 3).
PULLOVER: Royal Blue V Neck Style with College Crest.
BLOUSE: White Blouse with College Crest.
SOCKS: Sky Blue Ankle Style (Cotton). (Terms 1 and 4.)
TIGHTS: Black Opaque Tights must be worn with kilt. (Terms 3 and 4.)
SHOES: Traditional Black Leather Lace-up Shoes with non-slip sole.
BAGS: Compulsory school bag for all students.
       Bags for PDHPE and other equipment must be the School sports bag.
HAT: School Hat – Optional – available from School.
SCARF: Regulation College Scarf (optional Terms 2 and 3).

PDHPE UNIFORM

SHORTS: Navy Blue with College name.
TOP: Sky Blue Polo Shirt with School Crest.
SUN HAT: Navy Blue with School Crest.
SOCKS: White (Sky/Navy Stripes at top).
TRACKSUIT: School tracksuit. Compulsory for Years 7-10.
SWIMWEAR: Swim cap in house colour
       Compulsory School Swimming Costume.

YEARS 11 AND 12

DRESS: Senior College Summer Uniform (below the knee when standing).
       (Terms 1 and 4).
KILT: Checked Kilt, calf length (Terms 2 and 3)
BLOUSE: Sky Blue with College Crest.
BLAZER: Royal Blue Wool with College Crest.
       The blazer is compulsory during Terms 2 and 3.
PULLOVER: Royal Blue V Neck Style with College Crest.
SOCKS: Sky Blue Ankle Style (Cotton). (Terms 1 and 4.)
TIGHTS: Black Opaque Tights must be worn with kilt (Terms 3 and 4).
SHOES: Traditional Black Leather Lace-up Shoes with non-slip sole.
BAGS: Compulsory school bag for all students.
       Bags for PDHPE and other equipment must be the School sports bag.
HAT: School Hat – Optional – available from School.
SCARF: Regulation College Scarf (optional Terms 2 and 3).

The Uniform must comply with Acceptable Uniform Procedure
Diocesan School Fees Policy

The system of schools within the Diocese of Parramatta is a non-profit organisation and as such acceptance of enrolment into a Catholic School of the Diocese ordinarily involves a responsibility and commitment to pay School Fees as they fall due for payment.

Except where specially noted, in interpretation of the following, the words “school fees” and “fees” should be taken to include Diocesan School Fees, Diocesan Building Levy and any other fees or charges as advised by the school from time to time.

**Fees**

1. All fees are due and payable within 30 days of the date the school account statement is issued.
2. For students not enrolled at the school for the full year, fees will be payable on a pro-rata basis based upon the number of weeks attended over the school year (40 weeks). Attendance for a part of a week will be deemed a full week for the purposes of this calculation.
3. Absence during the whole year or any part of the term does not remove the obligation to make payment of the terms fees.
4. Except in unforeseen circumstances, a full term’s notice in writing must be given to the Principal before a pupil is withdrawn from the school and in default of such notice, a full term’s fees will be payable.
5. On termination of enrolment any adjustment to fees already paid will be at the sole discretion of the School.
6. Where fees and charges are not paid in full and an acceptable arrangement has not been made, the parent(s) or guardian(s) may be liable to legal action for the recovery of any unpaid fees or other charges. All legal and/or collection charges incurred by the school for the recovery of any overdue amount will be payable by the parent(s) or guardian(s).
7. In addition to any action taken to recover outstanding fees, the enrolment of the student(s) may be discontinued.

**Financial Assistance**

1. Reduced levels of Diocesan School Fees are available for the 2nd and 3rd child with no fees payable for 4th or subsequent children of a family attending a Catholic Systemic school within the Diocese of Parramatta, St Dominic’s, Kingswood, Catholic Systemic schools within the Archdiocese of Sydney, and Diocese of Broken Bay and Wollongong.
2. At the discretion of the Principal, a further discount of up to 10% may be given on the total Diocesan school fees where there are siblings attending Congregational schools and the Principal believes that the financial circumstances of a given family warrant some reduction.
3. No child will be refused a place in a Catholic Systemic School where genuine financial hardship is experienced. In these circumstances parents should consult with the Principal so as assistance can be made available.

**Payment Options**

The following payment methods are available:

1. Cash, Cheque or Money Order
2. Direct debit instalments (genuine hardship)
3. EFTPOS
4. Credit Card
5. Billpay and BPAY
CONDITIONS OF ENROLMENT IN CATHOLIC SCHOOLS

Thank you for your Application for Enrolment at Cerdon College. Application for enrolment of your child at Cerdon College means that you are choosing a partnership in Catholic education for your child. It involves a commitment to work with the school and support the philosophy, values and aims of Catholic education. Specifically, joining this community means that parents/caregivers and students are committed to:

− the development of quality relationships with all members of the school community;
− the Catholic identity and evangelising mission of the school within the Church;
− supporting the school in upholding school rules and policies;
− involvement by parents and caregivers, where possible, in the life of the school in fundraising.

1. The School will publish from time to time a newsletter containing information of importance to parents. This newsletter is sent home and should be read by both parents and students. It shall be deemed that information so communicated has been received by parents.

2. The rights and responsibilities of all members of the Catholic school community are exercised within a framework governed by a range of Diocesan and School Policies. These policies can be accessed at www.parra.catholic.edu.au.

3. Enrolment in the School implies permission to take part in all School activities including excursions and camps. Students will be excused only when valid reasons are given in writing and accepted by the Principal.

4. To assist in the care of your child, the disclosure of all medical and educational information requested on the enrolment form is mandatory.

5. In the event of injury or illness to a student where urgent hospital or medical treatment is required, and where the parent or guardian is not able to be contacted to authorise such treatment, a responsible member of the School staff is authorised to give the necessary authority for such treatment without the School or such person incurring any legal liability to the parent, guardian or the student.

6. Changes of address, telephone numbers or other information on the Application Form must be given to the school as soon as known.

7. The school provides some accident insurance for all enrolled pupils engaged in school activities. Benefits include:

− Some benefits for broken bones or damaged teeth
− Certain non-medicine expenses
− Lump sum payment of permanent disability.

The extent of these benefits may not cover the full cost of treatment and the school does not take any responsibility for insuring the cost of ‘gap’ medical or dental expenses in such circumstances. Parents are therefore advised to consider taking out additional insurance cover as appropriate.
8. The School does not undertake insurance of students' personal belongings.

9. Whilst every effort is made to offer comprehensive educational programs, the School reserves the right to amend its academic and other programs at any time without notice to parents. This may include the discontinuance of teaching subjects and other programs.

10. To comply with regulations governing school attendance, requests for extended leave should be made well in advance of the anticipated date of the absence. The automatic granting of such leave should not be assumed. Short leave for pre-planned medical reasons should, if possible, be sought in advance of the anticipated leave.

11. Consistent with the legal obligations governing school attendance, a written explanation from the parent or guardian is required for every absence on the next day of attendance at school.

12. No student will be refused enrolment because of a family’s genuine inability to pay fees.

13. The amount of School Fees in respect of a student is determined on an annual basis by the Diocese and the School and is subject to variation.

14. Fees are payable within 30 days of a fee statement.

   i) The parents/guardians of a student are jointly and severally responsible for payment of his/her fees.

   ii) Other costs for items such as camps, excursions or materials may be charged to a student’s account and will be payable under the same conditions as School Fees.

   iii) If difficulties arise in meeting payments within the above time frame, then special arrangements are to be made and agreed with the School Principal. If fees are not paid or an alternative arrangement is not made with the Principal by the due date, then school may charge an appropriate monthly administration fee.

   iv) The system fees and levies are annual charges billed in Terms 1, 2 and 3. A pro rata charge based on weeks enrolled for the year is made for students entering the School part way during a term. If a student leaves the School during a term, no refund will be made in respect of the remaining portion of that term.

   v) A term’s notice in writing must be given to the Principal before the removal of a student or a full term’s fees will be payable. The same applies to withdrawal from an extra subject.

   vi) Where school fee accounts are unpaid and no prior arrangement has been made with the School, or arrangements made are subsequently not adhered to, then a Debt Collection Agency may be engaged to follow up any outstanding monies. In such cases parents agree to pay all the School’s expenses reasonably incurred in pursuing recovery of overdue amounts, including (but not limited to) legal fees, location administrative costs and any fees and commissions payable to debt recovery agents.
PRIVACY POLICY: STANDARD COLLECTION NOTICE

1. Cerdon College in the Diocese of Parramatta collects personal information, including sensitive information, about pupils and parents or guardians before and during the course of a pupil’s enrolment at Cerdon College. The primary purpose of collecting this information is to enable the school to provide schooling for your daughter.

2. Some of the information we collect is to satisfy our legal obligations, particularly to enable the school to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection Laws.

4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

5. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, medical practitioners, and people providing services to the School, including specialist visiting teachers and counsellors, coaches and volunteers.

6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your daughter.

7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in school and diocesan newsletters, magazines and websites.

8. Parents may seek access to personal information collected about them and their daughter by contacting the school. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school or diocese's duty of care to the pupil, or where pupils have provided information in confidence.

9. As you may know from time to time the school engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in school and diocesan fundraising activities. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

10. We may include your contact details in a class list and school directory.

11. If you provide us with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why, that they can access that information if they wish and that we do not usually disclose the information to third parties.

Special Note:
Photos of children are used for various communication medium including school and Catholic Education Office websites, school and system publications, newsletters and enrolment posters. If any parent or guardian does not want their child’s photo used in any of these communication mediums, please inform the Principal.