

# Maronite College of the Holy Family, Parramatta



## Volunteer Induction 2025

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](mailto:admin@mchf.nsw.edu.au)

## WELCOME TO MCHF

Maronite College of the Holy Family – Parramatta is a K-12 Co-educational Catholic College under the administration of the Maronite Sisters of the Holy Family with an enrolment of over 1,300 students. We guide, challenge and encourage our students to achieve.

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.



# MARONITE COLLEGE OF THE HOLY FAMILY



## MISSION

Inspired by the Maronite Sisters of the Holy Family, we accompany our students in the realisation of their potential.

## VISION

We challenge our community to grow in faith, strive for excellence and transform the future.

## VALUES

Resilience | Collaboration | Integrity | Compassion | Respect | Faith

## STAFF ATTRIBUTES

Trust  
Initiative  
Leadership  
Growth Mindset



## STUDENT ATTRIBUTES

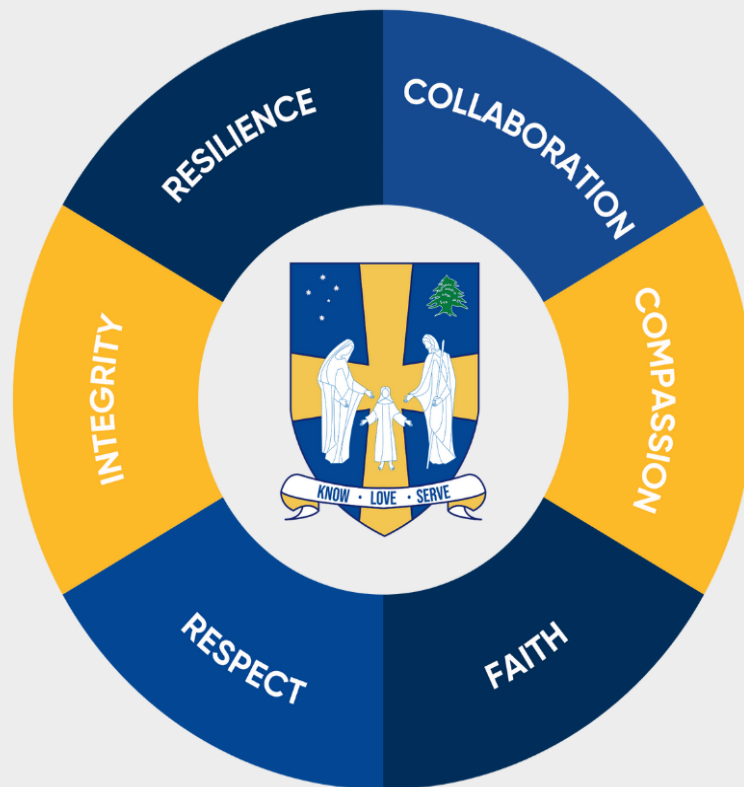
Adaptable  
Resilient  
Thinkers



## VISION FOR LEARNING

Our vision for learning is to foster holistic development through a Christ-centred education. Through 21st century practices, we accompany students to grow as critical thinkers and adaptable learners, navigating an ever-changing world with resilience and compassion.

# VALUES



## RESILIENCE

Resilience is the capacity to persevere through challenges with determination, maintaining our commitment to understanding, loving, and serving others.

## COLLABORATION

Collaboration is the shared responsibility that enhances our understanding, builds relationships, and enriches our service to others.

## INTEGRITY

Integrity is the adherence to moral principles that guides our understanding, ensures our love is genuine, and shapes our service with trustworthiness and consistency.

## COMPASSION

Compassion is the deep empathy for others' well-being that drives our understanding, motivates our love, and compels us to serve with kindness.

## RESPECT

Respect is the appreciation of the inherent worth of others, guiding our understanding, fostering love, and inspiring acts of service.

## FAITH

Faith is the guiding trust that inspires a deeper understanding, unconditional love, and a commitment to selfless service.



## 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 1<sup>st</sup> 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 26<sup>th</sup> 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 10<sup>th</sup> 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 17<sup>th</sup> 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 Boughosn.

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 29<sup>th</sup> 1832, in Himlaya. She was the only child to her parents. On July 7<sup>th</sup> 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 19<sup>th</sup> 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 25<sup>th</sup> 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. Josph al-Dahr in Jrabta, Batroun. In 1899, she became blind. Her right hip and leg were disjointed, her shoulder dislocated. On March 23<sup>rd</sup> 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 God's 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](http://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.
- Teachers are permitted to park on the top or bottom level of OLOL Co-Cathedral car park.
- Strictly no parking in other areas/levels.



## AMENITIES

- The College has three staffrooms:
  - Kindy and Year 1 (Block H: Level 3)
  - Years 2-6 (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.

## 2025 THEME



**MARONITE COLLEGE  
OF THE HOLY FAMILY**

**2025  
THEME**



## 2025 TERM DATES

Term 1 Commences for Staff	Friday 31 <sup>st</sup> January 2025 (Staff Development Day) Monday 3 <sup>rd</sup> February 2025 (Staff Development Day)
Term 1 Commences for Year 7	Monday 3 <sup>rd</sup> February 2025
Term 1 Kindy Testing	Tuesday 4 <sup>th</sup> February 2025 Wednesday 5 <sup>th</sup> February 2025
Term 1 Commences for Years 1-6; 8-12	Tuesday 4 <sup>th</sup> February 2025
Term 1 Commences for Kindy	Thursday 6 <sup>th</sup> February 2025
Term 1 Concludes for Staff and Students	Friday 11 <sup>th</sup> April 2025
Term 2 Commences for Staff	Monday 28 <sup>th</sup> April 2025
Term 2 Commences for Students	Tuesday 29 <sup>th</sup> April 2025
Term 2 Concludes for Students	Friday 27 <sup>th</sup> June 2025
Term 2 Concludes for Staff	Tuesday 1 <sup>st</sup> July 2025
Term 3 Commences for Staff and Students	Monday 21 <sup>st</sup> July 2025
Term 3 Concludes for Staff and Students	Friday 26 <sup>th</sup> September 2025
Term 4 Commences for Staff	Monday 13 <sup>th</sup> October 2025 (Staff Spirituality Day)
Term 4 Commences for Students	Tuesday 14 <sup>th</sup> October 2025
Term 4 Concludes for Students	Tuesday 9 <sup>th</sup> December 2025
Term 4 Concludes for Staff	Wednesday 10 <sup>th</sup> December 2025 (Staff Development Day) Thursday 11 <sup>th</sup> December 2025 (Staff Development Day) Friday 12 <sup>th</sup> December 2025 (Staff Development Day)

# 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

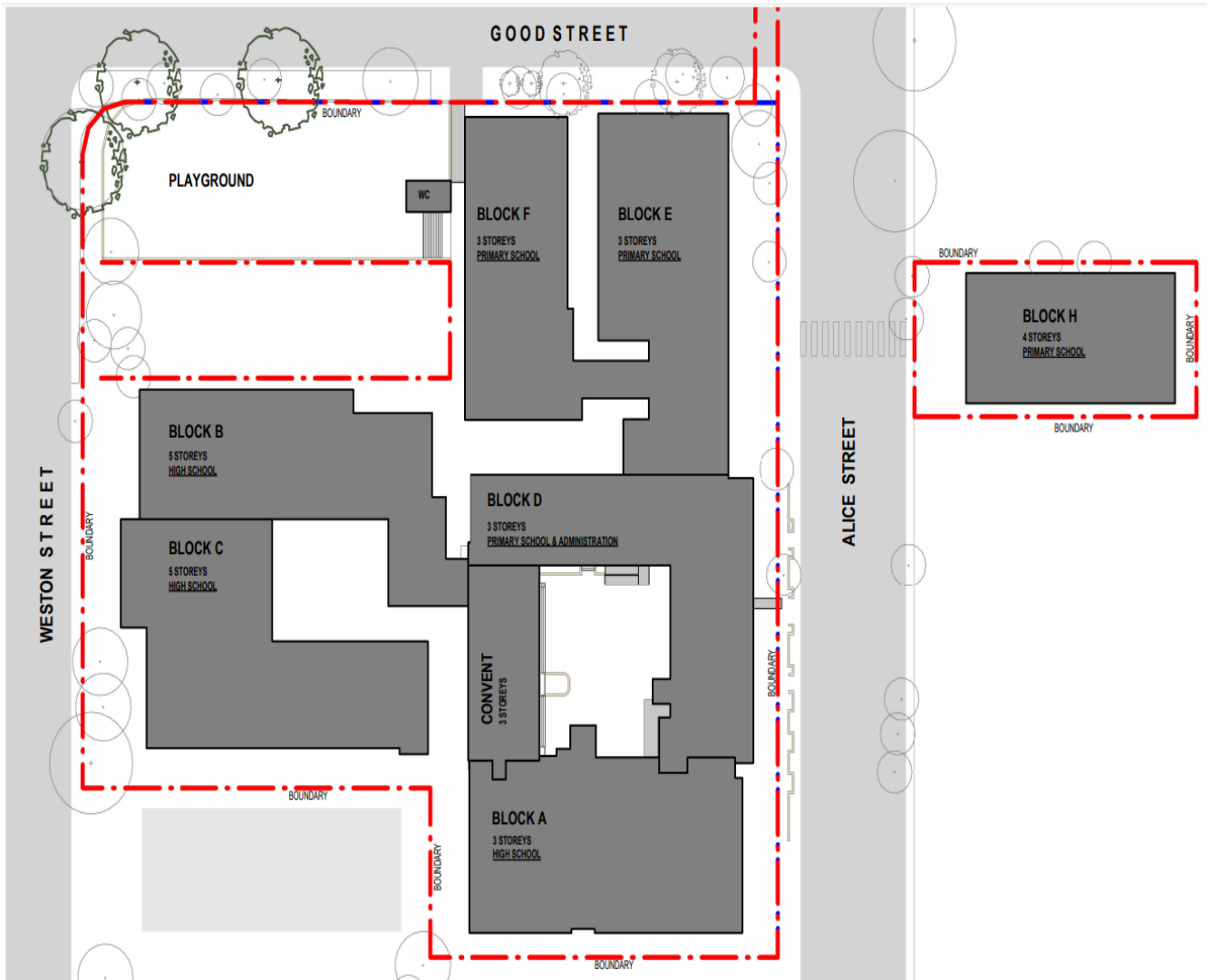
## Our Community

**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

## COLLEGE SITE MAP



**Main Administration:** Block D

**Primary Buildings:** Block D, E, F, H

**Secondary Buildings:** Block A, B, C

### FIRST AID

- If first aid is required, contact the College Administration immediately.
- First aid is available to each person at this 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), D (Year 2-6) and H (Kindy and Year 1).
- 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

<b>Executive Team</b>	
<b>Executive Principal</b>	Sr Margaret Ghosn
<b>Head of College</b>	Mr Elie Asmar
<b>Head of Mission</b>	Sr Irene Boughosn
<b>Head of Curriculum</b>	Ms Georgette Dalla
<b>Head of Teaching and Learning</b>	Ms Emma Dettling
<b>Head of Wellbeing</b>	Mr Andrew Pearn
<b>Head of Business Services</b>	Ms Rupa Bala
<b>Head of Risk and Compliance</b>	Ms Judy Slattery
<b>Academic Leaders</b>	
<b>Primary KLA Coordinator (Maths, Creative Arts)</b>	Ms Louiza Sadek
<b>Primary KLA Coordinator (HSIE, PDHPE, Science and Technology)</b>	Ms Connie Zouein
<b>Primary KLA Coordinator (Religion)</b>	Sr Rita Bou-Raffoul
<b>Religion Coordinator (Secondary)</b>	Mr Charbel Ellias
<b>English Coordinator (K-12)</b>	Mr Michael Cunningham
<b>Mathematics Coordinator (Secondary)</b>	Mr Andre Sassine
<b>Science Coordinator (Secondary)</b>	Mr Andrew Stillen
<b>HSIE Coordinator – Commerce, Legal Studies, Society and Culture, Business Studies, Economics, Legal Studies (Secondary)</b>	Ms Patty Esber-Dayoub
<b>HSIE Coordinator – History and Geography (Secondary)</b>	Ms Jeannie Gahdmar
<b>PDHPE Coordinator (Secondary)</b>	Mr Michael Abood
<b>CAPA Coordinator (Secondary)</b>	Ms Tanya Sarlog
<b>TAS Coordinator (Secondary)</b>	Ms Jackline Botros
<b>Languages Coordinator K-12</b>	Ms Marie Safi
<b>VET Coordinator (Secondary)</b>	Ms Shilpa Kumar
<b>eLearning Coordinator K-12</b>	Ms Zeina Sharbeen
<b>Curriculum Assistant K-12</b>	Ms Annalyn Carlos
<b>Learning Centre Supervisors</b>	Ms Christine Zakhour / Ms Dianne Naboulsi (Primary) Ms Antoinette Papanastasiou (Secondary)
<b>Diverse Learning</b>	
<b>Diverse Learning Coordinator K-12</b>	Ms Catherine Mathews
<b>Integration Staff (Primary)</b>	Ms Grace Bechara (Kindergarten) Ms Colette Guinan/Ms Angela Pantaleone (Year 1) Ms Anne Maxwell (Year 2) Ms Connie Zouein (Year 3) Ms Diane Sammour (Year 4) Ms Louiza Sadek (Year 5) Ms Angel Dagher (Year 6) Ms Diane Naboulsi/Ms Christine Zakhour (Year 6)
<b>Student Learning Support Officers (Primary)</b>	Ms Tracey Ghabache Ms Abir Merheb Ms Katie Zdrilic Ms Lara Elkhoury Ms Doreen El Asmar Ms Norma Achmar Ms Paula Samia

<b>Student Learning Support Officers (Secondary)</b>	Sr Juliette Abi-Khalil Ms Rose Macura Ms Charlene Kazzi Ms Angele Wakim Ms Patrycja Pietak (Term 1) Ms Priscilla Jabbour (Term 2-4)
<b>Pastoral Care and Wellbeing Leaders</b>	
<b>Stage 1 Advisor</b>	Ms Grace Bechara
<b>Stage 2 Advisor</b>	Ms Diane Sammour
<b>Stage 3 Advisor</b>	Ms Angel Dagher
<b>Year 7 Advisor</b>	Ms Irene Delimitros
<b>Year 8 Advisor</b>	Mr Nicholas Jones
<b>Year 9 Advisor</b>	Ms Manelle Michael
<b>Year 10 Advisor</b>	Mr Marcel Abboud
<b>Year 11 Advisor</b>	Ms Jessica Ishak
<b>Year 12 Advisor</b>	Ms Rennee Badr
<b>Careers Advisor</b>	Ms Shilpa Kumar
<b>Engagement Coordinator</b>	Ms Claudia Bou-Melhem
<b>Duke of Edinburgh</b>	Ms Jeannie Gahdmar
<b>Psychologists</b>	Ms Patricia Sleiman (Primary) Ms Mariam Tannous (Secondary)
<b>Sport Coordinator</b>	Mr Jobran Gharrach
<b>Liturgy and Social Justice Coordinator</b>	Sr Juliette Abi-Khalil
<b>College Chaplain</b>	Fr Charbel Dib Fr Danny Nouh
<b>Business Services</b>	
<b>Payroll Officer</b>	Ms Jennifer Liu
<b>Accountant</b>	Ms Lolit Gregorio
<b>Assistant Accountant</b>	Ms Laura Jabbour
<b>Fee Officers</b>	Ms Lorraine Daher Ms Fabiolla Kanaan
<b>Non-Teaching Staff</b>	
<b>Administration Coordinator</b>	Ms Gemma Lahoud
<b>Executive Assistant</b>	Ms Cheryl George
<b>Main Administration Officers</b>	Ms Caroline Deeb Ms Emma Nemer
<b>Communications Officer</b>	Ms Georgette Bains (Block C Admin)
<b>Student Services Officers</b>	Ms Marlene Achmar (Secondary – Block C Admin) Ms Zalpha Elbazi (Infants – Block H Admin)
<b>Enrolment Officer</b>	Ms Joanne Ishac
<b>Facilities and Maintenance Supervisor</b>	Ms Ramona Sheikh
<b>Student Attendance Officer &amp; Staff Services Officer</b>	Ms Salma Abou-Azar (Block A Admin)
<b>Brand and Marketing Manager</b>	Mr Nicholas Leech
<b>Maintenance</b>	Mr Narayan Basnet Mr Sushil Sijapati
<b>Lab and TAS Assistant</b>	Ms Gloria Kassis
<b>Learning Centre Assistant</b>	Ms Rita Coorey
<b>ICT</b>	
<b>ICT Manager</b>	Mr Samer Boulos
<b>IT Helpdesk Coordinator</b>	Mr Steven Chen
<b>ICT Support Officer</b>	Mr Santosh Shrestha
<b>Relief Teachers</b>	
Ms Souzi Tanios Ms Maree Mekdessi	

## 2025 CALENDAR

The full calendar can be accessed from the Sentral Dashboard

TERM 1				
Week	Day	Date	Event	Venue
<b>1</b>	Friday	31/01/2025	<ul style="list-style-type: none"> <li>• Term 1 Commences for Staff</li> <li>• Staff Development Day (Mass at 9:00am)</li> </ul>	•
	Monday	03/02/2025	<ul style="list-style-type: none"> <li>• Staff Development Day</li> <li>• Term 1 Commences for Year 7 (Orientation Day)</li> </ul>	•
	Tuesday	04/02/2025	<ul style="list-style-type: none"> <li>• Term 1 Commences for Years 1-6, 8-12</li> <li>• Kindy Testing</li> </ul>	• • •
	Wednesday	05/02/2025	<ul style="list-style-type: none"> <li>• Kindy Testing</li> <li>• Welcome Assembly (Secondary) at 2:15pm</li> </ul>	• • Secondary Hall
	Thursday	06/02/2025	<ul style="list-style-type: none"> <li>• Term 1 Commences for Kindy (Half Day)</li> </ul>	•
	Friday	07/02/2025	<ul style="list-style-type: none"> <li>• Half Day for Kindy Students</li> <li>• Year 12 Reconciliation</li> <li>• Year 12 Retreat</li> </ul>	• • OLOL Co-Cathedral
<b>2</b>	Monday	10/02/2025	<ul style="list-style-type: none"> <li>• Kindy, Year 3, 5 Gymnastics Program</li> </ul>	• • Primary Hall
	Tuesday	11/02/2025	<ul style="list-style-type: none"> <li>•</li> </ul>	•
	Wednesday	12/02/2025	<ul style="list-style-type: none"> <li>• Welcome Assembly (Primary) at 11:15am</li> </ul>	• Secondary Hall
	Thursday	13/02/2025	<ul style="list-style-type: none"> <li>•</li> </ul>	•
	Friday	14/02/2025	<ul style="list-style-type: none"> <li>• St Maroun Feast and Honour Day Mass at 9:00am (Years 3-12)</li> </ul>	• OLOL Co-Cathedral
<b>3</b>	Monday	17/02/2025	<ul style="list-style-type: none"> <li>• H Block Opening Event</li> <li>• Kindy, Year 3, 5 Gymnastics Program</li> </ul>	• H Block • Primary Hall
	Tuesday	18/02/2025	<ul style="list-style-type: none"> <li>• WHS Committee Meeting #1</li> </ul>	•
	Wednesday	19/02/2025	<ul style="list-style-type: none"> <li>•</li> </ul>	•
	Thursday	20/02/2025	<ul style="list-style-type: none"> <li>•</li> </ul>	•
	Friday	21/02/2025	<ul style="list-style-type: none"> <li>• Year 11 Reconciliation</li> <li>• Semester 1 Student Leadership Assembly (Secondary)</li> </ul>	• OLOL Co-Cathedral • Secondary Hall
<b>4</b>	Monday	24/02/2025	<ul style="list-style-type: none"> <li>• Meet and Greet Evening (K-12)</li> <li>• Premiers Reading Challenge Commences</li> <li>• Lockdown Drill #1</li> <li>• Kindy, Year 3, 5 Gymnastics Program</li> </ul>	• Secondary Hall  • Primary Hall
	Tuesday	25/02/2025	<ul style="list-style-type: none"> <li>• Photo Day #1</li> </ul>	• Primary Hall
	Wednesday	26/02/2025	<ul style="list-style-type: none"> <li>• Photo Day #2</li> </ul>	• Primary Hall
	Thursday	27/02/2025	<ul style="list-style-type: none"> <li>• SRC Training Day</li> </ul>	•
	Friday	28/02/2025	<ul style="list-style-type: none"> <li>• Year 9 Reconciliation</li> <li>• Clean Up Australia Day</li> </ul>	• OLOL Co-Cathedral



			<ul style="list-style-type: none"> <li>• Volunteer Information Session</li> <li>• Year 11 Retreat</li> </ul>	
5	Monday	03/03/2025	<ul style="list-style-type: none"> <li>• Ash Monday Mass at 10:45am (Years 3-12)</li> <li>• K-2 Receive Ashes (12:30pm)</li> <li>• Kindy, Year 3, 5 Gymnastics Program</li> </ul>	<ul style="list-style-type: none"> <li>• OLOL Co-Cathedral</li> <li>• OLOL Co-Cathedral</li> <li>• Primary Hall</li> </ul>
	Tuesday	04/03/2025	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Wednesday	05/03/2025	<ul style="list-style-type: none"> <li>• Wellbeing Wednesday</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Thursday	06/03/2025	<ul style="list-style-type: none"> <li>• Evacuation Drill #1</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Friday	07/03/2025	<ul style="list-style-type: none"> <li>• Year 10 Reconciliation</li> <li>• International Women's Day</li> <li>• Year 11 Combined Reflection Day with St Maroun's</li> </ul>	<ul style="list-style-type: none"> <li>• OLOL Co-Cathedral</li> <li>• MCHF</li> </ul>
6	Monday	10/03/2025	<ul style="list-style-type: none"> <li>• ICT Committee Meeting #1</li> <li>• Learn to Swim (Year 1 and 2)</li> <li>• Kindy, Year 3, 5 Gymnastics Program</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>• Parramatta Aquatic Centre</li> <li>• Primary Hall</li> </ul>
	Tuesday	11/03/2025	<ul style="list-style-type: none"> <li>• Learn to Swim (Year 1 and 2)</li> </ul>	<ul style="list-style-type: none"> <li>• Parramatta Aquatic Centre</li> </ul>
	Wednesday	12/03/2025	<ul style="list-style-type: none"> <li>• NAPLAN</li> <li>• Learn to Swim (Year 1 and 2)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>• Parramatta Aquatic Centre</li> </ul>
	Thursday	13/03/2025	<ul style="list-style-type: none"> <li>• NAPLAN</li> <li>• Learn to Swim (Year 1 and 2)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>• Parramatta Aquatic Centre</li> </ul>
	Friday	14/03/2025	<ul style="list-style-type: none"> <li>• Lent Mass at 9:00am (K-12)</li> <li>• NAPLAN</li> <li>• Learn to Swim (Year 1 and 2)</li> </ul>	<ul style="list-style-type: none"> <li>• OLOL Co-Cathedral</li> <li>•</li> <li>• Parramatta Aquatic Centre</li> </ul>
7	Monday	17/03/2025	<ul style="list-style-type: none"> <li>• NAPLAN</li> <li>• Learn to Swim (Years 4, 6)</li> <li>• Kindy, Year 3, 5 Gymnastics Program</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>• Parramatta Aquatic Centre</li> <li>• Primary Hall</li> </ul>
	Tuesday	18/03/2025	<ul style="list-style-type: none"> <li>• NAPLAN</li> <li>• Learn to Swim (Years 4, 6)</li> </ul>	<ul style="list-style-type: none"> <li>• Parramatta Aquatic Centre</li> </ul>
	Wednesday	19/03/2025	<ul style="list-style-type: none"> <li>• NAPLAN</li> <li>• Learn to Swim (Years 4, 6)</li> <li>• Parent Learning Lounge #1</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>• Parramatta Aquatic Centre</li> </ul>
	Thursday	20/03/2025	<ul style="list-style-type: none"> <li>• NAPLAN</li> <li>• Learn to Swim (Years 4, 6)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>• Parramatta Aquatic Centre</li> </ul>
	Friday	21/03/2025	<ul style="list-style-type: none"> <li>• St Joseph Feast Mass at 9:00am (K-9)</li> <li>• NAPLAN</li> <li>• Harmony Day</li> <li>• Learn to Swim (Years 4, 6)</li> </ul>	<ul style="list-style-type: none"> <li>• OLOL Co-Cathedral</li> <li>•</li> <li>•</li> <li>• Parramatta Aquatic Centre</li> </ul>

8	Monday	24/03/2025	<ul style="list-style-type: none"> <li>• NAPLAN</li> <li>• Kindy, Year 3, 5 Gymnastics Program</li> </ul>	<ul style="list-style-type: none"> <li>• Primary Hall</li> </ul>
	Tuesday	25/03/2025	<ul style="list-style-type: none"> <li>• Open Day</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Wednesday	26/03/2025	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Thursday	27/03/2025	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Friday	28/03/2025	<ul style="list-style-type: none"> <li>• Secondary Swimming Carnival</li> <li>• Year 6 Reconciliation</li> <li>• Year 6 Reflection Day</li> </ul>	<ul style="list-style-type: none"> <li>• Parramatta Aquatic Centre</li> <li>• OLOL Co-Cathedral</li> <li>• Secondary Hall</li> </ul>
9	Monday	31/03/2025	<ul style="list-style-type: none"> <li>• Year 3-6 Writers Festival</li> <li>• Year 12 Reports Due</li> <li>• Kindy, Year 3, 5 Gymnastics Program</li> </ul>	<ul style="list-style-type: none"> <li>• Primary Hall</li> </ul>
	Tuesday	01/04/2025	<ul style="list-style-type: none"> <li>• Year 3-6 Writers Festival</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Wednesday	02/04/2025	<ul style="list-style-type: none"> <li>• Year 3-6 Writers Festival</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Thursday	03/04/2025	<ul style="list-style-type: none"> <li>• Year 3-6 Writers Festival</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Friday	04/04/2025	<ul style="list-style-type: none"> <li>• Year 3-6 Writers Festival</li> <li>• Year 9 Reflection Day</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
10	Monday	07/04/2025	<ul style="list-style-type: none"> <li>• Year 12 Student Led Conferences (3:30pm-7:30pm)</li> <li>• Year 12 Reports Released (3:30pm)</li> <li>• Kindy, Year 3, 5 Gymnastics Program</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> <li>• Primary Hall</li> </ul>
	Tuesday	08/04/2025	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Wednesday	09/04/2025	<ul style="list-style-type: none"> <li>• Passion Week Mass at 9:00am (Yrs 3-12)</li> <li>• Easter Morning Tea</li> <li>• K-2 Easter Hat Parade (2:00pm)</li> <li>• Year 3-6 Eggstravaganza</li> </ul>	<ul style="list-style-type: none"> <li>• OLOL Co-Cathedral</li> <li>• Primary Hall</li> </ul>
	Thursday	10/04/2025	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Friday	11/04/2025	<ul style="list-style-type: none"> <li>• Primary End of Term Awards (9:15am)</li> <li>• NCCD Personal Plans Due</li> <li>• Term 1 Concludes for Staff and Students</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> </ul>

<b>TERM 2</b>				
<b>Week</b>	<b>Date</b>	<b>Event</b>	<b>Venue</b>	
1	Monday	28/04/2025	<ul style="list-style-type: none"> <li>• Term 2 Commences for Staff (First Aid)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Tuesday	29/04/2025	<ul style="list-style-type: none"> <li>• Term 2 Commences for Students</li> <li>• K-6 Athletics Program</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Wednesday	30/04/2025	<ul style="list-style-type: none"> <li>• Primary ANZAC Assembly (9:00am)</li> <li>• Secondary ANZAC Assembly (11:15am)</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> <li>• Secondary Hall</li> </ul>
	Thursday	01/05/2025	<ul style="list-style-type: none"> <li>• K-6 Athletics Program</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Friday	02/05/2025	<ul style="list-style-type: none"> <li>• Year 4 Reconciliation</li> </ul>	<ul style="list-style-type: none"> <li>• OLOL Co-Cathedral</li> </ul>

	Saturday	03/05/2025	<ul style="list-style-type: none"> <li>Year 4 Holy Communion (11:00am)</li> </ul>	<ul style="list-style-type: none"> <li>OLOL Co-Cathedral</li> </ul>
2	Monday	05/05/2025	<ul style="list-style-type: none"> <li>Warden Training (1:00pm-3:00pm)</li> <li>General Occupancy Training (3:30pm-4:00pm)</li> <li>VET Work Placement #1</li> </ul>	<ul style="list-style-type: none"> <li>Secondary Hall</li> </ul>
	Tuesday	06/05/2025	<ul style="list-style-type: none"> <li>VET Work Placement #1</li> <li>K-6 Athletics Program</li> <li>Secondary Athletics Carnival</li> </ul>	<ul style="list-style-type: none"> <li>Warm Up Arena, Sydney Olympic Park</li> </ul>
	Wednesday	07/05/2025	<ul style="list-style-type: none"> <li>VET Work Placement #1</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Thursday	08/05/2025	<ul style="list-style-type: none"> <li>VET Work Placement #1</li> <li>K-6 Athletics Program</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Friday	09/05/2025	<ul style="list-style-type: none"> <li>Mother's Day Mass at 9:00am (K-9)</li> <li>Mother's Day Morning Tea</li> <li>VET Work Placement #1</li> </ul>	<ul style="list-style-type: none"> <li>OLOL Co-Cathedral</li> <li>Primary Hall</li> </ul>
	Monday	12/05/2025	<ul style="list-style-type: none"> <li>VET Work Placement #1</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
3	Tuesday	13/05/2025	<ul style="list-style-type: none"> <li>VET Work Placement #1</li> <li>WHS Committee Meeting #2</li> <li>K-6 Athletics Program</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Wednesday	14/05/2025	<ul style="list-style-type: none"> <li>VET Work Placement #1</li> <li>Eat Up and Wonder for Hungry Kids (Year 8)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Thursday	15/05/2025	<ul style="list-style-type: none"> <li>VET Work Placement #1</li> <li>K-6 Athletics Program</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Friday	16/05/2025	<ul style="list-style-type: none"> <li>VET Work Placement #1</li> <li>Year 7 Reconciliation</li> </ul>	<ul style="list-style-type: none"> <li>OLOL Co-Cathedral</li> </ul>
	Monday	19/05/2025	<ul style="list-style-type: none"> <li>VET Work Placement #1</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
4	Tuesday	20/05/2025	<ul style="list-style-type: none"> <li>VET Work Placement #1</li> <li>K-6 Athletics Program</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Wednesday	21/05/2025	<ul style="list-style-type: none"> <li>VET Work Placement #1</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Thursday	22/05/2025	<ul style="list-style-type: none"> <li>Primary Book Fair</li> <li>National Simultaneous Storytime at 12:00pm (Primary)</li> <li>VET Work Placement #1</li> <li>K-6 Athletics Program</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Friday	23/05/2025	<ul style="list-style-type: none"> <li>Social Justice Mass at 9:00am (Yrs 7-12)</li> <li>Primary Book Fair</li> <li>VET Work Placement #1</li> <li>Last Day for Adjustments for NCCD Students</li> </ul>	<ul style="list-style-type: none"> <li>OLOL Co-Cathedral</li> </ul>
	Monday	26/05/2025	<ul style="list-style-type: none"> <li>Primary Book Fair</li> <li>Primary Student Led Conferences</li> <li>Year 7, 2026 Preparation Meetings</li> <li>VET Work Placement #1</li> <li>National Sorry Day</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
5	Monday	26/05/2025	<ul style="list-style-type: none"> <li>Primary Book Fair</li> <li>Primary Student Led Conferences</li> <li>Year 7, 2026 Preparation Meetings</li> <li>VET Work Placement #1</li> <li>National Sorry Day</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

			<ul style="list-style-type: none"> <li>Year 9 &amp; Year 10 Half Yearly Exams</li> </ul>	<ul style="list-style-type: none"> <li>Secondary Hall &amp; A Block Classrooms</li> </ul>
	Tuesday	27/05/2025	<ul style="list-style-type: none"> <li>Primary Book Fair</li> <li>VET Work Placement #1</li> <li>Year 9 &amp; Year 10 Half Yearly Exams</li> <li>K-6 Athletics Program</li> </ul>	<ul style="list-style-type: none"> <li>Secondary Hall &amp; A Block Classrooms</li> </ul>
	Wednesday	28/05/2025	<ul style="list-style-type: none"> <li>Wellbeing Wednesday</li> <li>Primary Book Fair</li> <li>VET Work Placement #1</li> <li>Year 9 &amp; Year 10 Half Yearly Exams</li> </ul>	<ul style="list-style-type: none"> <li>Secondary Hall &amp; A Block Classrooms</li> </ul>
	Thursday	29/05/2025	<ul style="list-style-type: none"> <li>Primary Book Fair</li> <li>VET Work Placement #1</li> <li>Year 9 &amp; Year 10 Half Yearly Exams</li> <li>K-6 Athletics Program</li> </ul>	<ul style="list-style-type: none"> <li>Secondary Hall &amp; A Block Classrooms</li> </ul>
	Friday	30/05/2025	<ul style="list-style-type: none"> <li>Year 5 Reconciliation</li> <li>Year 5 Reflection Day</li> <li>VET Work Placement #1</li> <li>Year 9 &amp; Year 10 Half Yearly Exams</li> <li>Year 7 Immunisation</li> </ul>	<ul style="list-style-type: none"> <li>LOLO Co-Cathedral</li> <li>Primary Hall</li> <li>Secondary Hall &amp; A Block Classrooms</li> <li>Primary Hall</li> </ul>
6	Monday	02/06/2025	<ul style="list-style-type: none"> <li>ICT Committee Meeting #2</li> <li>Year 7 &amp; Year 8 Half Yearly Exams</li> </ul>	<ul style="list-style-type: none"> <li>Secondary Hall &amp; A Block Classrooms</li> </ul>
	Tuesday	03/06/2025	<ul style="list-style-type: none"> <li>Year 7 &amp; Year 8 Half Yearly Exams</li> <li>K-6 Athletics Program</li> <li>2026 Kindy Interviews</li> </ul>	<ul style="list-style-type: none"> <li>Secondary Hall &amp; A Block Classrooms</li> </ul>
	Wednesday	04/06/2025	<ul style="list-style-type: none"> <li>2026 Kindy Interviews</li> <li>Year 7 &amp; Year 8 Half Yearly Exams</li> </ul>	<ul style="list-style-type: none"> <li>Secondary Hall &amp; A Block Classrooms</li> </ul>
	Thursday	05/06/2025	<ul style="list-style-type: none"> <li>Year 7 &amp; Year 8 Half Yearly Exams</li> <li>K-6 Athletics Program</li> </ul>	<ul style="list-style-type: none"> <li>Secondary Hall &amp; A Block Classrooms</li> </ul>
	Friday	06/06/2025	<ul style="list-style-type: none"> <li>Pentecost Feast Mass at 9:00am (K-9)</li> <li>Year 7 &amp; Year 8 Half Yearly Exams</li> </ul>	<ul style="list-style-type: none"> <li>LOLO Co-Cathedral</li> <li>Secondary Hall &amp; A Block Classrooms</li> </ul>
7	Monday	09/06/2025	<ul style="list-style-type: none"> <li>Kings Birthday Holiday</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Tuesday	10/06/2025	<ul style="list-style-type: none"> <li>K-6 Athletics Program</li> <li>Year 5 Day Camp Excursion</li> </ul>	<ul style="list-style-type: none"> <li>Milson Island Sport and Recreation Centre</li> </ul>
	Wednesday	11/06/2025	<ul style="list-style-type: none"> <li>Parent Learning Lounge #2</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Thursday	12/06/2025	<ul style="list-style-type: none"> <li>K-6 Athletics Program</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Friday	13/06/2025	<ul style="list-style-type: none"> <li>Year 8 Reconciliation</li> <li>Primary Disco (K-2 at 1:45pm and Yrs 3-6 at 5:00pm)</li> </ul>	<ul style="list-style-type: none"> <li>LOLO Co-Cathedral</li> <li>Primary Hall</li> </ul>

8	Monday	16/06/2025	•	•
	Tuesday	17/06/2025	• K-6 Athletics Program	•
	Wednesday	18/06/2025	• Year 8 Camp	• Outdoor Adventure Camp, Wisemans Ferry
	Thursday	19/06/2025	• K-6 Athletics Program • Year 8 Camp	• Outdoor Adventure Camp, Wisemans Ferry
	Friday	20/06/2025	• Grandparents Mass at 9:00am (K-6) • Grandparents Morning Tea • Year 8 Camp  • Year 10 Immunisations	• OLOL Co-Cathedral • Primary Hall • Outdoor Adventure Camp, Wisemans Ferry • Primary Hall
9	Monday	23/06/2025	• K-11 Half Yearly Reports Due	•
	Tuesday	24/06/2025	• Year 3-12 Public Speaking • K-6 Athletics Program	• St Maroun's College
	Wednesday	25/06/2025	• Primary End of Term Awards (9:15am)	• Secondary Hall
	Thursday	26/06/2025	• Years 10 and 12 Western Sydney Careers Expo • K-6 Athletics Program	• The Dome, Sydney Showground
	Friday	27/06/2025	• Sts Peter and Paul Feast Mass at 9:00am (Yrs 3-12) • Term 2 Concludes for Students	• OLOL Co-Cathedral
10	Monday	30/06/2025	• Secondary Student Led Conferences Day #1 (8:30am – 6:30pm) • K-11 Half Yearly Reports Released (8:30am) • NCCD Personal Plans Due	• B/C Block Classrooms
	Tuesday	01/07/2025	• Term 2 Concludes for Staff • Secondary Student Led Conferences Day #2 (8:30am – 3:30pm)	• B/C Block Classrooms
	Wednesday	02/07/2025	•	•
	Thursday	03/07/2025	•	•
	Friday	04/07/2025	•	•

### TERM 3

Week	Date	Event	Venue	
1	Monday	21/07/2025	• Term 3 Commences for Staff and Students	
	Tuesday	22/07/2025	•	
	Wednesday	23/07/2025	• Primary Athletics Carnival  • Year 11, 2026 Subject Selection Evening (6:30pm)	• Competition Arena, Sydney Olympic Park
	Thursday	24/07/2025	•	•

	Friday	25/07/2025	<ul style="list-style-type: none"> <li>• Year 12 Reconciliation</li> <li>• 2026 Student Leadership Presentation (Year 5 and Year 11)</li> <li>• 100 Days of Kindy</li> </ul>	<ul style="list-style-type: none"> <li>• OLOL Co-Cathedral</li> <li>• Secondary Hall</li> </ul>
2	Monday	28/07/2025	•	•
	Tuesday	29/07/2025	•	•
	Wednesday	30/07/2025	•	•
	Thursday	31/07/2025	•	•
	Friday	01/08/2025	<ul style="list-style-type: none"> <li>• Secondary Semester 1 Awards (9:15am)</li> <li>• NCCD Census</li> </ul>	• Secondary Hall
3	Monday	04/08/2025	<ul style="list-style-type: none"> <li>• Year 12 HSC Trials</li> <li>• ICAS Assessment (Digital Technologies)</li> <li>• Years 7 and 10 Immunisations Catch-up</li> <li>• VET Work Placement #2 (Hospitality)</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> <li>• Drama Room</li> </ul>
	Tuesday	05/08/2025	<ul style="list-style-type: none"> <li>• ICAS Assessment (Digital Technologies)</li> <li>• WHS Committee Meeting #3</li> <li>• Year 12 HSC Trials</li> <li>• 2026 Kindy Interviews (Round 2)</li> <li>• VET Work Placement #2 (Hospitality)</li> </ul>	• Secondary Hall
	Wednesday	06/08/2025	<ul style="list-style-type: none"> <li>• ICAS Assessment (Digital Technologies)</li> <li>• Year 11, 2026 Subject Selection Interviews</li> <li>• Year 12 HSC Trials</li> <li>• VET Work Placement #2 (Hospitality)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>• Secondary Hall</li> </ul>
	Thursday	07/08/2025	<ul style="list-style-type: none"> <li>• Year 12 HSC Trials</li> <li>• ICAS Assessment (Digital Technologies)</li> <li>• VET Work Placement #2 (Hospitality)</li> </ul>	• Secondary Hall
	Friday	08/08/2025	<ul style="list-style-type: none"> <li>• Transfiguration and St Mary MacKillop Feast Mass at 9:00am (Yrs 3-12)</li> <li>• Year 12 HSC Trials</li> <li>• ICAS Assessment (Digital Technologies)</li> <li>• 2026 Student Leadership Applications Due</li> <li>• VET Work Placement #2 (Hospitality)</li> </ul>	<ul style="list-style-type: none"> <li>• OLOL Co-Cathedral</li> <li>• Secondary Hall</li> </ul>
4	Monday	11/08/2025	<ul style="list-style-type: none"> <li>• Year 12 HSC Trials</li> <li>• Bullying Awareness Week</li> <li>• Science Week</li> <li>• ICAS Assessment (English)</li> </ul>	• Secondary Hall

			<ul style="list-style-type: none"> <li>• VET Work Placement #2 (Hospitality)</li> </ul>	
	Tuesday	12/08/2025	<ul style="list-style-type: none"> <li>• Year 12 HSC Trials</li> <li>• Bullying Awareness Week</li> <li>• Science Week</li> <li>• ICAS Assessment (English)</li> <li>• VET Work Placement #2 (Hospitality)</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> </ul>
	Wednesday	13/08/2025	<ul style="list-style-type: none"> <li>• Year 12 HSC Trials</li> <li>• Bullying Awareness Week</li> <li>• Science Week</li> <li>• Science Fair</li> <li>• Primary STEM Day</li> <li>• ICAS Assessment (English)</li> <li>• VET Work Placement #2 (Hospitality)</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> </ul>
	Thursday	14/08/2025	<ul style="list-style-type: none"> <li>• Foundation Day Mass at 9:00am (K-11)</li> <li>• Foundation Day Morning Tea</li> <li>• Year 12 HSC Trials</li> <li>• Bullying Awareness Week</li> <li>• Science Week</li> <li>• ICAS Assessment (English)</li> <li>• VET Work Placement #2 (Hospitality)</li> </ul>	<ul style="list-style-type: none"> <li>• OLOL Co-Cathedral</li> <li>• Primary Hall</li> <li>• Secondary Hall</li> </ul>
	Friday	15/08/2025	<ul style="list-style-type: none"> <li>• Foundation Day Holiday</li> <li>• National Day of Action Against Violence and Bullying</li> <li>• VET Work Placement #2 (Hospitality)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
5	Monday	18/08/2025	<ul style="list-style-type: none"> <li>• Year 12 HSC Trials</li> <li>• Book Week</li> <li>• ICAS Assessment (Science)</li> <li>• VET Work Placement #2 (Hospitality)</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> </ul>
	Tuesday	19/08/2025	<ul style="list-style-type: none"> <li>• Book Week</li> <li>• ICAS Assessment (Science)</li> <li>• Evacuation Drill #2</li> <li>• VET Work Placement #2 (Hospitality)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Wednesday	20/08/2025	<ul style="list-style-type: none"> <li>• Book Week</li> <li>• ICAS Assessment (Science)</li> <li>• Wellbeing Wednesday</li> <li>• VET Work Placement #2 (Hospitality)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Thursday	21/08/2025	<ul style="list-style-type: none"> <li>• Book Week</li> <li>• ICAS Assessment (Science)</li> <li>• VET Work Placement #2 (Hospitality)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Friday	22/08/2025	<ul style="list-style-type: none"> <li>• Year 11 Reconciliation</li> <li>• Book Week</li> </ul>	<ul style="list-style-type: none"> <li>• OLOL Co-Cathedral</li> </ul>

			<ul style="list-style-type: none"> <li>• Book Week Parade</li> <li>• ICAS Assessment (Science)</li> <li>• VET Work Placement #2 (Hospitality)</li> <li>• Premiers Reading Challenge Concludes</li> </ul>	
6	Monday	25/08/2025	<ul style="list-style-type: none"> <li>• ICT Committee Meeting #3</li> <li>• Lockdown Drill #2</li> <li>• ICAS Assessment (Mathematics)</li> </ul>	•
	Tuesday	26/08/2025	<ul style="list-style-type: none"> <li>• Book Week Touring Author Visit – Andrew McDonald (Years 4-6)</li> <li>• ICAS Assessment (Mathematics)</li> <li>• Parent Learning Lounge #3</li> </ul>	•
	Wednesday	27/08/2025	<ul style="list-style-type: none"> <li>• Book Week Touring Author Visit – Lucinda Gifford (Kindy – Year 3)</li> <li>• ICAS Assessment (Mathematics)</li> <li>• 2026 Student Leadership Speeches (Year 5 at 11:45am and Year 11 at 2:15pm)</li> </ul>	•
	Thursday	28/08/2025	<ul style="list-style-type: none"> <li>• Year 6 Canberra Camp</li> <li>• ICAS Assessment (Mathematics)</li> </ul>	•
	Friday	29/08/2025	<ul style="list-style-type: none"> <li>• Year 6 Canberra Camp</li> <li>• ICAS Assessment (Mathematics)</li> <li>• Year 7 Reconciliation</li> <li>• Year 7 Reflection Day</li> <li>• Year 9, 2026 Subject Selection Session (9:00am)</li> </ul>	<ul style="list-style-type: none"> <li>• OLOL Co-Cathedral</li> <li>• Primary Hall</li> </ul>
7	Monday	01/09/2025	<ul style="list-style-type: none"> <li>• School Support Recognition Week</li> </ul>	•
	Tuesday	02/09/2025	<ul style="list-style-type: none"> <li>• School Support Recognition Week</li> <li>• Enrichment Showcase</li> </ul>	•
	Wednesday	03/09/2025	<ul style="list-style-type: none"> <li>• School Support Recognition Week</li> <li>• Colour Run</li> </ul>	•
	Thursday	04/09/2025	<ul style="list-style-type: none"> <li>• School Support Recognition Week</li> </ul>	•
	Friday	05/09/2025	<ul style="list-style-type: none"> <li>• School Support Recognition Week</li> <li>• Father's Day Mass at 9:00am (K-9)</li> <li>• Father's Day Morning Tea</li> <li>• Year 12 Reports Due</li> <li>• Premiers Reading Challenge Closes for Coordinators</li> </ul>	<ul style="list-style-type: none"> <li>• OLOL Co-Cathedral</li> <li>• Primary Hall</li> </ul>
8	Monday	08/09/2025	<ul style="list-style-type: none"> <li>• Year 7, 2026 Scholarship Process Commences</li> </ul>	•
	Tuesday	09/09/2025	<ul style="list-style-type: none"> <li>• Year 9 Peer Support Training</li> <li>• Year 3-6 MCHF's Got Talent</li> </ul>	• Secondary Hall
	Wednesday	10/09/2025	<ul style="list-style-type: none"> <li>• HSIE Market Day</li> </ul>	•
	Thursday	11/09/2025	<ul style="list-style-type: none"> <li>• R U Ok Day</li> </ul>	•
	Friday	12/09/2025	<ul style="list-style-type: none"> <li>• Year 11 Preliminary HSC Exams</li> <li>• Year 10 Reconciliation</li> </ul>	• Secondary Hall
9	Monday	15/09/2025	<ul style="list-style-type: none"> <li>• Year 12 Day Out</li> <li>• Year 11 Preliminary HSC Exams</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> </ul>
	Tuesday	16/09/2025	<ul style="list-style-type: none"> <li>• Year 12 Graduation Rehearsal</li> </ul>	•



			<ul style="list-style-type: none"> <li>Year 11 Preliminary HSC Exams</li> </ul>	<ul style="list-style-type: none"> <li>A Block Classrooms</li> </ul>
	Wednesday	17/09/2025	<ul style="list-style-type: none"> <li>Year 12 Graduation Mass (9:00am)</li> <li>Year 12 Graduation Ceremony followed by luncheon</li> </ul>	<ul style="list-style-type: none"> <li>OLOL Co-Cathedral</li> <li>Secondary Hall</li> </ul>
	Thursday	18/09/2025	<ul style="list-style-type: none"> <li>Year 11 Preliminary HSC Exams</li> </ul>	<ul style="list-style-type: none"> <li>Secondary Hall</li> </ul>
	Friday	19/09/2025	<ul style="list-style-type: none"> <li>Year 3 First Reconciliation at 10:00am</li> <li>Year 11 Preliminary HSC Exams</li> <li>Year 6 Transition to Secondary Session #1</li> <li>2026 Kindy Orientation Day</li> <li>Year 12 Reports Released</li> </ul>	<ul style="list-style-type: none"> <li>OLOL Co-Cathedral</li> <li>Secondary Hall</li> </ul>
	Sunday	21/09/2025	<ul style="list-style-type: none"> <li>MCHF Spring Markets</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>10</b>	Monday	22/09/2025	<ul style="list-style-type: none"> <li>Year 11 Preliminary HSC Exams</li> </ul>	<ul style="list-style-type: none"> <li>Secondary Hall</li> </ul>
	Tuesday	23/09/2025	<ul style="list-style-type: none"> <li>Year 11 Preliminary HSC Exams</li> </ul>	<ul style="list-style-type: none"> <li>Secondary Hall</li> </ul>
	Wednesday	24/09/2025	<ul style="list-style-type: none"> <li>Year 11 Preliminary HSC Exams</li> </ul>	<ul style="list-style-type: none"> <li>Secondary Hall</li> </ul>
	Thursday	25/09/2025	<ul style="list-style-type: none"> <li>Year 10 Camp</li> <li>Primary (Years 3-6) Swimming Carnival</li> <li>Year 11 Preliminary HSC Exams</li> </ul>	<ul style="list-style-type: none"> <li>Vision Valley</li> <li>Parramatta Aquatic Centre</li> <li>Secondary Hall</li> </ul>
	Friday	26/09/2025	<ul style="list-style-type: none"> <li>Year 10 Camp</li> <li>Year 9 Reconciliation</li> <li>Primary End of Term Awards (9:15am)</li> <li>Year 11 Preliminary HSC Exams</li> <li>NCCD Personal Plans Due</li> <li>Term 3 Concludes for Staff and Students</li> </ul>	<ul style="list-style-type: none"> <li>Vision Valley</li> <li>OLOL Co-Cathedral</li> <li>Secondary Hall</li> <li>A Block Classrooms</li> </ul>

<b>TERM 4</b>				
<b>Week</b>	<b>Date</b>	<b>Event</b>	<b>Venue</b>	
<b>1</b>	Monday	13/10/2025	<ul style="list-style-type: none"> <li>Term 4 Commences for Staff (Spirituality Day)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Tuesday	14/10/2025	<ul style="list-style-type: none"> <li>Term 4 Commences for Students</li> <li>HSC Exams</li> <li>Years 1, 2, 4, 6 Gymnastics Program</li> </ul>	<ul style="list-style-type: none"> <li>Secondary Hall</li> <li>Primary Hall</li> </ul>
	Wednesday	15/10/2025	<ul style="list-style-type: none"> <li>HSC Exams</li> <li>Year 11 Camp</li> <li>Year 11 Marks Due</li> </ul>	<ul style="list-style-type: none"> <li>Secondary Hall</li> <li>Tea Gardens</li> </ul>
	Thursday	16/10/2025	<ul style="list-style-type: none"> <li>HSC Exams</li> <li>Year 11 Camp</li> </ul>	<ul style="list-style-type: none"> <li>Secondary Hall</li> <li>Tea Gardens</li> </ul>
	Friday	17/10/2025	<ul style="list-style-type: none"> <li>HSC Exams</li> <li>Year 8 Reconciliation</li> <li>Year 8 Reflection Day</li> <li>Year 11 Camp</li> </ul>	<ul style="list-style-type: none"> <li>Secondary Hall</li> <li>OLOL Co-Cathedral</li> <li>Tea Gardens</li> </ul>
<b>2</b>	Monday	20/10/2025	<ul style="list-style-type: none"> <li>HSC Exams</li> <li>VET Work Placement #2</li> <li>Learn to Swim (Kindy, Years 3, 5)</li> </ul>	<ul style="list-style-type: none"> <li>Secondary Hall</li> <li>Parramatta Aquatic Centre</li> </ul>

	Tuesday	21/10/2025	<ul style="list-style-type: none"> <li>• HSC Exams</li> <li>• VET Work Placement #2</li> <li>• Years 1, 2, 4, 6 Gymnastics Program</li> <li>• Learn to Swim (Kindy, Years 3, 5)</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> <li>•</li> <li>• Primary Hall</li> <li>• Parramatta Aquatic Centre</li> </ul>
	Wednesday	22/10/2025	<ul style="list-style-type: none"> <li>• HSC Exams</li> <li>• VET Work Placement #2</li> <li>• Learn to Swim (Kindy, Years 3, 5)</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> <li>•</li> <li>• Parramatta Aquatic Centre</li> </ul>
	Thursday	23/10/2025	<ul style="list-style-type: none"> <li>• HSC Exams</li> <li>• VET Work Placement #2</li> <li>• 2026 Kindy Orientation Day (Round 2)</li> <li>• Learn to Swim (Kindy, Years 3, 5)</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> <li>•</li> <li>• Parramatta Aquatic Centre</li> </ul>
	Friday	24/10/2025	<ul style="list-style-type: none"> <li>• Teachers Day Mass at 9:00am (K-10)</li> <li>• Teachers Day Morning Tea</li> <li>• HSC Exams</li> <li>• VET Work Placement #2</li> <li>• Learn to Swim (Kindy, Years 3, 5)</li> </ul>	<ul style="list-style-type: none"> <li>• OLOL Co-Cathedral</li> <li>•</li> <li>• Primary Hall</li> <li>• Secondary Hall</li> <li>•</li> <li>• Parramatta Aquatic Centre</li> </ul>
<b>3</b>	Monday	27/10/2025	<ul style="list-style-type: none"> <li>• HSC Exams</li> <li>• VET Work Placement #2</li> <li>• Year 9 &amp; 10 Yearly Exams</li> <li>• Year 9 &amp; 10 PAT Testing</li> <li>• Year 7, 2026 Scholarship Portfolios Due</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> <li>•</li> <li>• Classrooms</li> <li>• Classrooms</li> </ul>
	Tuesday	28/10/2025	<ul style="list-style-type: none"> <li>• HSC Exams</li> <li>• VET Work Placement #2</li> <li>• WHS Committee Meeting #4</li> <li>• Year 9 &amp; 10 Yearly Exams</li> <li>• Year 9 &amp; 10 PAT Testing</li> <li>• Years 1, 2, 4, 6 Gymnastics Program</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> <li>•</li> <li>•</li> <li>• Classrooms</li> <li>• Classrooms</li> <li>• Primary Hall</li> </ul>
	Wednesday	29/10/2025	<ul style="list-style-type: none"> <li>• HSC Exams</li> <li>• VET Work Placement #2</li> <li>• Year 9 &amp; 10 Yearly Exams</li> <li>• Year 9 &amp; 10 PAT Testing</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> <li>•</li> <li>• Classrooms</li> <li>• Classrooms</li> </ul>
	Thursday	30/10/2025	<ul style="list-style-type: none"> <li>• HSC Exams</li> <li>• VET Work Placement #2</li> <li>• Year 9 &amp; 10 Yearly Exams</li> <li>• Year 9 &amp; 10 PAT Testing</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> <li>•</li> <li>• Classrooms</li> <li>• Classrooms</li> </ul>
	Friday	31/10/2025	<ul style="list-style-type: none"> <li>• HSC Exams</li> <li>• VET Work Placement #2</li> <li>• Year 5 Reconciliation</li> <li>• Year 6 Transition to Secondary Session #2</li> <li>• Year 9 &amp; 10 Yearly Exams</li> <li>• Year 9 &amp; 10 PAT Testing</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> <li>•</li> <li>• OLOL Co-Cathedral</li> <li>•</li> <li>•</li> <li>• Classrooms</li> <li>• Classrooms</li> </ul>
<b>4</b>	Monday	03/11/2025	<ul style="list-style-type: none"> <li>• HSC Exams</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> </ul>

			<ul style="list-style-type: none"> <li>• VET Work Placement #2</li> <li>• Year 9 &amp; 10 Yearly Exams</li> <li>• Year 9 &amp; 10 PAT Testing</li> <li>• K-6 PAT Testing</li> </ul>	<ul style="list-style-type: none"> <li>• Classrooms</li> <li>• Classrooms</li> <li>• Classrooms</li> </ul>
	Tuesday	04/11/2025	<ul style="list-style-type: none"> <li>• HSC Exams</li> <li>• VET Work Placement #2</li> <li>• Year 9 &amp; 10 Yearly Exams</li> <li>• Year 9 &amp; 10 PAT Testing</li> <li>• K-6 PAT Testing</li> <li>• Years 1, 2, 4, 6 Gymnastics Program</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> <li>• Classrooms</li> <li>• Classrooms</li> <li>• Classrooms</li> <li>• Primary Hall</li> </ul>
	Wednesday	05/11/2025	<ul style="list-style-type: none"> <li>• HSC Exams</li> <li>• VET Work Placement #2</li> <li>• Year 9 &amp; 10 Yearly Exams</li> <li>• Year 9 &amp; 10 PAT Testing</li> <li>• K-6 PAT Testing</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> <li>• Classrooms</li> <li>• Classrooms</li> <li>• Classrooms</li> </ul>
	Thursday	06/11/2025	<ul style="list-style-type: none"> <li>• HSC Exams</li> <li>• VET Work Placement #2</li> <li>• Year 9 &amp; 10 Yearly Exams</li> <li>• Year 9 &amp; 10 PAT Testing</li> <li>• K-6 PAT Testing</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> <li>• Classrooms</li> <li>• Classrooms</li> <li>• Classrooms</li> </ul>
	Friday	07/11/2025	<ul style="list-style-type: none"> <li>• School Counsellor and School Psychologist Recognition Day</li> <li>• HSC Exams</li> <li>• VET Work Placement #2</li> <li>• 2026 Leaders Induction Mass at 9:00am (Yrs 5-11)</li> <li>• 2026 Leaders Morning Tea</li> <li>• Year 9 &amp; 10 Yearly Exams</li> <li>• Year 9 &amp; 10 PAT Testing</li> <li>• K-6 PAT Testing</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> <li>• OLOL Co-Cathedral</li> <li>• Primary Hall</li> <li>• Classrooms</li> <li>• Classrooms</li> <li>• Classrooms</li> </ul>
5	Monday	10/11/2025	<ul style="list-style-type: none"> <li>• VET Work Placement #2</li> <li>• Year 7 &amp; 8 Yearly Exams</li> <li>• Year 7 &amp; 8 PAT Testing</li> <li>• Year 5 &amp; 6 Yearly Exam</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall and Classrooms</li> <li>• Secondary Hall and Classrooms</li> <li>• Classrooms</li> </ul>
	Tuesday	11/11/2025	<ul style="list-style-type: none"> <li>• VET Work Placement #2</li> <li>• Remembrance Day</li> <li>• Year 7 &amp; 8 Yearly Exams</li> <li>• Year 7 &amp; 8 PAT Testing</li> <li>• Year 5 &amp; 6 Yearly Exam</li> <li>• Years 1, 2, 4, 6 Gymnastics Program</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall and Classrooms</li> <li>• Secondary Hall and Classrooms</li> <li>• Classrooms</li> <li>• Primary Hall</li> </ul>
	Wednesday	12/11/2025	<ul style="list-style-type: none"> <li>• Wellbeing Wednesday</li> <li>• VET Work Placement #2</li> <li>• Year 7 &amp; 8 Yearly Exams</li> <li>• Year 7 &amp; 8 PAT Testing</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall and Classrooms</li> <li>• Secondary Hall and Classrooms</li> </ul>

			<ul style="list-style-type: none"> <li>• Year 5 &amp; 6 Yearly Exam</li> <li>• Year 7, 2026 Parent Information Evening</li> </ul>	<ul style="list-style-type: none"> <li>• Classrooms</li> <li>• Primary Hall</li> </ul>
	Thursday	13/11/2025	<ul style="list-style-type: none"> <li>• VET Work Placement #2</li> <li>• Year 7 &amp; 8 Yearly Exams</li> <li>• Year 7 &amp; 8 PAT Testing</li> <li>• Year 5 &amp; 6 Yearly Exam</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall and Classrooms</li> <li>• Secondary Hall and Classrooms</li> <li>• Classrooms</li> </ul>
	Friday	14/11/2025	<ul style="list-style-type: none"> <li>• VET Work Placement #2</li> <li>• Year 4 Reconciliation</li> <li>• Year 7 &amp; 8 Yearly Exams</li> <li>• Year 7 &amp; 8 PAT Testing</li> <li>• Year 5 &amp; 6 Yearly Exam</li> </ul>	<ul style="list-style-type: none"> <li>• OLOL Co-Cathedral</li> <li>• Secondary Hall and Classrooms</li> <li>• Secondary Hall and Classrooms</li> <li>• Classrooms</li> </ul>
6	Monday	17/11/2025	<ul style="list-style-type: none"> <li>• ICT Committee Meeting #4</li> <li>• Year 7 &amp; 8 Yearly Exams</li> <li>• Year 7 &amp; 8 PAT Testing</li> <li>• Year 10 Marks Due</li> </ul>	<ul style="list-style-type: none"> <li>• Classrooms</li> <li>• Classrooms</li> </ul>
	Tuesday	18/11/2025	<ul style="list-style-type: none"> <li>• Year 6 Transition to Secondary Session #3</li> <li>• Year 7 &amp; 8 Yearly Exams</li> <li>• Year 7 &amp; 8 PAT Testing</li> <li>• Years 1, 2, 4, 6 Gymnastics Program</li> </ul>	<ul style="list-style-type: none"> <li>• Classrooms</li> <li>• Classrooms</li> <li>• Primary Hall</li> </ul>
	Wednesday	19/11/2025	<ul style="list-style-type: none"> <li>• International Men's Day</li> <li>• Orientation Session for 2026 New Students</li> <li>• Year 7 &amp; 8 Yearly Exams</li> <li>• Year 7 &amp; 8 PAT Testing</li> </ul>	<ul style="list-style-type: none"> <li>• Classrooms</li> <li>• Classrooms</li> </ul>
	Thursday	20/11/2025	<ul style="list-style-type: none"> <li>• Year 7 &amp; 8 Yearly Exams</li> <li>• Year 7 &amp; 8 PAT Testing</li> </ul>	<ul style="list-style-type: none"> <li>• Classrooms</li> <li>• Classrooms</li> </ul>
	Friday	21/11/2025	<ul style="list-style-type: none"> <li>• Lebanon Independence Day Mass at 9:00am (K-6)</li> <li>• Year 7 &amp; 8 Yearly Exams</li> <li>• Year 7 &amp; 8 PAT Testing</li> </ul>	<ul style="list-style-type: none"> <li>• OLOL Co-Cathedral</li> <li>• Classrooms</li> <li>• Classrooms</li> </ul>
	7	Monday	24/11/2025	<ul style="list-style-type: none"> <li>• Primary End of Term Awards at (9:15am)</li> <li>• TAS and CAPA Showcase</li> </ul>
Tuesday		25/11/2025	<ul style="list-style-type: none"> <li>• Years 1, 2, 4, 6 Gymnastics Program</li> <li>• K-2 End of Year Concert Set Up Day</li> </ul>	<ul style="list-style-type: none"> <li>• Primary Hall</li> <li>• Secondary Hall</li> </ul>
Wednesday		26/11/2025	<ul style="list-style-type: none"> <li>• K-2 End of Year Concert Rehearsal Day</li> <li>• Year 7 – 9 Marks Due</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> </ul>
Thursday		27/11/2025	<ul style="list-style-type: none"> <li>• K-2 End of Year Concert</li> <li>• Kindy – Year 6 Reports Due</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> </ul>
Friday		28/11/2025	<ul style="list-style-type: none"> <li>• Year 6 Reconciliation</li> <li>• Secondary Expo Set Up Day</li> </ul>	<ul style="list-style-type: none"> <li>• OLOL Co-Cathedral</li> <li>• Secondary Hall</li> </ul>
8	Monday	01/12/2025	<ul style="list-style-type: none"> <li>• Secondary Expo Rehearsal Day</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> </ul>

			<ul style="list-style-type: none"> <li>• Primary 2026 Handover Meetings (3:30pm – 4:30pm)</li> </ul>	
	Tuesday	02/12/2025	<ul style="list-style-type: none"> <li>• Secondary Expo</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> </ul>
	Wednesday	03/12/2025	<ul style="list-style-type: none"> <li>• Year 6 Rewards Day</li> <li>• Parent Association Christmas Gathering, 2025 AGM and 2026 Elections</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
	Thursday	04/12/2025	<ul style="list-style-type: none"> <li>• Secondary Sport Presentation Ceremony</li> <li>• Primary 2026 Meet and Greet</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Hall</li> </ul>
	Friday	05/12/2025	<ul style="list-style-type: none"> <li>• Year 6 Graduation Mass at 9:00am (K-6)</li> <li>• Year 6 Graduation Assembly and Morning Tea</li> <li>• Year 7 – 11 Reports Due</li> </ul>	<ul style="list-style-type: none"> <li>• OLOL Co-Cathedral</li> <li>•</li> <li>• Secondary Hall</li> </ul>
9	Monday	08/12/2025	<ul style="list-style-type: none"> <li>• Day Out K-5, 7-11</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Tuesday	09/12/2025	<ul style="list-style-type: none"> <li>• Christmas Mass at 9:00am (K-5, 7-11)</li> <li>• Secondary Awards Ceremony (11:45am)</li> <li>• Kindy – Year 11 Reports Released (9:00am)</li> <li>• NCCD Personal Plans Due</li> <li>• Term 4 Concludes for Students</li> </ul>	<ul style="list-style-type: none"> <li>• OLOL Co-Cathedral</li> <li>•</li> <li>• Secondary Hall</li> </ul>
	Wednesday	10/12/2025	<ul style="list-style-type: none"> <li>• Staff Development Day</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Thursday	11/12/2025	<ul style="list-style-type: none"> <li>• Staff Development Day</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Friday	12/12/2025	<ul style="list-style-type: none"> <li>• Term 4 Concludes for Staff</li> <li>• Staff Development Day</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

## 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). H Block are to evacuate via front gate in Alice Street.
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 (Years 2-6)** students and staff evacuate through all Good Street gates.  
**Primary (Kindy and Year 1)** students and staff evacuate through front gates in Alice Street.
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. Block H evacuate through front gates in 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. H Block are to evacuate via front gate in Alice Street.

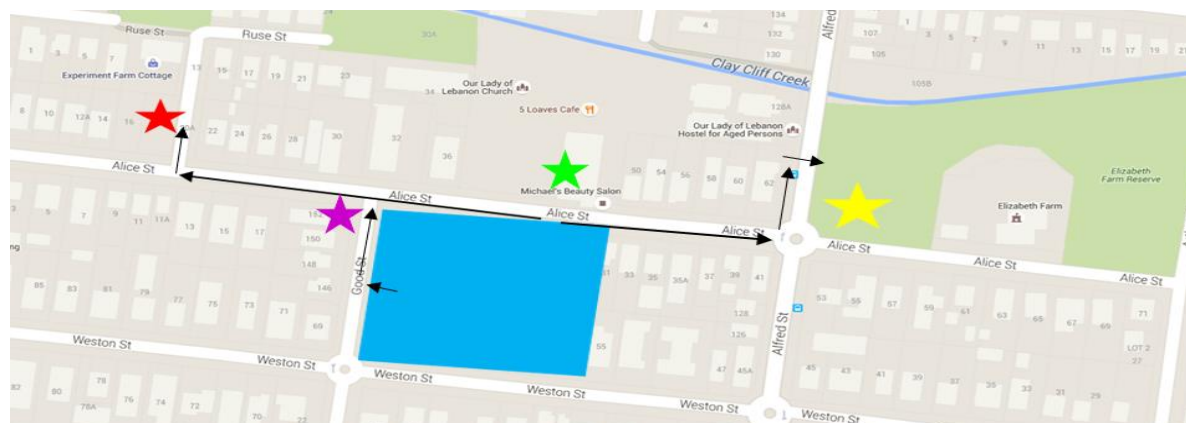
### Assembly Routes Map 1






**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. H Block are to evacuate via front gate in Alice Street.

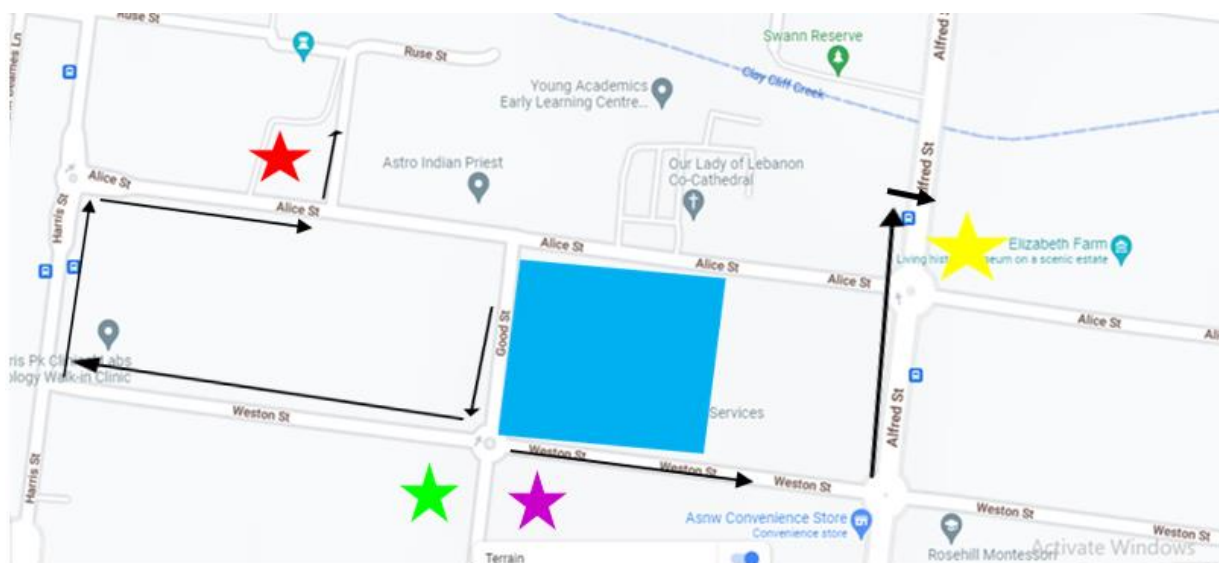
### Assembly Routes Map 2






**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. H Block are to evacuate via front gate in 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.

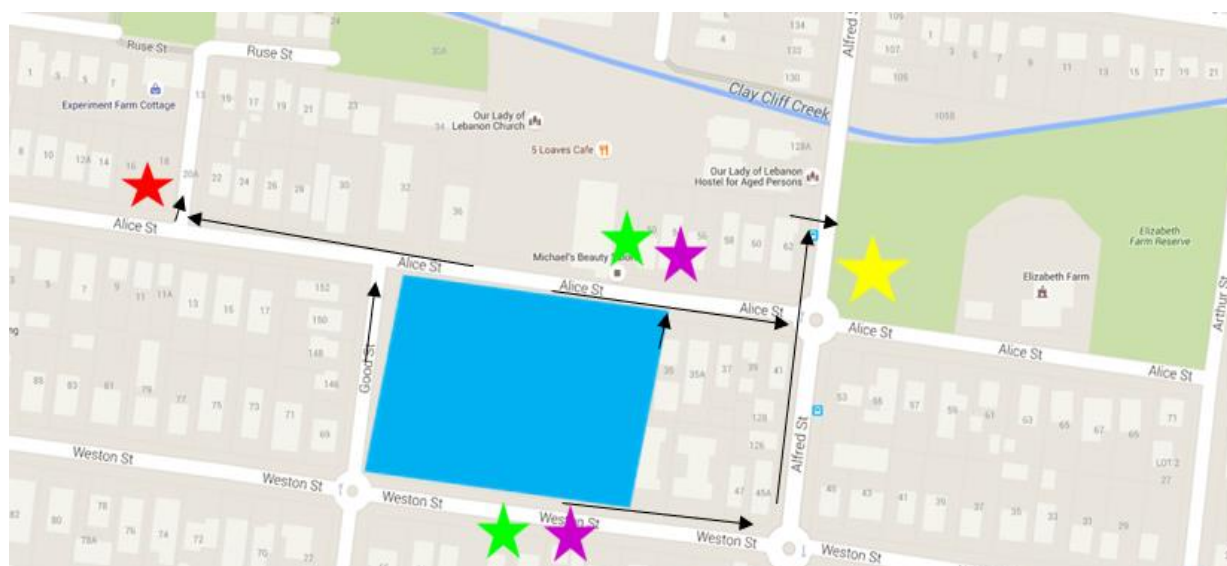
**Block A** students and staff walk in an orderly manner down Alice Street, assigned traffic controllers at roundabout, cross Alfred and Alice Streets be aware of surroundings, to Elizabeth Farm Park.






**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.

**Block H** are to evacuate via front gate in 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 and from the teacher planner.
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 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 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 & 36 Alice Street Harris Park NSW 2150, Tel (02) 9633 6600 and [admin@mchf.nsw.edu.au](mailto: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

Website [www.mchf.nsw.edu.au](http://www.mchf.nsw.edu.au)

LinkedIn

Facebook @[mchfparramatta](https://www.facebook.com/mchfparramatta)

Instagram [mchf2325](https://www.instagram.com/mchf2325)

YouTube @[mchfparramatta238](https://www.youtube.com/mchfparramatta238)

