

Maronite College of the Holy Family, Parramatta



Volunteer Induction 2024

Welcome to the MCHF Family

MCHF VOLUNTEER INDUCTION

College: Maronite College of the Holy Family Parramatta

Address: 23-25 Alice Street, Harris Park, NSW 2150

Phone: 9633 6600

Executive Principal: Sr Margaret Ghosn

Head of College: Elie Asmar

Enquiries: admin@mchf.nsw.edu.au

WELCOME TO MCHF

Maronite College of the Holy Family – Parramatta is a K-12 Coeducational College under the administration of the Maronite Sisters of the Holy Family. MCHF offers diverse and challenging academic and sporting initiatives, social development and spiritual formation, in a community centred environment.

Parents are the first educators of their children. We recognise and build upon the education given to children by their parents/guardians. We believe in the need for parents and teachers to work in partnership and harmony for the best possible education of the children.

The College has an obligation under Work Health and Safety and Child Protection legislation to ensure a safe and healthy working and learning environment for all students and personnel, including employees, volunteers, visitors and contractors. As a volunteer working in our College, you also have certain WHS and Child Protection obligations.

Purpose of the Induction

To help the College ensure that obligations are met, we have established this induction to assist you:

- Meet College safety requirements in line with current legislation for Child Protection and WHS.
- Take all reasonable precautions to prevent, by action or omission, injury to yourself or to others
- Take all reasonable precautions to prevent, by action or omission, damage to College premises, plant or equipment.

Respecting the Maronite Faith

The College welcomes those from other faiths, however, please be mindful that you are at all times to respect and uphold the ethos and teachings of the Catholic Church and the values of the Maronite faith and are not to express alternate religious beliefs in any form while at the College as a respect to our Maronite Catholic identity.

Benefits of Volunteering for the College

- To offer better prepared, more individualised programs to each student
- An active parent body is an essential part of a vibrant, positive College climate

Benefits of Volunteering for the Students

- They see their parents helping the College and they realise that education is important
- They see effective collaboration and interacting in a friendly and positive manner
- They feel special when their parent/guardian is helping in the College

Benefits of Volunteering for the Parents/Guardians

- An opportunity to be actively involved in your child's education
- Build a strong, positive relationship with your child's teacher
- Learn the skills which can, in turn, assist you in helping your child at home
- Well informed about what's happening at the College and in your child's class

SAFETY OVERVIEW

- All volunteers must comply with safety policies, procedures and directions
- The College values the dignity and wellbeing of all people, and are committed to providing a safe work environment and school culture that protects people's safety, health and welfare.
- You are required to take reasonable care to ensure that your actions or omissions do not harm yourself or anyone else.
- Smoking, alcohol and illegal drug use are not permitted.
- If a safety incident occurs or you identify a potential hazard, immediately advise a staff member.
- General College safety rules for volunteers are outlined in this booklet. Please familiarise yourself with them and ensure that you follow them.

GUIDELINES FOR VOLUNTEERS

To be a volunteer in the College, there are several guidelines to follow. These are set to help you understand how you can best assist and to ensure that volunteering is a positive experience.

- Complete the requirements of the induction. This will meet mandatory Child Protection and WHS requirements for volunteers who have children enrolled at the College.
- You need to have a Working with Children Check number. Please follow the link below to apply for a volunteer WWCC number <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>
- Complete the acknowledgement of induction form.
- Commitment is requested and appreciated from volunteers. Please ensure communication is maintained especially on occasions when you are unable to commit to your allocated activity.
- Confidentiality is required at all times. Working in classrooms gives you access to private information of an academic and personal nature. You will learn about students' strengths and weaknesses and behavioural patterns. It is very important that you maintain strict confidentiality of such information. It is therefore not appropriate to speak with other parents about their children and other children. Information gained from your experience at our College must not be shared with any other person(s), except the teacher you are assisting. Enquiries from other parents about your work must be redirected to the classroom teacher.
- The use of mobile phones is prohibited while volunteering except in the case of an emergency.
- Please refrain from speaking to the other volunteers in the classroom as this will interrupt the flow of the lesson and distract students.
- All activities you will be involved in will take place under the direct supervision of a College staff member. Please note you may be reassigned to help in another activity if required.
- Interaction with students should only be for the required task or activity. All student behaviour will be managed by the classroom teacher. All discipline issues must be reported to and dealt with by the student's teacher.
- You are advised not to bring younger siblings when helping in the classrooms. This will ensure you are able to focus your attention and effort in helping the students you have been assigned to. Unfortunately, the distraction of younger children can outweigh the positive help from volunteers.
- Please never hesitate to ask if you are unsure or need advice. Teachers will support you to ensure your time with us is rewarding.
- Certain foods can cause an allergic reaction in some students and hot beverages can cause burns. In order to comply with the WHS policy, it is important that parent volunteers refrain from eating and drinking while assisting in classrooms.
- Only volunteers who participate in College activities onsite are covered by the College insurance.

MCHF ETHOS

The College strives to instil in students the teachings of Jesus.

Emphasis is firstly given to providing a Maronite Catholic foundation through regular prayer, celebration of the Sacraments, commitment to the Word of God, and openness to grace.

Secondly, all are encouraged to see the best in themselves and in one another, as Paul writes, *'Whatever is true, whatever is honourable, whatever is just, whatever is pure, whatever is pleasing, whatever is commendable, if there is any excellence and if there is anything worthy of praise, think about these things'* (Phil 4:8). Emphasis is on treating all with dignity, service, forgiveness, justice, and love.

Thirdly, the College is a community which promotes a sense of family among the Sisters, Board Members, staff, students, parents, and friends.

MISSION OF MCHF

Inspired by the Maronite Sisters of the Holy Family, we provide high quality learning, nurturing students in their spiritual, academic, physical, and social potential, to serve the needs of the broader community.

VISION OF MCHF

We enable our community to grow in the likeness of Christ, striving for excellence as leaders and advocates, and positively transforming our world.

MCHF HISTORY

Principal Sr Juliette Ghorayeb and Sr Constance Bacha of the Maronite Sisters of the Holy Family (MSHF) laid the foundations for Our Lady of Lebanon school, aided by Monsignor Peter Ziade. Sr Constance Basha believed the community took heart and spirit from the presence of the Sisters in Sydney, 'we may have reminded them of their homeland and the religious traditions and environment they were a part of in Lebanon.'

The school opened its doors with an enrolment of 115 students under Our Lady of Lebanon Church, in Harris Park, on January 1st 1973. The early conditions were austere, with an uncarpeted, unpainted building and few, if any, amenities. Nevertheless, the pioneer sisters quickly got on with the task of providing education to families newly arrived in Australia who were battling both financial and linguistic barriers. Sister Madeleine de la Croix arrived in Australia in 1974, and was assigned to Our Lady of Lebanon School.

In 1978 the sisters acquired two adjoining house blocks to accommodate the Primary school and convent with the generous assistance of many parents and friends. These blocks soon became known as 23-25 Alice Street, the official address of the College. It was on these blocks that the infants/primary, administration and convent areas of the school were officially set up.

With a student population of 354 and a staff of 16 teachers and 2 sisters, the official opening of the new Primary building was performed by Senator Peter Baume, Minister for Education, on 26th June 1982. In the 1980s an application was lodged for establishing a Secondary. The Secondary department moved from the Church hall into its two purpose-built buildings in 1990. By the completion of the final stage of this project in 1992, the College had grown into a school providing education to almost 1,000 children from Kindergarten to HSC and employing 80 staff. The construction of a new upper-primary set of classrooms also occurred in the late 1990s. It was only then that the classrooms under the local church were finally discontinued.

The official opening of the final stages of the buildings to house all sections of the Secondary department occurred in 1992 and was performed by Prime Minister Paul Keating. In the Parramatta Advertiser it was written, 'Mr Keating later praised cultural diversity when he opened a Lebanese school at Harris Park. 'It (the school) reflects the fact that there is strength in our cultural diversity and that the energy of an ethnic community can strengthen our pursuit of common national goals . . . Fanfares, anthems, flags, culture and entertainment, adoration and adulation were all ingredients of the reception Prime Minister Paul Keating received when he opened Our Lady of Lebanon School at Harris Park on Friday. . . Sitting only a few feet

away, Parramatta's Federal Labor MP, Paul Elliott, basked in the reflected glory. He said the Commonwealth had already contributed \$2.3 million to the school in recent years to boost the school community's own 'magnificent effort and sacrifice.'

Sr Irene Boughosn was appointed the new College Principal in 1996 to replace Sr Constance who had been Principal for twenty-five years. During this time political visits were common. In 2000, Prime Minister John Howard visited Our Lady of Lebanon College, and the NSW Premier Bob Carr came along on 10th August 2001. Two weeks after the Premier's visit, the NSW Parliamentary Liberal Party John Brogden visited the College.

Further additions to the Secondary included a new A block that consisted of a purpose-built library, an assembly hall, canteen and six classrooms. This was officially opened on September 17th 2004. In addition to the Federal Attorney-General and Education Minister and minor State, Federal and Local Government politicians, there was also the presence of the State Governor Dr Marie Bashir. Phillip Ruddock was present at this official opening as was Bishop Ad Abikaram, Mother General Gabrielle BouMoussa. Messages were sent from The Hon. John Howard Prime Minister, The Hon. Dr Brendan Nelson MP and Minister for Education, Science and training.

Recognising the NESB nature of the children, programmes were introduced into the Infants and Primary sections of the College to ensure that the students received a solid grounding in both literacy and numeracy. The emphasis in the Secondary section was on ensuring that all students were educated to their true potential, whether at University or in a trade.

Sr Marlene had been on the staff of the College in the early days of the secondary department, as an administrative assistant and teacher of languages and religion. She returned to OLOL in 2005 as Principal.

With an increase in Federal Government funding, OLOL College took advantage of extra financial assistance in 2008-2009 to extend, refurbish and update its educational facilities. Recent building initiatives included the relocation and upgrading of the three science labs that include smart boards as well as a new computer lab with a smart board and access to the internet. Funding also resulted in a new drama room. The administration department was also redesigned.

The next building in 2010-2011 served Primary with a conference room, and music room and offices. The Federal Government in 2009 called for a push to update and modernise Primary schools with OLOL College receiving \$3 million to spend on building a new Primary block which included a library, IT room, four classrooms and a multipurpose hall which was officially opened in 2012.

With the help of the Parents Association and the College's own efforts over 2008-2013 Primary classes were fitted with smart boards. In 2013 a grassed playground area was completed on the corner of Good and Weston Street.

In 2014 Sr Margaret Ghosn became the next Principal. At the same time the College changed its name from Our Lady of Lebanon College (OLOL) to Maronite College of the Holy Family (MCHF), to better reflect its purpose and connection to the Maronite Sisters of the Holy Family.

In 2016 plans are underway to develop a new Secondary block with open space learning. This will be located adjacent to B Block. Upon completion of the new building the College will have ensured all its campuses are on one corner of Weston, Good and Alice streets, thus ensuring a secure environment for students. This building was officially opened in July 2018.

In 2018, Howayek Providence Limited company was formed with a College board acting as a governing body of the College. In 2019, Sr Irene Boughosn was appointed College Principal for a second term

replacing Sr Margaret Ghosn. In 2022, Sr Margaret Ghosn was welcomed back to the College as College Principal for a second term replacing Sr Irene Boughsn.

Our Lady of Lebanon School, which would become known as Our Lady of Lebanon College and later as Maronite College of the Holy Family, is unique for a number of reasons. Along with its sister school Saint Maroun, they were the first Maronite schools in Australia, offering compulsory Arabic with most of the students of Lebanese ancestry and regularly celebrating Maronite Catholic Liturgies.

Carrying the College motto, 'To know, love and serve' the College has lived out these principles through the tireless work, commitment and support of the Maronite community. In fact, if early migrants, back in the 1960s had not requested for Maronite schools, the sisters would never have landed on Australian shores. From the beginning the College has been the realisation of the hope of Maronite families that their children maintain the cultural and religious beliefs. The College today is more than an educational institution; it is also a cultural way of life, a spiritual well spring, a tight knit community, and a loving family.

HOUSE PATRONS



Rafqa House

Rafqa El-Rayess was born on June 29th 1832, in Himlaya. She was the only child to her parents. On July 7th 1832 she was baptized and christened Boutroussieh. Her mother died when she was seven. Her father sent her to serve in Damascus in 1843. Rafqa came back after four years; her father was remarried. Rafqa joined the convent and presented her monastic vows on 19th March 1862 in the Congregation of St Mary in, where Patriarch Elias Howayek was amongst the clergy. She served as a nun in Ghazir, Deir El-Kamar, and Maad. Crisis arose in the Congregation of St Mary in 1871, Rafqa prayed and saw in her dream St Anthony the Great, father of the monks, saying to her: 'Become a nun in the Lebanese Order'. In 1871, she joined the monastery of St. Simon el-Qam and presented her vows on 25th August 1872. In October 1885, Rafqa asked God to make her a part of his divine pains. Pain started in her head then in her eyes. She suffered unbearable pains for 12 years in patience, silence and prayer. In 1897, she was sent to the new monastery of St. Jospheh al-Dahr in Jrabta, Batroun. In 1899, she became blind. Her right hip and leg were disjoined, her shoulder dislocated. On March 23rd 1914, Rafqa rested in peace. In 2001, she was canonised as a Saint by Pope John Paul II.



Charbel House

St Charbel was born on the 8th May 1828 and named Youssef, St Charbel was the fifth son of a family of modest means. He was orphaned at a young age, and at the age of 23 entered the monastery of Our Lady of Mayfouq as a novice of the Lebanese Maronite Order of Monks. He ended his novitiate after two years and took the name of the martyr, St Charbel, who died in 107 AD. He was ordained as Father Charbel on 23rd July 1858 and spent the next 16 years in community life, before withdrawing into a hermitage. He then spent 23 years as a hermit, during which time he gained a reputation for sanctity.

St Charbel died while celebrating Mass in December of 1898. His body remained incorrupt until 1965 - the year of his beatification. On 9th October 1977, he was canonised by Pope Paul VI.



Maroun House

Saint Maroun was a priest. His holiness and miracles attracted many followers. St Maroun is considered the Father of the spiritual and monastic movement - the Maronite Church. St Maroun spent all of his life on a mountain in Syria. His way was deeply monastic with emphasis on the spiritual and ascetic aspects of living. For Him all was connected to God and God was connected to all. His desire to come to know Gods presence in all things allowed Him to transcend such forces and discover that intimate union with God. St Maroun was a mystic who started this new ascetic-spiritual method that attracted many people in Syria and Lebanon to become his disciples. He died in 410 AD.



Mackillop House

Mary MacKillop was born on 15 January 1842 in Melbourne, Victoria. Her parents were born in Scotland and came to live in Australia. She had three sisters and four brothers. Mary cared about the people who had no one to look after them such as boys and girls who just roamed the streets, children in the country who had no school to go to, people who were old and sick and people who had nowhere to live. Mary wanted more than anything to help these people. Mary went to work as a teacher in a little country town in South Australia called Penola. There she met Father Julian Tenison Woods who also wanted to do something for the poor children who could not afford to pay the money needed to go to school. Together, in 1866, they began the first St Joseph's School in an old stable. Two of Mary's younger sisters also taught in the school and other young women came to help them. On 19 March 1866 (St Joseph's Day) Mary started to wear a simple black dress and began the Congregation of the Sisters of St Joseph. Now as a Sister, she dedicated her life to doing God's work. As more and more young women joined Mary as Sisters, they were able to start more schools. All children were welcome at the Josephite schools, which provided free Catholic education. In Adelaide they opened a place for women who had nowhere to live, an orphanage for children who had no parents to look after them and a house where poor people could come and stay. The Sisters visited people who were in gaol and those who were poor and sick. © Trustees of the Sisters of St Joseph 2005 www.sosj.org.au Mary MacKillop's Story (Junior Primary) 2 Mary MacKillop was kind to all people, even if they did not agree with her. She died on 8 August 1909 in Alma Cottage, North Sydney. Mary helped many people during her lifetime and after she died, the Sisters of St Joseph kept on doing the good work she had started. Mary MacKillop kept her faith in God and bravely challenged those who did not support her vision for a more caring world. Mary is an important Australian who spent her life helping people, especially children. She is Australia's first Saint.

WAYS YOU CAN VOLUNTEER AT THE COLLEGE

There are numerous ways volunteers can assist at the College. This can be in a regular/casual or full day/part-day capacity as required by the College or subject to the availability of the volunteer.

Volunteers can assist at the College through the following:

- Assisting teachers in the classroom – such as reading groups in Primary
- Assisting in College events that occur throughout the year where needed
- Assisting with administrative tasks – such as laminating, photocopying, class displays
- Assisting with examination supervision
- Assisting with classroom supervision
- Joining the Parent Association and assisting with their events and initiatives

DAILY PROCEDURES

- College commences for students at 8:40am each morning
- College concludes for students at 3:10pm every afternoon
- Please ensure you report to the Main Administration on arrival each occasion you volunteer.
- Obtain a visitor's ID badge from the office and wear your ID badge while on College grounds.

PARKING

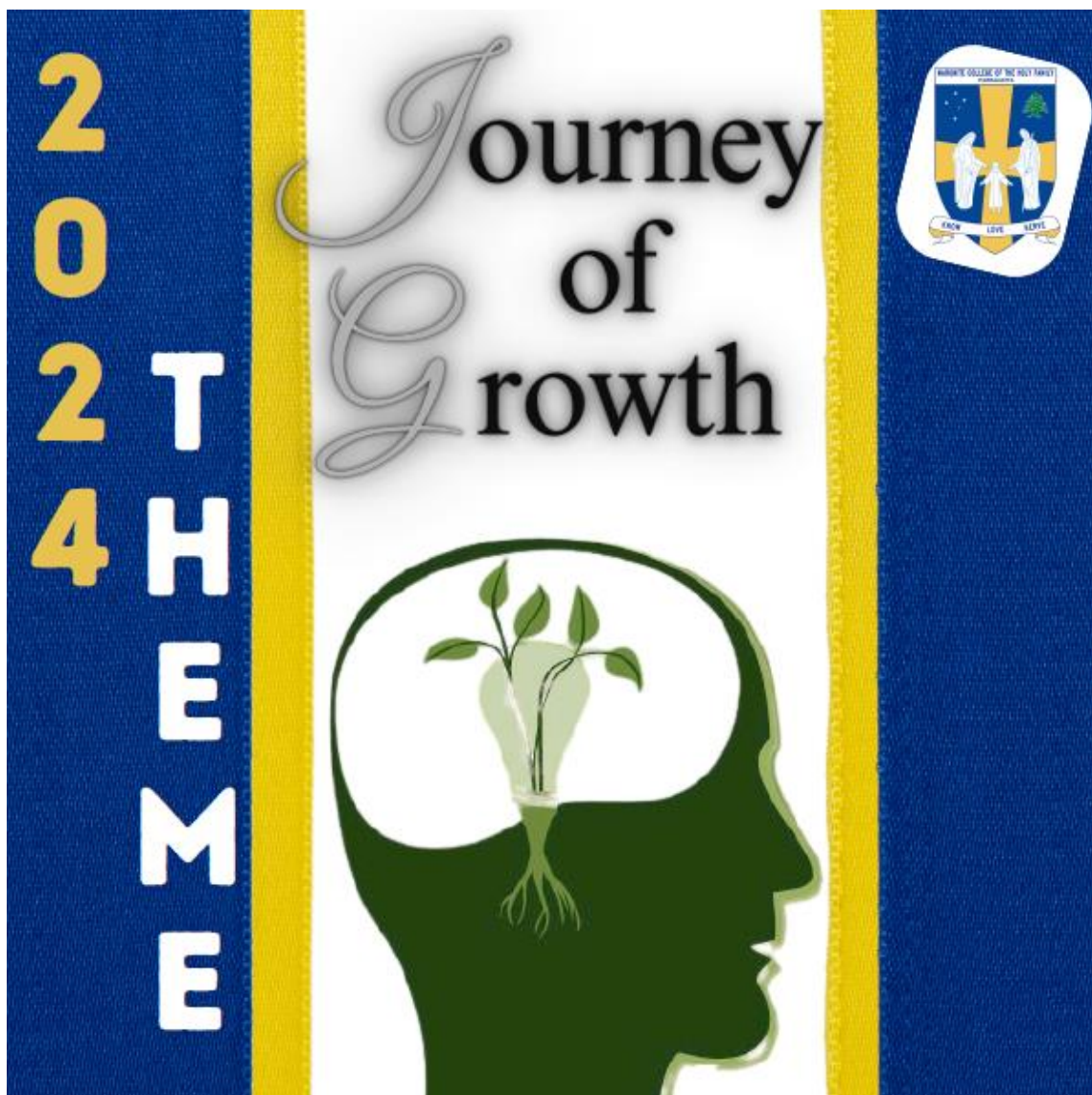
- Street parking is available but 4-hour Council Limits apply to most surrounding streets.
- Staff are permitted to park on the middle or top level of OLOL Co-Cathedral car park.
- **A permit must be displayed – please request a permit from the Main Administration if you require one.**
- Strictly no parking in other areas/levels.



AMENITIES

- The College has two staffrooms:
 - Primary (Block E: Ground Level)
 - Secondary (Block C: Level 3)
- Restroom facilities are located in each staffroom and in various locations around the College where signs are displayed.
- Volunteers are requested to only use the restroom or amenities allocated to you.
- The College Canteen is located in A Block playground and is available for volunteers to access.

2024 THEME



TERM DATES

Term 1 Commences for Staff	Tuesday 30 th January 2024 Wednesday 31 st January 2024
Term 1 Commences for Year 7	Wednesday 31 st January 2024
Term 1 Kindy Testing	Thursday 1 st February 2024 and Friday 2 nd February 2024
Term 1 Commences for Years 1-6; 8-12	Thursday 1 st February 2024
Term 1 Commences for Kindy	Monday 5 th February 2024 (half day)
Term 1 Concludes for Staff and Students	Friday 12 th April 2024
Term 2 Commences for Staff	Monday 29 th April 2024
Term 2 Commences for Students	Tuesday 30 th April 2024
Term 2 Pupil free day	Friday 7 th June 2024 (Staff marking and reporting)
Term 2 Concludes for Students	Tuesday 2 nd July 2024
Term 2 Concludes for Staff	Wednesday 3 rd July 2024 (Parent Teacher Interviews)
Term 3 Commences for Staff	Monday 22 nd July 2024 (Combined Staff Spiritual Day)
Term 3 Commences for Students	Tuesday 23 rd July 2024
Term 3 Concludes for Staff and Students	Friday 27 th September 2024
Term 4 Commences for Staff	Monday 14 th October 2024
Term 4 Commences for Students	Tuesday 15 th October 2024
Term 4 Concludes for Students	Friday 6 th December 2024
Term 4 Concludes for Staff	Monday 9 th December 2024 (Staff Development Day) Tuesday 10 th December 2024 (Staff Christmas Luncheon)

STRATEGIC PLAN



Our Identity

Strategic Intent: Our faith and charism are embedded in and inform all aspects of College life. We respond to the needs of the times with discernment and integrity.

Goals

- Cultivate and celebrate Maronite spirituality
- Promote service, dignity and justice
- Enhance and sustain a one College identity

Our Learners

Strategic Intent: We are a welcoming learning community that fosters excellence, nurtures resilience and builds confidence.

Goals

- Equip students to claim their place in society and in the world
- Develop a culture of high expectations
- Build self-confidence, persistence, and a positive sense of self

Our Community

Strategic Intent: We create enduring partnerships.

Goals

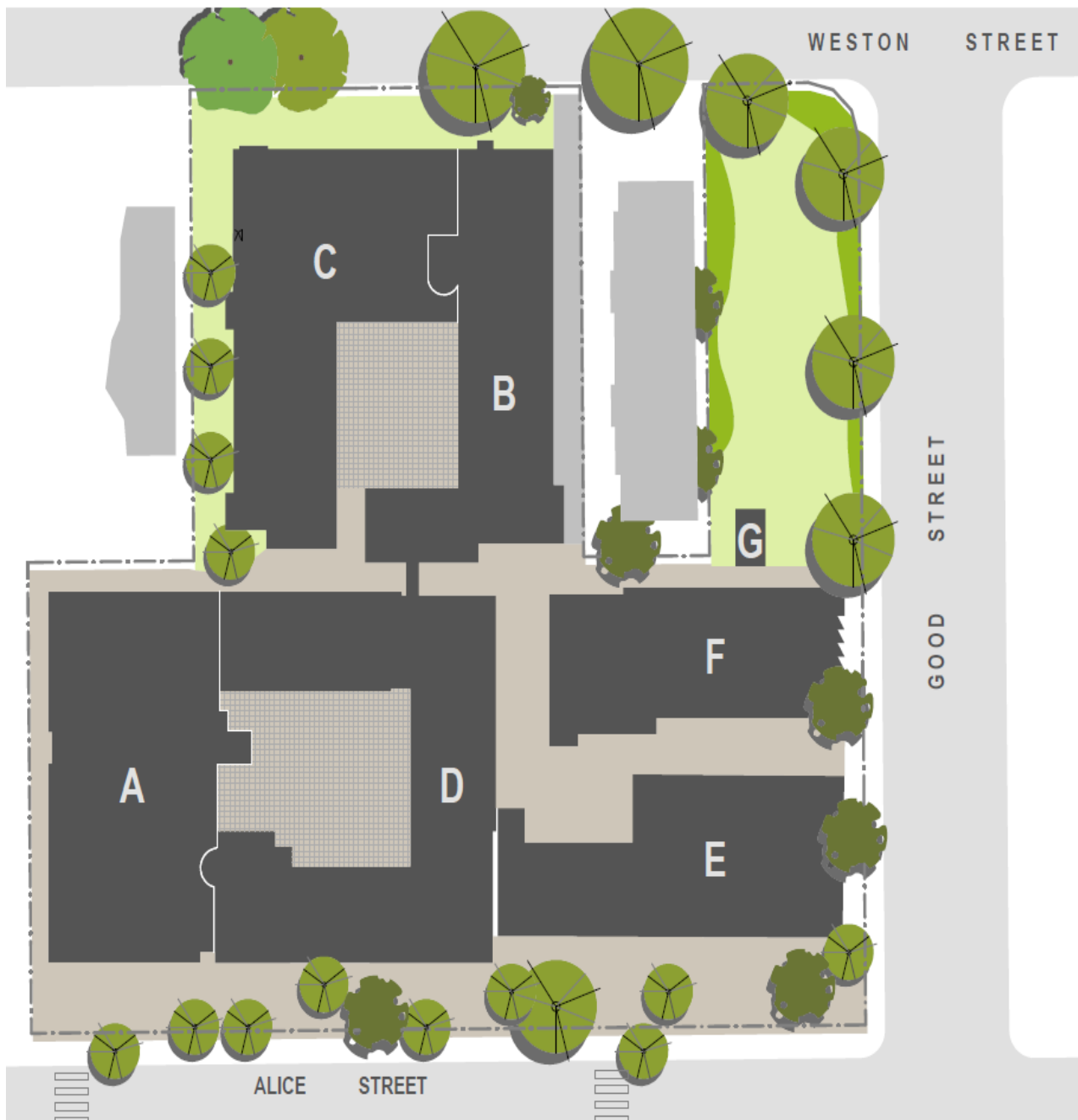
- Create a culture of mutual respect and trust
- Develop connections within the College
- Develop connections beyond the College

Operational Values

The beliefs that will guide our actions and decisions as we navigate the road to the vision

- Integrity
- Responsibility
- Compassion

COLLEGE SITE MAP



Main Administration: Block D

Primary Buildings: Block D, E, F

Secondary Buildings: Block A, B, C

FIRST AID

- If first aid is required, contact the College Admin or a member of staff immediately.
- First aid is available to each person at the College and is administered according to set procedures by the College's trained first aid officers.
- The first aid rooms are located in Blocks C (Secondary) and D (Primary).
- If an injury has occurred, you may be asked to complete an incident-related documentation.

MOBILE PHONES

- Mobiles phones should not be used during the time you are volunteering unless it is required in an emergency.

COLLEGE DIRECTORY

Executive Team	
Executive Principal	Sr Margaret Ghosn
Head of College	Mr Elie Asmar
Head of Mission	Sr Irene Boughosn
Head of Curriculum	Ms Georgette Dalla
Head of Teaching and Learning	Ms Clare Thorpe
Head of Wellbeing	Mr Andrew Pearn
Head of Business Services	Ms Rupa Bala
Head of Risk and Compliance	Ms Judy Slattery
Academic Leaders	
Primary KLA Coordinator	Ms Louiza Sadek
Primary KLA Coordinator	Ms Connie Zouein
Primary KLA Coordinator (English)	Mr Rabeeh Khoury
Primary KLA Coordinator (Religion)	Sr Rita Bou-Raffoul
Religion Coordinator (Secondary)	Mr Charbel Ellias
English Coordinator (Secondary)	Mr Michael Cunningham
Mathematics Coordinator (Secondary)	Mr Andre Sassine
Science Coordinator (Secondary)	Mr Andrew Stillen
HSIE Coordinator (Secondary)	Ms Patty Esber-Dayoub
PDHPE Coordinator (Secondary)	Mr Michael Abood
CAPA Coordinator (Secondary)	Ms Tanya Sarlog
TAS Coordinator (Secondary)	Ms Jackline Botros
Languages Coordinator K-12	Ms Marie Safi
VET Coordinator (Secondary)	Ms Shilpa Kumar
eLearning Coordinator K-12	Ms Zeina Sharbeen
Learning Centre Supervisors	Ms Louiza Sadek (Primary) Ms Diane Sammour (Primary) Ms Antoinette Papanastasiou (Secondary)
Diverse Learning	
Diverse Learning Coordinator K-12	Ms Catherine Mathews
Integration Staff (Primary)	Ms Angela Pantaleone (Kindergarten and Year 1) Ms Colette Guinan (Kindergarten and Year 1) Ms Anne Maxwell (Year 2) Ms Caroline Hajjar (Year 3 and 4) Ms Louise Hajj (Year 3 and 4) Mr Rabeeh Khoury (Year 5 and 6) Ms Angela Wakim (Year 5 and 6)
Student Support (Primary)	Ms Tracey Ghabache, Ms Katie Zdrilic (Kindergarten) Ms Abir Merheb (Year 1) Ms Doreen El Asmar (Year 2) Ms Paula Samia (Year 3 and 4) Norma Achmar (Year 5 and 6)
Diverse Learning Assistants (Secondary)	Sr Juliette Abi-Khalil Ms Rose Macura Fr Ron Hassarati Ms Charlene Kazzi Ms Jeannie Gahdmar (Enrichment and Extension)
Supporting Overseas Students	Sr Rita Bou Raffoul (Primary) Sr Juliette Abi Khalil (Secondary)

Pastoral Care and Wellbeing Leaders	
Stage 1 Advisor	Ms Grace Bechara
Stage 2 Advisor	Ms Diane Sammour
Stage 3 Advisor	Mr Rabeeh Khoury
Year 7 Advisor	Mr Nicholas Jones
Year 8 Advisor	Ms Manelle Michael
Year 9 Advisor	Mr Marcel Abboud
Year 10 Advisor	Ms Jessica Ishak
Year 11 Advisor	Ms Rennee Badr
Year 12 Advisor	Ms Irene Delimitros
Careers Advisor	Ms Shilpa Kumar
Pastoral Coordinator	Ms Claudia Bou-Melhem
Psychologists/Counsellors	Ms Patricia Sleiman (Primary) Ms Christine El Hajj (Secondary)
Internal and External Sport Coordinator	Mr Jobran Gharrach
Liturgy and Social Justice Coordinator	Sr Juliette Abi-Khalil
College Chaplain	Fr Ron Hassarati
Business Services	
Payroll Officer	Ms Jennifer Liu
Accountant	Ms Lolit Gregorio
Assistant Accountant	Ms Laura Jabbour
Fee Officers	Ms Lorraine Daher Ms Fabiolla Kanaan
Non-Teaching Staff	
Administration Coordinator	Ms Gamal Lahoud
Executive Assistant	Ms Cheryl George
Main Administration Officers	Ms Caroline Deeb Ms Emma Nemer
Public Relations Officer	Ms Georgette Bains (Block C Admin)
Student Services Officers	Ms Ramona Sheikh (Primary – Block D Admin) Ms Marlene Achmar (Secondary – Block C Admin)
Enrolment Officer	Ms Joanne Ishac
Facilities and Maintenance Officer	Ms Zalpha Elbazi
Student Attendance Officer and Staff Services Officer	Ms Salma Abou-Azar (Block A Admin)
Grants and Marketing Officer	TBC
Maintenance	Mr Narayan Basnet Mr Sushil Sijapati
Lab and TAS Assistant	Ms Gloria Kassis
Learning Centre Assistant	Ms Rita Coorey
ICT	
ICT Manager	Mr Samer Boulos
IT Helpdesk Coordinator	Mr Steven Chen
ICT Support Officer	Mr Santosh Shrestha

2024 CALENDAR

The full calendar can be accessed from the Sentral Dashboard

TERM 1			
Week	Day	Date	Event
1	Tuesday	30/01/2024	• Term 1 Commences for Staff
	Wednesday	31/01/2024	• Term 1 Commences for Year 7
	Thursday	01/02/2024	• Term 1 Commences for Years 1-6, 8-12 • Kindy Testing • Welcome Assembly (Secondary)
	Friday	02/02/2024	• Kindy Testing • Year 12 Reconciliation and Reflection Day
2	Monday	05/02/2024	• Term 1 Commences for Kindy (half day)
	Tuesday	06/02/2024	•
	Wednesday	07/02/2024	• Welcome Assembly (Primary)
	Thursday	08/02/2024	
	Friday	09/02/2024	• St Maroun Feast and Honour Day Mass (Years 3-12)
3	Monday	12/02/2024	• K-2 Receive Ashes @ 10:15am • Ash Monday Liturgy (Years 3-12) @ 10:45am
	Tuesday	13/02/2024	•
	Wednesday	14/02/2024	• Assembly (Primary) • Semester 1 Student Leadership Assembly (Secondary) @ 9:00am
	Thursday	15/02/2024	• Volunteer Induction Session
	Friday	16/02/2024	• Year 11 Reconciliation and Reflection Day
4	Monday	19/02/2024	• Meet and Greet Evening (K-12) @ 6:30pm
	Tuesday	20/02/2024	• Parent Association 2023 AGM and 2024 Elections
	Wednesday	21/02/2024	•
	Thursday	22/02/2024	• Evacuation Drill #1
	Friday	23/02/2024	• Swimming Carnival (Secondary)
5	Monday	26/02/2024	• Wellbeing Week
	Tuesday	27/02/2024	• Wellbeing Week
	Wednesday	28/02/2024	• Wellbeing Week
	Thursday	29/02/2024	• Lockdown Drill #1 • Wellbeing Week
	Friday	01/03/2024	• Lent Mass (Years 7-12) • Wellbeing Week
6	Monday	04/03/2024	•
	Tuesday	05/03/2024	• PHOTO DAY – Years K-11 Individual
	Wednesday	06/03/2024	• PHOTO DAY – Exec Group (8:20am), Year 12 (9am), Family Photos
	Thursday	07/03/2024	•
	Friday	08/03/2024	• Year 10 Reconciliation
7	Monday	11/03/2024	•
	Tuesday	12/03/2024	• Open Arvo (4:00pm – 6:00pm)
	Wednesday	13/03/2024	• NAPLAN
	Thursday	14/03/2024	• NAPLAN
	Friday	15/03/2024	• St Joseph Feast Mass (Years K-12) • NAPLAN

8	Monday	18/03/2024	• NAPLAN
	Tuesday	19/03/2024	• NAPLAN
	Wednesday	20/03/2024	• NAPLAN
	Thursday	21/03/2024	• NAPLAN
	Friday	22/03/2024	• Year 8 Reconciliation and Reflection Day • NAPLAN
9	Monday	25/03/2024	• NAPLAN
	Tuesday	26/03/2024	•
	Wednesday	27/03/2024	• Passion Week Mass (Years K-12) followed by Staff Easter Morning Tea • K-2 Easter Hat Parade
	Thursday	28/03/2024	• Exposition of the Blessed Sacrament • Year 12 Reports Due
	Friday	29/03/2024	• Good Friday
10	Monday	01/04/2024	• Easter Monday
	Tuesday	02/04/2024	•
	Wednesday	03/04/2024	•
	Thursday	04/04/2024	•
	Friday	05/04/2024	• Year 4 Reconciliation • Year 12 Reports Released
	Saturday	06/04/2024	• First Holy Communion @ 11:00am
11	Monday	08/04/2024	• Year 12 Parent/Teacher Interviews
	Tuesday	09/04/2024	•
	Wednesday	10/04/2024	•
	Thursday	11/04/2024	•
	Friday	12/04/2024	• End of Term Awards (Primary) • Term 1 Ends for Staff and Students
TERM 2			
Week	Date		Event
1	Monday	29/04/2024	• Term 2 Commences for Staff
	Tuesday	30/04/2024	• Term 2 Commences for Students
	Wednesday	01/05/2024	• K-5 ANZAC Assembly @ 9:00am • 6-12 ANZAC Assembly @ 11:45am
	Thursday	02/05/2024	•
	Friday	03/05/2024	• Year 9 Reconciliation and Reflection Day
2	Monday	06/05/2024	•
	Tuesday	07/05/2024	•
	Wednesday	08/05/2024	•
	Thursday	09/05/2024	•
	Friday	10/05/2024	• Mother's Day Mass (Years K-9) • Mother's Day Morning Tea @ 10am
3	Monday	13/05/2024	• Year 7, 2025 Preparation Interviews
	Tuesday	14/05/2024	• Year 7, 2025 Preparation Interviews
	Wednesday	15/05/2024	• Year 7, 2025 Preparation Interviews
	Thursday	16/05/2024	• Primary Book Fair • Year 7, 2025 Preparation Interviews
	Friday	17/05/2024	• Pentecost Mass (Years K-12) • Primary Book Fair • Year 7, 2025 Preparation Interviews

4	Monday	20/05/2024	<ul style="list-style-type: none"> • Student Conference (Primary) • Primary Book Fair • Year 7, 2025 Preparation Interviews
	Tuesday	21/05/2024	<ul style="list-style-type: none"> • Year 7, 2025 Preparation Interviews
	Wednesday	22/05/2024	<ul style="list-style-type: none"> • National Simultaneous Storytime @ 12:00pm (Primary) • Year 7, 2025 Preparation Interviews
	Thursday	23/05/2024	<ul style="list-style-type: none"> • Year 7, 2025 Preparation Interviews
	Friday	24/05/2024	<ul style="list-style-type: none"> • National Sorry Day • Social Justice Mass (Years 7-12) • Year 7, 2025 Preparation Interviews
5	Monday	27/05/2024	<ul style="list-style-type: none"> • Year 10 Half-Yearly Exams • Wellbeing Week
	Tuesday	28/05/2024	<ul style="list-style-type: none"> • Year 10 Half-Yearly Exams • 2025 Kindy Interviews • Wellbeing Week
	Wednesday	29/05/2024	<ul style="list-style-type: none"> • Year 10 Half-Yearly Exams • 2025 Kindy Interviews • College Tour • Wellbeing Week
	Thursday	30/05/2024	<ul style="list-style-type: none"> • Year 10 Half-Yearly Exams • Wellbeing Week
	Friday	31/05/2024	<ul style="list-style-type: none"> • Year 10 Half-Yearly Exams • Year 7 Reconciliation and Reflection Day • Wellbeing Week
6	Monday	03/06/2024	<ul style="list-style-type: none"> • Year 7 and 8 Half-Yearly Exams • Year 11, 2025 Subject Selection Evening @ 6:30pm
	Tuesday	04/06/2024	<ul style="list-style-type: none"> • Year 7 and 8 Half-Yearly Exams
	Wednesday	05/06/2024	<ul style="list-style-type: none"> • Year 7 and 8 Half-Yearly Exams
	Thursday	06/06/2024	<ul style="list-style-type: none"> • Year 7 and 8 Half-Yearly Exams
	Friday	07/06/2024	<ul style="list-style-type: none"> • Pupil Free Day
7	Monday	10/06/2024	<ul style="list-style-type: none"> • Kings Birthday Holiday
	Tuesday	11/06/2024	<ul style="list-style-type: none"> • Year 9 Half-Yearly Exams
	Wednesday	12/06/2024	<ul style="list-style-type: none"> • Assembly (Primary) • Year 9 Half-Yearly Exams
	Thursday	13/06/2024	<ul style="list-style-type: none"> • Year 9 Half-Yearly Exams
	Friday	14/06/2024	<ul style="list-style-type: none"> • Year 6 Reconciliation • Year 9 Half-Yearly Exams
8	Monday	17/06/2024	<ul style="list-style-type: none"> •
	Tuesday	18/06/2024	<ul style="list-style-type: none"> •
	Wednesday	19/06/2024	<ul style="list-style-type: none"> •
	Thursday	20/06/2024	<ul style="list-style-type: none"> •
	Friday	21/06/2024	<ul style="list-style-type: none"> • Grandparents Mass (K-6) • Grandparents Morning Tea
9	Monday	24/06/2024	<ul style="list-style-type: none"> •
	Tuesday	25/06/2024	<ul style="list-style-type: none"> •
	Wednesday	26/06/2024	<ul style="list-style-type: none"> •
	Thursday	27/06/2024	<ul style="list-style-type: none"> • Year 11, 2025 Subject Selection Interviews • K-11 Half-Yearly Reports Due
	Friday	28/06/2024	<ul style="list-style-type: none"> • Year 5 Reconciliation

			<ul style="list-style-type: none"> • End of Term Awards (Primary)
10	Monday	01/07/2024	<ul style="list-style-type: none"> • Athletics Carnival (Secondary)
	Tuesday	02/07/2024	<ul style="list-style-type: none"> • Term 2 Ends for Students
	Wednesday	03/07/2024	<ul style="list-style-type: none"> • Student Conference (Secondary) • Term 2 Concludes for Staff
	Thursday	04/07/2024	<ul style="list-style-type: none"> •
	Friday	05/07/2024	<ul style="list-style-type: none"> • K-11 Half-Yearly Reports Released
TERM 3			
Week	Date		Event
1	Monday	22/07/2024	<ul style="list-style-type: none"> • Term 3 Commences for Staff • Staff Day Retreat with St Maroun's College
	Tuesday	23/07/2024	<ul style="list-style-type: none"> • Term 3 Commences for Students
	Wednesday	24/07/2024	<ul style="list-style-type: none"> •
	Thursday	25/07/2024	<ul style="list-style-type: none"> • Athletics Carnival (Primary)
	Friday	26/07/2024	<ul style="list-style-type: none"> • Year 12 Reconciliation
2	Monday	29/07/2024	<ul style="list-style-type: none"> •
	Tuesday	30/07/2024	<ul style="list-style-type: none"> • 100 days of Kindy Celebration
	Wednesday	31/07/2024	<ul style="list-style-type: none"> •
	Thursday	01/08/2024	<ul style="list-style-type: none"> •
	Friday	02/08/2024	<ul style="list-style-type: none"> • Feast of the Transfiguration and St Mary MacKillop Mass (Years K-12)
3	Monday	05/08/2024	<ul style="list-style-type: none"> • Year 12 Trial HSC Exams
	Tuesday	06/08/2024	<ul style="list-style-type: none"> • Year 12 Trial HSC Exams • Year 6 Transition to Secondary Session #1
	Wednesday	07/08/2024	<ul style="list-style-type: none"> • Year 12 Trial HSC Exams
	Thursday	08/08/2024	<ul style="list-style-type: none"> • Year 12 Trial HSC Exams
	Friday	09/08/2024	<ul style="list-style-type: none"> • Year 11 Reconciliation and Reflection Day • Year 12 Trial HSC Exams • Primary Book Week Performance "Maybe a Miracle" (First session at 9:15am and Second session at 11:15am)
4	Monday	12/08/2024	<ul style="list-style-type: none"> • Year 12 Trial HSC Exams • Bullying Awareness Week • Science Week
	Tuesday	13/08/2024	<ul style="list-style-type: none"> • Bullying Awareness Week • Year 12 Trial HSC Exams • Science Week
	Wednesday	14/08/2024	<ul style="list-style-type: none"> • Year 12 Trial HSC Exams • Bullying Awareness Week • Science Week • Science Fair
	Thursday	15/08/2024	<ul style="list-style-type: none"> • Foundation Day Holiday
	Friday	16/08/2024	<ul style="list-style-type: none"> • Foundation Day Mass (Years K-11) • Bullying Awareness Week (National Day of Action Against Bullying and Violence) • Walkathon • Year 12 Trial HSC Exams • Science Week
5	Monday	19/08/2024	<ul style="list-style-type: none"> • Year 12 Trial HSC Exams • Book Week • Wellbeing Week

	Tuesday	20/08/2024	<ul style="list-style-type: none"> • Book Week • College Tour • Wellbeing Week
	Wednesday	21/08/2024	<ul style="list-style-type: none"> • Book Week • Evacuation Drill #2 • Wellbeing Week
	Thursday	22/08/2024	<ul style="list-style-type: none"> • Book Week • Wellbeing Week
	Friday	23/08/2024	<ul style="list-style-type: none"> • Year 10 Reconciliation • Year 9, 2025 Subject Selection Session • Book Week • Book Week Parade (Primary) • Wellbeing Week
6	Monday	26/08/2024	• Lockdown Drill #2
	Tuesday	27/08/2024	•
	Wednesday	28/08/2024	• Year 6 Transition to Secondary Session #2
	Thursday	29/08/2024	•
	Friday	30/08/2024	<ul style="list-style-type: none"> • Father's Day Mass (Years K-9) • Year 12 Marks Due
7	Monday	02/09/2024	•
	Tuesday	03/09/2024	• HSIE Fair
	Wednesday	04/09/2024	•
	Thursday	05/09/2024	•
	Friday	06/09/2024	<ul style="list-style-type: none"> • Year 3 First Reconciliation @ 10am • 2025 Student Leadership Speeches (Year 5 and Year 11) • Year 12 Reports Due
8	Monday	09/09/2024	• Year 7, 2025 Scholarship Process Commences
	Tuesday	10/09/2024	• Year 12 Parent Teacher Meetings
	Wednesday	11/09/2024	• Literacy and Numeracy Competition
	Thursday	12/09/2024	• RUOK Day
	Friday	13/09/2024	<ul style="list-style-type: none"> • Year 8 Reconciliation • Year 11 Preliminary HSC Exams • Year 6 Reflection Day • 2025 Kindy Orientation Day
9	Monday	16/09/2024	<ul style="list-style-type: none"> • Year 11 Preliminary HSC Exams • Year 12 Day Out
	Tuesday	17/09/2024	<ul style="list-style-type: none"> • Year 11 Preliminary HSC Exams • Year 12 Graduation Rehearsal
	Wednesday	18/09/2024	<ul style="list-style-type: none"> • Year 12 Graduation Mass (Years 6-12) • Year 12 Graduation Ceremony
	Thursday	19/09/2024	• Year 11 Preliminary HSC Exams
	Friday	20/09/2024	<ul style="list-style-type: none"> • Year 7 Reconciliation • Year 11 Preliminary HSC Exams • Year 6 Transition to Secondary Session #3 • Year 12 Reports Released
10	Monday	23/09/2024	• Year 11 Preliminary HSC Exams
	Tuesday	24/09/2024	• Year 11 Preliminary HSC Exams
	Wednesday	25/09/2024	• Year 11 Preliminary HSC Exams
	Thursday	26/09/2024	• Year 11 Preliminary HSC Exams

			<ul style="list-style-type: none"> • Swimming Carnival (Primary)
	Friday	27/09/2024	<ul style="list-style-type: none"> • Year 11 Preliminary HSC Exams • End of Term Awards (Primary) • Term 3 Ends for Staff and Students
TERM 4			
Week	Date		Event
1	Monday	14/10/2024	<ul style="list-style-type: none"> • Term 4 Commences for Staff
	Tuesday	15/10/2024	<ul style="list-style-type: none"> • Term 4 Commences for Students • HSC Exams
	Wednesday	16/10/2024	<ul style="list-style-type: none"> • HSC Exams
	Thursday	17/10/2024	<ul style="list-style-type: none"> • HSC Exams
	Friday	18/10/2024	<ul style="list-style-type: none"> • HSC Exams • Year 6 Reconciliation
2	Monday	21/10/2024	<ul style="list-style-type: none"> • HSC Exams
	Tuesday	22/10/2024	<ul style="list-style-type: none"> • HSC Exams
	Wednesday	23/10/2024	<ul style="list-style-type: none"> • HSC Exams
	Thursday	24/10/2024	<ul style="list-style-type: none"> • HSC Exams
	Friday	25/10/2024	<ul style="list-style-type: none"> • HSC Exams • Year 4 Reconciliation
3	Monday	28/10/2024	<ul style="list-style-type: none"> • HSC Exams • Year 9 and 10 Exams • Year 7, 2025 Scholarship Portfolios Due
	Tuesday	29/10/2024	<ul style="list-style-type: none"> • HSC Exams • Year 9 and 10 Exams
	Wednesday	30/10/2024	<ul style="list-style-type: none"> • HSC Exams • Year 9 and 10 Exams
	Thursday	31/10/2024	<ul style="list-style-type: none"> • HSC Exams • Year 9 and 10 Exams
	Friday	01/11/2024	<ul style="list-style-type: none"> • HSC Exams • Teachers Day Mass & 15 Years of Service (Years K-10) • Teachers Day Morning Tea • Year 9 and 10 Exams
4	Monday	04/11/2024	<ul style="list-style-type: none"> • HSC Exams • PAT Testing (K-6, 9-10) • Year 9 and 10 Exams
	Tuesday	05/11/2024	<ul style="list-style-type: none"> • HSC Exams • Year 9 and 10 Exams • PAT Testing (K-6, 9-10)
	Wednesday	06/11/2024	<ul style="list-style-type: none"> • HSC Exams • Year 9 and 10 Exams • PAT Testing (K-6, 9-10)
	Thursday	07/11/2024	<ul style="list-style-type: none"> • HSC Exams • Year 5-8 Exams • PAT Testing (K-6, 9-10)
	Friday	08/11/2024	<ul style="list-style-type: none"> • HSC Exams • Year 5 Reconciliation • Remembrance Day • Year 5-8 Exams • PAT Testing (K-6, 9-10)
5	Monday	11/11/2024	<ul style="list-style-type: none"> • Wellbeing Week

			<ul style="list-style-type: none"> • PAT Testing (Years 7-8) • Year 5-8 Exams
	Tuesday	12/11/2024	<ul style="list-style-type: none"> • Wellbeing Week • PAT Testing (Years 7-8) • Year 5-8 Exams • Year 7, 2025 Parent Information Evening
	Wednesday	13/11/2024	<ul style="list-style-type: none"> • Wellbeing Week • PAT Testing (Years 7-8) • Year 5-8 Exams • Year 9 Peer Support Training • Year 9 and 10 Marks Due
	Thursday	14/11/2024	<ul style="list-style-type: none"> • Wellbeing Week • PAT Testing (Years 7-8) • Year 5-8 Exams
	Friday	15/11/2024	<ul style="list-style-type: none"> • Wellbeing Week • 2025 College Leaders Induction Mass (Years 5-11) • 2025 College Leaders Morning Tea • Year 10 Reflection Day • PAT Testing (Years 7-8) • Year 5-8 Exams
6	Monday	18/11/2024	<ul style="list-style-type: none"> • Year 6 Transition to Secondary Session #4 (Taster Lessons) • K-2 End of Year Concert Set Up Day
	Tuesday	19/11/2024	<ul style="list-style-type: none"> • College Tour • K-2 End of Year Concert Rehearsal Day
	Wednesday	20/11/2024	<ul style="list-style-type: none"> • Assembly (Primary) • Year 7 and 8 Marks Due • K-2 End of Year Concert
	Thursday	21/11/2024	• TAS and CAPA Showcase
	Friday	22/11/2024	• Lebanon Independence Day Mass (Years K-6)
7	Monday	25/11/2024	• Year 6 Rewards Day
	Tuesday	26/11/2024	• Orientation Session for 2025 New Students
	Wednesday	27/11/2024	<ul style="list-style-type: none"> • Year 6 Graduation Mass (Years K-6) • Year 6 Graduation Ceremony
	Thursday	28/11/2024	• Secondary Sport Presentation Ceremony
	Friday	29/11/2024	• Secondary Expo Extravaganza Set Up
8	Monday	02/12/2024	<ul style="list-style-type: none"> • Secondary Expo Extravaganza Rehearsals • K-11 Yearly Reports Due
	Tuesday	03/12/2024	• Secondary Expo Extravaganza
	Wednesday	04/12/2024	• Student Day Out
	Thursday	05/12/2024	• End of Term Awards (Primary)
	Friday	06/12/2024	<ul style="list-style-type: none"> • Christmas Mass (Years K-11) • Secondary Awards Ceremony • Term 4 Concludes for Students
9	Monday	09/12/2024	•
	Tuesday	10/12/2024	<ul style="list-style-type: none"> • Staff Christmas Paraliturgy and Luncheon • K-11 Yearly Reports Released • Term for Concludes for Staff

CHILD PROTECTION

- The provision of a safe and supportive environment is an essential element to ensure that each student entrusted to the care of our College is to be affirmed their dignity and worth as a person.
- It is expected that all members of staff and volunteers of MCHF endorse the principles of child protection as a fundamental responsibility and fulfil their legal and professional responsibilities in this critical area.
- Be aware that Reportable Conduct includes:
 - any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence), or
 - any assault, ill-treatment or neglect of a child, or
 - any behaviour that causes psychological harm to a child, whether or not, in any case, with the consent of the child.

EMERGENCY PROCEDURES

- Evacuation drills and Lockdown drills are carried out regularly so that the College community can respond calmly, quickly and safely.
- The signal that an emergency situation has arisen (or an evacuation drill has been called) is a **SIREN**.
- Evacuation Diagrams are exhibited throughout the College.

Evacuation Plans and Procedures

The Evacuation Plan and Procedures clearly articulates the consideration of the locations in which an incident may occur, requiring all students and staff to evacuate the College grounds. Thus, there are three different carefully planned alternative evacuation procedures to ensure the safest passage in which to exit the College grounds.

1. **'Alice' Evacuation Procedure** = In the event an incident occurs e.g. fire in Block **C** or **B**, all students and staff must evacuate from the main entrance of the College to Alice Street utilizing all gates and driveways. A and C Blocks are to evacuate via the College driveway to Alice Street. (Map 1)
2. **'Weston' Evacuation Procedure** = If the incident occurs in Blocks A, D, E or F all students and staff must evacuate at the back and side of the College. (Map 2)
Secondary students and Staff through utilizing all Weston Street gates.
Primary students and staff evacuate through all Good Street gates.
3. **'WAG' (Weston, Alice & Good Streets) Evacuation Procedure** = If the incident occurs in **Block F** students and staff evacuate to Good Street via the grass area. Blocks B and C evacuate to Weston Street. Block A via College driveway to Alice Street. Blocks D and E evacuate through the College main entrance to Alice Street. (Map 3)

It is important to note, the alternative exit procedures from the College grounds will be determined by the Incident Controller (Chief Warden) who will communicate which evacuation map provides the safest route to the evacuation meeting points.

When you hear the alert IMMEDIATELY implement the EVACUATION STEPS

1. Students are to line up in a single file.
2. Follow procedures for disabled or injured students.
3. Take class list, pen, the classroom First Aid and Medication bags with medical list. (Assess if time permits) Park Wardens and Main Office Admin Staff to take the allocated staff roll.
4. Close doors behind you and if response time allows and it is safe to do so, close windows.
5. Immediately proceed to evacuate the building following the **GREEN LINE** on evacuation map in your room, in a calm and orderly manner.
6. Once you and the students are out of the building follow one of the maps with consideration to the incident location.

- i. **Map 1: ALICE** Incident in Blocks **B** and/ or **C**, all students and staff in Blocks A and C exit via College driveway to Alice Street. Blocks B, D and E exit via main entrance gates to Alice Street. Block F exit via grass area to Good Street then Alice Street.

Assembly Routes Map 1






Primary Students cross at Alice Street crossing, assigned traffic controllers on duty. Stay in class lines on the footpath/verge to the assembly area, James Ruse Heritage Park, on Alice Street.

Secondary Students walk down Alice Street, assigned traffic controllers at roundabout, cross Alfred and Alice Streets aware of your surroundings to Elizabeth Farm Park.

Disabled & Temporarily Injured staff with students cross Alice Street at the crossing and arrive at 5 Loves Café.

Non-teaching Staff assembly on the corner of Alice and Good Streets.



KEY	Description
	Maronite College of the Holy Family, Parramatta
	Primary Evacuation Point
	Secondary Evacuation Point
	Non-Teaching Staff Evacuation Point
	Disabilities (Staff and Students) Evacuation Point

- ii. **Map 2: WESTON** Incident in Blocks **A, D, E** and/or **F**, students and staff in Block D, E and F exit via grass area using Good Street gates to corner of Good and Weston Streets. Students in Blocks A, B and C exit via Weston Street gates.

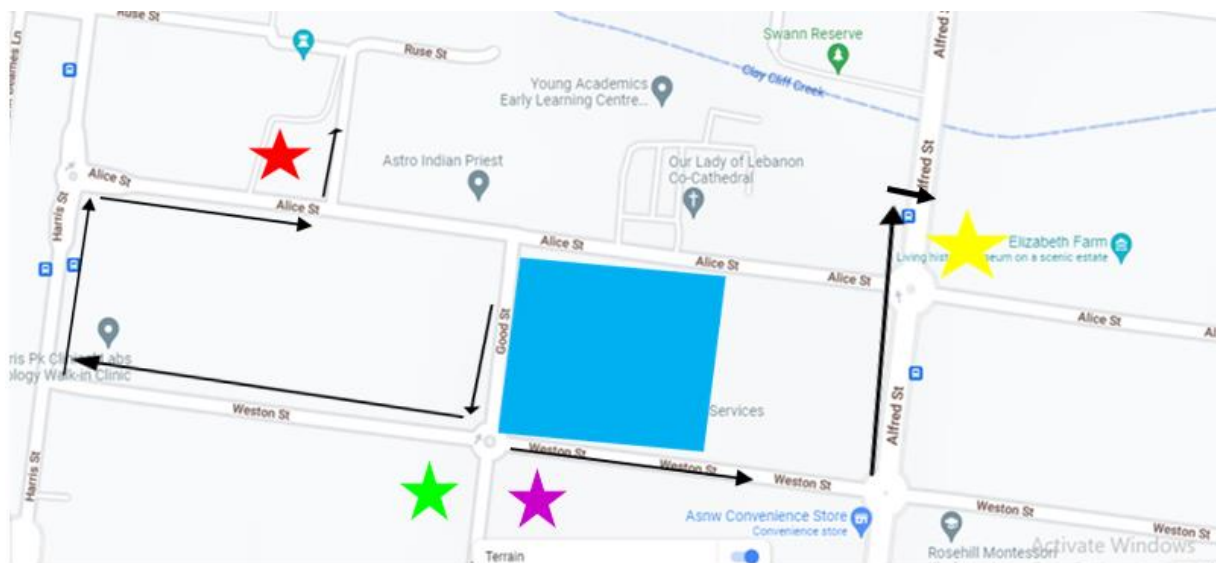
Assembly Routes Map 2






Primary students and staff cross Good Street under teacher supervision, walk down Weston Street to Harris Street, cross Alice Street under teacher supervision to arrive at James Ruse Heritage Park, on Alice Street.

Secondary Students and staff walk in an orderly manner down Weston Street, assigned traffic controllers at roundabout, cross Alfred and Alice Streets be aware of surroundings, to Elizabeth Farm Park.

Disabled & Temporarily Injured assemble on the corner of Good and Weston Streets.

Non-teaching Staff assemble in Weston Street.



KEY	Description
	Maronite College of the Holy Family, Parramatta
	Primary Evacuation Point
	Secondary Evacuation Point
	Non-Teaching Staff Evacuation Point
	Disabilities (Staff and Students) Evacuation Point

- iii. **Map 3: WAG** Incident in Block **F**: students and staff in Block F evacuate to Good Street via the grass area. Block B and C evacuate to Weston Street. Block A use College driveway to Alice Street. Blocks D and E evacuate through the main entrance gates to Alice Street.

Assembly Routes Map 3

Block F students and staff walk along Good Street, cross Alice Street crossing, assigned traffic Controller supervises, walk in in lines on the verge/footpath to James Ruse Heritage Park, on Alice Street.

Block B & C students and staff walk in an orderly manner down Weston Street, assigned traffic controllers at roundabout, cross Alfred and Alice Streets be aware of surroundings, to Elizabeth Farm Park.






Block A students and staff walk in an orderly manner down Alice Street, assigned traffic controllers at roundabout, cross Alfred and Alice Streets be aware of surroundings, to Elizabeth Farm Park.

Blocks D & E students and staff cross Alice Street with assigned traffic Controllers and walk in class lines to James Ruse Heritage Park, on Alice Street.

Disabled & Temporarily Injured staff with students cross Alice Street at the crossing and arrive at 5 Loves Café.

Non-teaching Staff assemble at nearest exit point either Weston Street or 5 Loaves Café.



KEY	Description
	Maronite College of the Holy Family, Parramatta
	Primary Evacuation Point
	Secondary Evacuation Point
	Non-Teaching Staff Evacuation Point
	Disabilities (Staff and Students) Evacuation Point

Lockdown Procedure

When you hear the alert – **2325** and a block letter e.g. ‘**A**’ **IMMEDIATELY implement the LOCKDOWN procedure.**

Primary students remain in their classroom or the Learning Centre.

Secondary students remain in their existing classroom or go directly to the nearest classroom or the Learning Centre.

Any student who is away from their class when the lockdown alert is given, must move into the closest occupied classroom or office.

PROCEDURAL STEPS

1. Lock the classroom door immediately.
2. Turn off lights, cover door if it has a glass panel, close windows and blinds.
3. Students must seek a safe area to stay for the duration of the lockdown such as under desks, against walls away from windows and doors.
Secondary students in all **glass classrooms**, must seek refuge under their desk and place their chair as a barrier in front of them.
If there is some wall under the windows on the same side as the door, this area may be utilised if safe.
4. All students **must remain quiet** for the duration of the Lockdown.
5. Teachers must mark the **class roll immediately**.
6. Using a device (if safe) or mobile phone, complete the [Lockdown/Lockout Notification Online Form](#) to report the status of students and staff members. The link can be accessed from Sentral Dashboard.
7. **Immediately submit the form** with the relevant information.

Auxiliary and Administration Staff complete the **Lockdown/Lockout Notification Online Form** via mobile phone or device (if safe and available). The form with the relevant information must be submitted **immediately**.

Check Lists: Students and Staff

To ensure all students, staff and visitors are accounted for, the Main Office Admin staff will cross reference the incoming forms of all primary classes, staff and visitors against their allocated hard copy list. The Secondary Admin Officers located in Block ‘C’, will execute the same procedure for the secondary classes, staff members and visitors from their assigned hard copy lists.

In the case where the incident is occurring in the Main Office foyer, the back-office staff who are safely locked in their rooms, will complete the Primary Checklist from forms received from staff.

The Maronite College of the Holy Family will remain locked down until the Incident Controller (*Principal*) announces over the PA system ‘**All Clear!**’

STUDENTS LOCKDOWN PASSWORD

Some Students maybe locked out of a classroom or an office space. In this instance:

- a) Student knocks on the door and calls out the password “**MARSHMALLOW.**”
- b) **ONLY** when the staff member hears “Marshmallow” are they permitted to open their locked door to let the student in.
- c) Doors must remain locked until the Incident Controller (Principal) gives the ‘**all clear**’ over the PA system.

PLEASE NOTE: The toilets will be checked by emergency services upon arrival.

Break Lockdown Procedure

When you hear the alert – **2325 and block letter** over the PA system **IMMEDIATELY implement the LOCKDOWN Procedure.**

1. Teachers must immediately go to their class on the playground.
2. Teachers and students make their way to the nearest entry and take shelter in the closest classroom.
3. Learning Support students are accompanied by support staff to the nearest lockable location e.g., office, classroom, lockable storage area or disabled toilet.
4. Teachers must lock the classroom door and *follow the **classroom lockdown procedure.***
5. Auxiliary and Office staff are to immediately implement the lockdown procedure.
6. **Main Admin Office** must lock the doors and implement the following procedure.
 - Contact police regarding lockdown, provide as much information as possible on the circumstances of the lockdown.
 - Give police the Principal's mobile number.
 - Inform the police of the safest entry point into the College.
 - Watch on College Monitors for Police arrival.
 - On arrival open automatic gate.
 - Provide the officer with a Master Key on arrival.

If for safety reasons the Main Office personnel are unable to initiate their procedural steps, 'C' Block Office will action and complete the procedure.

7. The Lockdown remains in place until the Incident Controller announces over the PA system '**All Clear**'

LOCKOUT PROCEDURE

Lockout is actioned when **immediate danger is known to be outside or near the College grounds.**

1. All exterior doors are locked from the inside and all automatic gates around the College perimeter closed.
2. The Main Admin Office personnel are to continually monitor the perimeter of the College and alert the Incident Controller if the situation changes.
3. The Incident Controller (Principal) communicates instructions to each Administration Office.
4. If instructed by the Incident Controller, the Administration Staff must:
 - i. Contact the most appropriate emergency service for the situation e.g., Police, Fire Brigade.
 - ii. Provide as much information as possible on the circumstances of the lockdown.
 - iii. Provide the Principal's mobile number to the emergency service.
5. Only authorised personnel are permitted onto the College grounds or buildings.
6. Lockout continues until the Incident Controller (Principal) communicates to each Administration Office the '**All Clear**'.
7. The admin officers will then proceed to announce the 'all clear' over their PA systems to staff.

POLICIES AVAILABLE

The following policies are available and we recommend that you familiarise yourself with them so that you can work within our safety guidelines for the benefit of every stakeholder in the College community.

- Work Health and Safety Policy
- First Aid and Medical Policy
- Critical Incident and Emergency and Management Plan
- Evacuation Plan and Procedures
- Lockdown and Lockout Plan and Procedures
- Child Protection Policy and Procedures
- Privacy Policy, Plan and Procedure
- Complaints Handling Policy and Procedures

PRIVACY AND CONFIDENTIALITY

- College staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals.
- Any information that you may be exposed to must be treated with a high level of confidentiality and privacy. This means that there should be no discussions or conversations regarding College, staff, other families or student information during volunteering or in the wider community.
- Further information on privacy and confidentiality is available in the College's Privacy Policy, Plan and Procedures.

PRIVACY POLICY

CONTRACTOR/ VOLUNTEER COLLECTION NOTICE

1. In applying to provide services to the school, you will be providing Maronite College of the Holy Family with personal information. We can be contacted at 23-25 Alice Street Harris Park NSW 2150, Tel (02) 9633 6600 and admin@mchf.nsw.edu.au
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare confidential report in respect of your application.
3. You agree that we may store this information for an indefinite period.
4. The College's Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the APPs. We will not disclose this information to a third party without your consent.
5. We are required to (conduct a criminal record check) collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law. We may also collect personal information about you in accordance with these laws.
6. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with the personal information of others, 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 the school does not usually disclose the information to third parties.

MCHF DIGITAL PLATFORMS

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