



Catholic Education  
Diocese of Rockhampton



# Prospectus 2015

Chanel College

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Dear Prospective Students and Parents

Welcome to Chanel College. It is my pleasure to present to you our prospectus for 2015.

One of the greatest gifts a parent can give a child is the opportunity for a quality education. Education opens the doors to a successful and fulfilling future. At Chanel College we are committed to the development of the whole person – academically, spiritually, emotionally, physically, socially and culturally, therefore we provide opportunities for students in all of these areas.

I believe that one of our defining features of Chanel as a Catholic school is our pastoral care of our students. The pastoral care class is very much about fostering supportive and caring relationships between the students and the teacher as they journey through their six years of secondary education.

The importance of the partnership between the student, parent and the teachers is essential. We need to work together to provide a supportive environment, one which will challenge and inspire students to be the best that they can be.

I am very proud of the students of Chanel. We support them in their chosen pathway, whether it is the pursuit of an academic program targeted towards tertiary study or a vocational pathway with a view of securing an apprenticeship or entering the world of work.

I am also proud of our specialist facilities which include a Drama studio, Art rooms, music room, manual arts, science laboratories and hospitality facilities. These facilities are also used after school to run co-curricular activities such as the rehearsal for the College Musical, photography club, bands and choirs.

I believe that our College prepares students for a life where they can “Live Justly, Love Tenderly and Walk Humbly with our God”.

I look forward to welcoming you to Chanel.

*S. M. Volp*

Yours in Christ's service

Sharon Volp

Principal





# CHANEL COLLEGE MISSION STATEMENT

***“To act justly, to love tenderly and to walk humbly  
with your God”***

*Micah 6:8*

**Chanel College is a place of learning where the life of Jesus is a model for action and**

- a safe and caring environment is fostered
- the total talents and contribution of each individual, staff, student and parent alike, are encouraged and developed in ways that will enable each to grow spiritually, socially, intellectually, physically and culturally
- excellence, effort and sincerity are valued.
- students are able to develop high moral standards and so be prepared for adult life.

**Chanel College is part of the Catholic community**

- giving to the life of the Church, receiving from the life of the Church, giving to the life of the wider community, receiving from the life of the wider community.

**Chanel College is missionary**

- promoting the Catholic teachings, traditions and practices of the Christian faith.

**Chanel College is a lived experience**

- encouraging and promoting respect for all members of the school community, for life, the environment, the beliefs, values and faith of others.

## OUR PROUD HISTORY...

Chanel College was established in 1966 to serve the youth of Gladstone district for their secondary schooling. In 1967 the College moved to its present site in Paterson Street, West Gladstone.

### COLLEGE MOTTO

The College motto 'TO LIVE JUSTLY' is taken from the Old Testament prophet Micah (6:8) "This is what Yahweh asks of you, only this – **to act justly**, to love tenderly, and to walk humbly with your God".

The motto sums up the aim for which the College was founded in 1966 and exists today – to teach people to live justly in the sight of God and in the sight of their fellow men and women.

### COLLEGE BADGE



During 1978, a single badge was introduced to replace the two previous separate badges of 'Stella Maris College' and 'Chanel College'.

The badge is very simple in design, but rich in meaning and symbolism. The basic symbol incorporates the Chi-Rho sign and a distinctive anchor.

The Chi-Rho sign is an ancient Christian symbol representing Jesus Christ, while the anchor, also an old symbol of Christ, reminds us of Gladstone and its port facilities.

### COLLEGE PATRON

The College Patron is St Peter Chanel (1803-1841). He was ordained a priest at the age of twenty-four, and for the next four years worked within the Diocese of Belly, France. In 1831, he received permission to join the newly found Marists, who appointed him the spiritual director and then the headmaster of a College.

However, late 1836 saw him setting off for the Pacific as the head of the first band of Marist missionaries. He was let off on the island of Futuna, about six hundred kilometres north-east of Fiji, where he was to serve three and a half years before his martyrdom on the 28 April 1841.

His remains rested in Sydney in 1849 en route to France. Peter Chanel was declared a saint in 1954. His remains visited our shores a second time in 1977 on their way back for final rest at Futuna on the spot where he was martyred.

Peter Chanel is a patron of all those who follow Jesus and Mary closely, not counting the cost, trying to be gentle and heroic in their love, and humbly wanting to follow the Gospel of Jesus and to share this with those most in need.



ST. PETER CHANEL

## Our Faith Life ...

Religious Education is at the centre of both the formal and informal curriculum of Chanel College. It infuses the whole curriculum with gospel values and is a unifying force in the College.

At Chanel College Religious Education has many facets, including:

- classroom religion program
- liturgical and prayer life of the college
- opportunities for retreat and reflection days
- integration of values across the whole curriculum
- community service programs and voluntary groups, eg St Vincent de Paul Group, Justice Action Group, Project Compassion

The broad purposes of Religious Education at Chanel are:

- to facilitate personal religious growth
- to assist students to become tolerant, sensitive and just members of society
- to provide opportunities for students to engage in practical projects to promote justice and peace
- to affirm the students' sense of their own worth and the worth of others irrespective of personal characteristics, abilities and cultural, social or religious backgrounds

As a Key Learning Area, it is a compulsory and core component of the curriculum. To this end, lessons for Religious Education are regularly programmed at all year levels. All students participate in the Religion classes, prayer experiences and retreats.

### PRAYER

Prayer is an integral part of our community life at Chanel College and all Pastoral Care classes begin each day with morning prayer. Each week a Prayer Sheet is distributed by email to all staff as a resource for our community prayer.

All staff and students are invited to our weekly prayer gathering before school on Tuesday mornings at 8.25 am in the Chapel.

Each day at approximately **12.15 pm** (just before the end of Period 3) the College stops to pray for a few moments, led by one of the Student Leaders.



Each religion class, in turn, prepares and participates in a weekly Mass held in the College Chapel every Thursday at 1<sup>st</sup> Break. Whole College

Masses are offered on special occasions, such as

- start of the school year
- feast of St Peter Chanel
- Year 12 Graduation Mass
- Mass of Thanksgiving at the end of school year

We also join with the local Parish community once every term to celebrate Sunday evening Mass and on one Friday in Lent we lead the Parish community in the Stations of the Cross.

Parents are invited to attend whenever possible. Other opportunities for Mass, Reconciliation and other prayer services are offered within the Retreat program and through House Feast Day Celebrations

## RETREAT EXPERIENCES

Retreat experiences are an integral and **compulsory** part of the program. In the changed atmosphere of a camp setting, the students are enabled more easily to develop social awareness, to broaden their knowledge, attitudes and experience, to build self-reliance, and to be more closely in touch with themselves and God. All students are expected to attend.



## ***Our Pastoral life... ..***

Ultimately, the only worthwhile discipline is self-discipline which springs from respect for oneself and for others, and from an appreciation of basic Christian values.

### **PASTORAL CARE**

At Chanel College Pastoral Care is about student welfare and the College has adopted a restorative justice approach to discipline. Every student in the College is assigned a Pastoral Care Teacher, whose responsibility it is to know and to take particular interest in each individual student in their group. The teacher seeks to meet parents, endeavours to understand the family background of the students and to oversee their progress in all aspects of College life. In addition to the Pastoral Care Teacher, there is also an overall House Pastoral Leader with a special ministry to all students in the House. A College counsellor is available at the College to assist students and families.

The first and most important aspect of the College is the full development of our students as a human being - spiritual, physical, emotional, social and intellectual. Chanel College is passionate about providing pastoral care and support for all of our students. The importance of building strong relationships within a caring and secure environment reinforces a strong sense of community throughout the College.



Our aim is to bring a sense of security and belonging, whilst creating a flexible environment that meets the needs of students of different abilities, needs, backgrounds and cultures. We recognise and respect the worth of every individual, helping all to achieve their full potential. Characteristics such as Chanel pride and spirit are nurtured through active involvement in College events, performing to the best of one's ability, and by showing support of and loyalty to the College.

Pastoral Care is the responsibility of all staff members at the College and should be fostered in their everyday encounters with our students, both within the classroom and throughout all College activities. Pastoral Leaders, together with the Pastoral Care Teachers are responsible for the growth and personal development of the students and are assisted in this task by all other staff members.



All members of our community, whether a student, staff or parent, can feel comfortable that an appropriate level of support will always be available. We view Pastoral Care as being an essential aspect of good teaching and learning. It embraces the relationships between students, staff, administrators, our parish and the wider community. Most importantly, our vision of Pastoral Care reflects the gospel values as expressed by the life of Jesus.

## Our Curriculum Life....

Chanel College provides a rich curriculum and is proud of the holistic approach that it provides its students to meet the changing needs of society. The curriculum aims to provide students with the opportunity to engage in studies that allow for a diverse pathway to future study or employment.

Curriculum can be defined as “*all the arrangements which a school makes for the learning of students*”. This includes the formal timetabled courses and the co-curricular activities offered to students.

The distinctive features of curriculum at Chanel College comprise:

1. The provision of a wide range of experiences for all students in a balanced, comprehensive and inclusive program of studies for Years 7 to 12.
2. A value-centred framework
3. A focus on the individual through teaching strategies, an expectation of personal “excellence”.
4. Opportunities for personal growth through leadership programs and pastoral care activities.
5. The provision of co-curricular in sporting, academic, community, cultural and spiritual areas.
6. A positive and flexible approach to Senior Schooling with a broad range of academic and vocational studies offering pathways to post-school options of Tertiary studies and employment.
7. Improvements implemented in programs in the light of changing educational directions. This includes the integration of Digital Technologies into Curriculum studies.

Our teachers strive to challenge and nurture out students to reach their full potential. They develop student’s skills to enable them to become confident and independent learners.



### Year 7 and 8

The Year 7 and 8 curriculum consists of the core subjects of Religious Education, English, Mathematics, Science, Humanities [History and Geography] and Health and Physical Education. Our Year 7 and 8 students also study rotational units [approximately 6 weeks] in the areas of Music, Visual Art, Media Arts, Drama, Industrial Technology and Design, Food Studies, Textiles, Digital Technologies and Japanese.



### Years 9

In Year 9 students study a core curriculum consisting of Religious Education, English, Mathematics, Science, Humanities [History and Geography] and Health and Physical Education. In addition students select two elective subjects from Music, Visual Art, Media Arts, Drama, Industrial Technology and Design, Food Studies, Textiles, Digital Technologies and Japanese which is studied for one semester.



## Year 10

Year 10 is a time for student to transition to Senior Schooling and their Career Pathways. Chanel College's aim is to provide students with an engaging preparatory year of study that will ensure they are well prepared for the rigours of Year 11 and 12 senior subjects. Students study a core curriculum from Religious Education, English, Mathematics, Science, and Health and Physical Education. Humanities [History and Geography] is studied for one semester. In addition students may select subjects from the areas of Music, Visual Art, Physical Education, Drama, Industrial Technology and Design, Food Studies, Textiles, and Japanese. There are two pathways that students may select from; a Vocational Pathway or an Academic Pathway. Approximately 75% of our students embark on an Academic Pathway.



## Year 11 and 12

In Years 11 and 12 the subjects offered are all registered by the Queensland Curriculum and Assessment Authority. One Religious Education, one English and one Mathematics subject are compulsory. Students may select from the following Academic Pathway – Authority subjects: Ancient History, Biology, Business Communication and Technology, Chemistry, Drama, Geography, Japanese, Legal Studies, Marine Science, Mathematics A, Mathematics B, Mathematics C, Modern History, Music, Physical Education, Physics, Study of Religion, and Visual Art. Students selecting an Academic Pathway must study six Authority subjects unless determined otherwise in extenuating circumstances. Students embarking on a Vocational Pathway may select from the following Vocational Pathway –



Authority Registered and Certificate Courses: Certificate III in Christian Ministry and Theology, Religion and Ethics, BSB20112 Certificate II in Business, MEM10105 Certificate I in Engineering, SIT20112 Certificate II in Tourism, SIT20213 Certificate II in Hospitality, English Communication, Industrial Computer Studies, Prevocational Mathematics, and Recreation.

## HOMESTUDY / HOMEWORK

Regular homework is an essential follow-up to the academic subjects studied at school. In secondary school, there is no such thing as 'no homework'. On particular occasions, or in particular subjects, no formal homework may be set. However, there is always home study in forms of revision, preparation for future lessons, personal research work and consolidation of past work, preparing project work, reading set novels, study and preparation for examinations.

## ASSIGNMENTS

Regarding assignments which are to be done at home, it is the College's view that all students have an obligation to complete all assignments by the due date and to hand them in on the due date.

## PARENTAL SUPERVISION

Parents are urged to supervise all set homework to assist their children to develop a regular study pattern and to provide adequate study conditions in the home.

It is essential for each student to possess and use

- A Bible
- A Student Organiser, which is provided by the College
- Calculator

## VOCATIONAL EDUCATION & TRAINING (VET) (RTO Code 30570)

The College has a commitment to allow Year 10, 11 & 12 students to select courses which best cater to their individual needs from all pathways and courses available.

Subjects designed for industry orientated students are catered for through the Vocational Education and Training (VET) program and the CHOICES program where students have the opportunity to be involved in Work Experience and School Based Traineeships and Apprenticeships. Chanel College also works in partnership with CCU with their VET in schools program.

On completion of a course, students will receive appropriate certification listing the modules in which the student has demonstrated competency. This may provide RPL evidence for training providers such as TAFE Queensland. Students who have completed competencies with another training provider and have suitable evidence can apply for **RPL**. (Recognition of Prior Learning).

The College, as the Registered Training Organisation (RTO), offers the following VET courses:

[MEM10105] Certificate I in Engineering

[BSB20115] Certificate II in Business

[SIT20213] Certificate II in Hospitality

[SIT20112] Certificate II in Tourism

In Year 11 & 12 the College also offers [10432NAT] Certificate III in Christian Ministry and Theology with the Institute of Faith Education as the RTO.

Part of the College's Vocational Education programme is to monitor and review new courses and opportunities that become available.

All information is correct at time of publication, but subject to change.

## CAREER EDUCATION

The College realises the importance of providing the students with careers information and careers guidance, and every effort is made to help them in making sound career choices. In the Careers Programme at the College, both students and parents are involved in all the important stages of the gradual process in the student coming to a decision about his/her future career.



Chanel College has a full time Careers Officer on campus. The College is part of the School and Industries Network (SAIN) and has visits by their representatives to assist students in work placements. Chanel College is a QMEA school. The QMEA (QLD Minerals & Energy Academy) works in partnership with the College to assist students interested in starting highly rewarding and long term careers in the resources sector. We are also in partnership with Mercy Care offering students an opportunity to explore careers in the Health Industry.

All Year 10 students formulate a Student Education and Training Plan (SETP). The aim of the SETP is to set out student's planned courses of education and training through the Senior Phase of Learning. While the plan will help students decide on their course of study before finishing Year 10, it will still be flexible enough to allow students to make changes when and if they need to.

## WORK EXPERIENCE & STRUCTURED WORK PLACEMENT

An important component of Career Education is the Structured Work Placement that students do in Year 10. This is a more formal learning experience than Work Experience and all students will work the normal hours of the company they are placed with.

One week of the Year 10 program will include Structured Work Placements. Students in Years 10, 11 or 12 may also request to do additional Structured Work Placements or Work Experience in the holiday periods.

The importance of Work Experience cannot be over stated. Many students have been able to secure employment as a result of these placements while others have had the chance to realise that the job they were interested in was not quite what it seemed. As a result some students discover areas that they are interested in but just as important is the discovery of the areas that they are not interested in.



## COLLEGE LAPTOP AND CHROMEBOOK PROGRAM

Technology is an integral part of curriculum development in the 21<sup>st</sup> century. The College's Technology Vision is to enable our students to access information and sources, make discerning judgments supporting the College ethos, "use technology for their integral development and the benefit of others"<sup>1</sup>, to evaluate and organize information and to enable them to be lifelong learners, guided by the values of the Chanel College Mission Statement.

Students in Year 7 - 11 are required to participate in the BYODD – Bring Your Own Designated Device, currently a Chromebook purchased from the College.

Students will be expected to be primarily responsible for the care and maintenance of their device. Appropriate instruction will be given to students prior to students being allowed to take the device home. Students are to bring the device to school every day and charge the device at home each night.

Parents/carers and students are to attend a Parent Information session before the device is distributed.



<sup>1</sup>. QCEC

## Our Co-Curricular Life.....

Chanel College students are encouraged to explore their interests and develop their talents through a choice of co-curricular activities. Every student has the opportunity to be involved in a variety of pursuits including performing and visual arts, music ensembles, sport, and activities such as QMEA activities, Chapter Chatters and public speaking. The College's Co-curricular program is designed to complement and balance the curriculum. There are many advantages to being involved in co-curricular activities as they encourage friendship, teamwork, self-confidence and creativity in our young people, all attributes that contribute to significant personal development.

The College has a strong sporting tradition and offers a wide range of sports, including rugby league, netball, football, swimming, athletics, volleyball, touch football, tennis, rugby union, AFL and basketball. There is a strong Arts program including music, visual art and drama. Students are encouraged to be part of the College's various music ensembles and there is also a biannual musical production. There is also a diverse range of special interest activities available for Chanel College students. These activities include: Chapter Chatters, Art Workshops, Chess, Writers' Groups, Public Speaking, Photography Club, Duke of Edinburgh's Award Scheme, Ecoman, Opti-MINDS and Science Olympiads.

### SPORT

Sport is an integral part of the College life and takes form in a variety of ways. At the College level, the Interhouse swimming, cross country and athletics carnivals are keenly contested and are very enjoyable days. A variety of lunchtime activities are held, which also include the staff.

At the representative level, Chanel has teams that compete in the interschool competitions of Rugby League, Netball and Volleyball. Chanel teams also compete in competitions such as the Confraternity Shield, QISSN (netball), Marist Basketball Carnival and All Schools Touch Volleyball. Chanel has traditionally had a very strong representation at the Port Curtis and Capricornia level, moving onto State championships in the variety of representative sports offered. A number of our students have also been selected for Queensland State representation.



# COLLEGE ADMINISTRATION AND ORGANISATION

For administrative purposes and for the furtherance of the aims and objects of the College, particular areas of the organisation fall under the care of designated staff.

## COLLEGE LEADERSHIP TEAM

The College has a Leadership Team. This team is made up of Assistant to the Principal-Pastoral Care, Assistant to the Principal-Curriculum, Deputy Principal - Mission and the College Principal. This team oversees the implementation of various policies which come from the College Board and Rockhampton Catholic Education.

## CURRICULUM LEADERS

The Curriculum Leaders are responsible for the development and coordination of subject programs, assessment and exam procedures in their subjects, subject records and for assistance to staff within their departments. Parents' concerns regarding specific subject areas should be directed to the Curriculum Leader for that subject area.

## HOUSE PASTORAL LEADER

The House Pastoral Leaders are responsible for the overall administration and pastoral care of students within a House. The House Pastoral Care Leaders carry a great deal of responsibility and should be the first point of contact for parents when they have serious concerns.

## SOME COLLEGE PRIORITIES

### GENERAL EXPECTATION OF STUDENTS

It is expected that students will:

- develop their relationship with God through prayer and participation in the religious life of the school
- behave in a Christ like way in their dealings with others – modelling tolerance, fairness, respect and honesty at all times
- see their school life as part of their mission on earth and strive to make the most of it
- attend school regularly
- arrive at school on time
- not leave the school during the day without permission
- attend all of the lessons organised for them
- wear the College uniform correctly
- take advantage of whatever the classroom teacher has to offer them
- avoid behaviours like bullying, rumour mongering, damaging property, swearing, smoking and littering
- present a good image of the College through good behaviour at all times
- speak well of their school and teachers
- co-operate in the classroom so that everyone gets a fair chance to learn
- respect the belongings and work of others
- do what teachers ask them to do during school activities inside and outside the classroom
- move quickly from class to class and avoid causing unnecessary disturbance
- come to class on time and bring all necessary materials with them
- complete set work carefully and on time
- listen when teachers and other students are speaking and indicate their desire to contribute by raising their hands
- avoid distracting behaviour during lessons
- speak to all members of our community (College staff, parents and students) with courtesy and respect (even when disagreeing)
- accept the teacher's responsibility and right to give instructions and to allocate reasonable consequence to those who break rules.

## **PARENTAL PARTICIPATION**

The College places high priority on parental participation, involvement and cooperation at all levels in the education of the students and in the activities of the College.

## **CHANEL COLLEGE BOARD**

The Board ensures that the Catholic College fulfils its Christian educational responsibilities by developing policies through a process of shared wisdom. Meetings are held on the first Wednesday of each month.

## **PARENTS AND FRIENDS' ASSOCIATION**

The Association exists to support the aims of the College, to assist the College in its endeavours, and to represent the interests of parents, staff and students. Parents are urged to attend at least some of the meetings conducted by the Association, and to join in some or all of the religious, educational, social and fundraising activities. Meetings of the Association are held on the third Wednesday of each month.

## **TUCKSHOP HELPERS**

The school tuckshop, which caters for the staff and students' lunches and refreshments, operates daily through voluntary help. Parents who can help are asked to make this known to the Tuckshop Convenor.



## **HOMEROOM PARENTS**

There is a group of Homeroom Parents who help at the College in many ways. A Homeroom Parent becomes associated with a particular Pastoral Care Group and develops contact with the teachers and with the families, so as to coordinate special activities, pass on information and arrange helpers for special functions.

## **COLLEGE OFFICE**

All messages, requests for interviews, requests for information and payment of fees are dealt with at the School Office. The Student Services Officers will assist parents and students in whatever way possible.

Office hours are normally from 7:30 am to 4:00 pm on school days throughout the year. Parents may contact the College during these times.

The College office phone number is (07) 49734700 and fax number is (07) 49734799 and our Absentee Hotline is (07) 49734791

Students are not permitted to take incoming calls. However, urgent telephone messages may be left at the office and will be passed on to the students at a time which does not disturb school routine.

## COLLEGE UNIFORM

Students are expected to dress neatly in the complete College uniform. This is a sign of respect for themselves and of loyalty to the College.

Parents should note that there is a change in the uniform shirt when students move into the Senior School. Senior students should also note that unless they are studying the subject PE they are not allowed to wear the sports uniform. PE students can only wear the sports uniform on the days they have PE classes.

***All students who have a sports subject may wear the sports uniform to school only on the days they have the subject. Students may choose to wear the day uniform and change into the sports uniform but they must do this during a break and should not use any period time to change their uniform.***

House shirts are to be worn at all Interhouse carnivals, for example, Swimming, Athletics and Cross Country. These shirts are to be worn every Monday. They are also to be worn on Chanel College Day and Feast Days.





**Chanel College**  
**Price list Effective 12/01/15**  
**Price List Effective 12/01/15**

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**PRICE LIST**

**Boys - Years 10 to 12**

White Shirt with Green Trim and crested Pocket	All	37.50
College Tie	All	19.50
Grey Tabs Embroidered	All	26.95
Grey Long Socks	All	9.00
Bottle Hat Crested	All	29.50

**Senior Girls - Years 10 to 12**

White Blouse with Green Trim and pocket	All	37.50
Green Cross over tie	All	8.75
Green Double Pleated Skirt	All	45.95
Chanel Ankle Sock	All	7.95
Bottle Hat Crested	All	29.50

**Junior Boys - Years 7 to 9**

Striped Shirt with Green Trim	All	37.50
Grey Tabs Embroidered	All	26.95
Grey Long Socks	All	9.00
Bottle Hat Crested	All	29.50

**Junior Girls - Years 7 to 9**

Striped Blouse Embroidered	All	37.50
Green Double Pleated Skirt	All	45.95
Chanel Ankle Sock	All	7.95
Bottle Hat Crested	All	29.50

**Sports Uniform**

Polo Shirt Embroidered	All	37.50
Black Micro Fibre Short	All	26.50
Chanel Ankle Sock	All	7.95
Bottle Hat Crested	All	29.50
Spray Jacket	All	70.00
Football Socks	All	13.95
Kouga Shorts	All	28.50
House Shirts	All	26.50

**Optional**

Panama Hat with Hatband	All	29.00
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**Payment Options:** Cash, Credit Card, Debit Card only.

Please note the Uniform shop **does not accept cheques.**

Lay-by facilities are available. The following conditions apply:

- 20% deposit
- Fortnightly payments
- Maximum six weeks term

# Uniform Requirements 2015

PLEASE NOTE THAT THE ONLY PLACE YOU CAN PURCHASE THE COLLEGE UNIFORM IS AT THE WEARITTO'S UNIFORM SHOP AT THE COLLEGE.

<b>College Day Uniform</b>	
<b>Girls</b>	<b>Boys</b>
<b>Years 7- 9</b>	<b>Years 7- 9</b>
<ul style="list-style-type: none"> <li>• Green Skirt</li> <li>• White and green striped short sleeve blouse with crest</li> <li>• Black leather lace-up shoes</li> <li>• Standard green College Hat</li> <li>• Chanel College ankle socks</li> </ul>	<ul style="list-style-type: none"> <li>• Grey Tab shorts</li> <li>• White and green striped short sleeve shirt with crest – tucked in</li> <li>• Black leather lace-up shoes</li> <li>• Standard Green College Hat</li> <li>• Long grey socks with green and gold trim</li> </ul>
<b>Years 10 - 12</b>	<b>Years 10 - 12</b>
<ul style="list-style-type: none"> <li>• Green Skirt</li> <li>• White Short sleeve blouse with crest</li> <li>• Standard green College Hat</li> <li>• Black leather lace-up shoes</li> <li>• Chanel College ankle socks</li> <li>• College Tie <u>must</u> be worn</li> </ul>	<ul style="list-style-type: none"> <li>• Grey Tab shorts</li> <li>• White short sleeve shirt with crest – tucked in</li> <li>• Standard Green College Hat</li> <li>• Black leather lace-up shoes</li> <li>• Long grey socks with green and gold trim</li> <li>• College Tie Optional</li> </ul>
<ul style="list-style-type: none"> <li>• Laceless slip ons, buckle-up and canvas shoes like volleys are forbidden</li> </ul>	
<b>Girls variations:</b>	
<ul style="list-style-type: none"> <li>• Kolotex Sheer Relief Black pantyhose may be worn instead of socks</li> </ul>	
<b>Sports Uniform Years 7-12 Girls and Boys</b>	
<p><i>Only to be worn on days students are doing sports subjects or other designated College events eg representing the College at sporting events, College Cross Country, Swimming Carnivals, Capricornia shorts are <b>NOT</b> acceptable.</i></p>	
<ul style="list-style-type: none"> <li>• Black micro weave shorts Green with Chi-Rho</li> <li>• Green and Gold polo shirt</li> <li>• College ankle socks</li> <li>• Black leather lace-up shoes</li> </ul>	
<b>House Uniform Year 7-12 Girls and Boys</b>	
<ul style="list-style-type: none"> <li>• Black micro weave shorts Green with Chi-Rho</li> <li>• House shirt</li> <li>• Chanel College ankle socks</li> <li>• Black leather lace-up shoes</li> </ul>	
<b>Winter Items</b>	
<ul style="list-style-type: none"> <li>• College tracksuit jacket available – may be worn with either day or sports uniform</li> <li>• Kolotex Sheer Relief Black pantyhose may be worn instead of socks</li> </ul>	
<b>Hats</b>	
<p>The Official Standard Green College Hat is compulsory uniform and all students must have one. College tracksuit jacket available – may be worn with either day or sports uniform.</p>	

## **COLLEGE FEES (GENERAL EXPLANATION OF LEVIES)**

### **GENERAL LEVY**

The General Levy is set at approximately 25% of the current Tuition Fee. The Catholic Education Office sets this limit. This levy is used for curriculum resources, library books, videos, technology, textbooks etc.

### **COMBINED CONSUMABLES AND SERVICES LEVY**

This levy covers some of the costs for the following examples:

Paper (computer, art, graphics), software, Ethernet connection, chemicals, first aid supplies, toiletries, individual subject supplies, photocopying, printing, student ID card, student insurance, Port Curtis and Capricornia Sport Levies, sporting equipment, use of college bus for in town excursions. Year 12 students pay more to cover the preparation materials for the QCS exam. It also includes some of the Academic Competitions (for example ICAS Competitions) as well as guest performances averaged out across all year levels. The idea of this levy is to reduce the number of times parents are asked for money at different times during the year.

This levy does not include excursion, camp or retreat costs. The Parents and Friends voted for having the costs of excursions, camps and retreats added to the fees account to help spread payments over a greater period.

### **BUILDING LEVY**

The Building Levy is used to help meet the cost new buildings, refurbishment *and maintenance of current buildings* as well as servicing loans for these activities. Families with no children attending Diocesan Catholic Primary Schools are charged this levy.

### **TECHNOLOGY LEVY**

The Technology Levy is used to assist the capital costs of the College information and communications technology and loans to purchase such equipment. Additional technology costs are taken from the General Levy.

### **PARENTS AND FRIENDS LEVY**

These funds are distributed by the Parents and Friends Association into areas that the association identifies as priorities. Every parent is automatically a member of this association and is invited, and encouraged, to attend the meetings.

### **FEES AND LEVIES FOR 2015**

Accounts are sent home at the beginning of each term and are expected to be paid within the term in which they fall due.

We now offer the BPay facility which can be set up through your bank account. This can be set up either weekly, fortnightly or as a monthly deduction. This is our preferred payment option.



Billers Code: 240556

Ref: Available on Parent statement or contact the Finance Office

Some parents find it convenient to make special payment arrangements, eg

- Direct bank debit/Cash/Credit Cards/Eftpos
- Fortnightly or weekly payments
- Payments spread over 52 weeks

The College is always open to trying to assist parents who experience difficulties and all requests are treated confidentially.

### **SCHOOL FEE CONCESSIONS**

Families on low incomes may receive reduced fees upon application to the College Office Manager. The reduction is subject to an assessment or means test which considers a parent's income, number of dependants, housing costs in line with a Poverty Line Scale developed by the Social Science Department of the Melbourne University. All applications are confidential and must be supported by documentary evidence of income. The main intention of the procedure is to ensure that families of similar circumstances are treated similarly regarding fee changes.

### **COLLEGE BUILDING LEVY**

This fund is necessary to provide facilities and service loan commitments. All families must contribute except:

- those who pay into a Catholic Primary School Building fund
- those who have special fee concession arrangements.

**Please note: Contributions to this levy are not tax deductible.**

### FEES and LEVIES for 2015

<b>1<sup>st</sup> Child</b>			
	<b>Years 7, 8, 9 &amp; 10</b>	<b>Year 11</b>	<b>Year 12</b>
	\$	\$	\$
School Tuition Fee	1940.00	2390.00	2390.00
General Levy	485.00	597.50	597.50
Consumables/service Levy	1182.75	1168.70	1196.15
Technology Levy	92.50	92.50	92.50
Building Levy	460.00	460.00	460.00
Parents & Friends Levy	140.00	140.00	140.00
<b>Max Total 1<sup>st</sup> child</b>	<b>4300.25</b>	<b>4848.70</b>	<b>4876.15</b>

<b>2<sup>nd</sup> Child</b>			
	<b>Years 7, 8, 9 &amp; 10</b>	<b>Year 11</b>	<b>Year 12</b>
	\$	\$	\$
School Tuition Fee	1697.50	2091.30	2091.30
General Levy	485.00	597.50	597.50
Consumables/service Levy	1182.75	1168.70	1196.15
Technology Levy	92.50	92.50	92.50
Building Levy	0.00	0.00	0.00
Parents & Friends Levy	0.00	0.00	0.00
<b>Total 2<sup>nd</sup> child</b>	<b>3457.75</b>	<b>3950.00</b>	<b>3977.45</b>

<b>3<sup>rd</sup> Child</b>			
	<b>Years 7, 8, 9 &amp; 10</b>	<b>Year 11</b>	<b>Year 12</b>
	\$	\$	\$
School Tuition Fee	1261.00	1553.50	1553.50
General Levy	485.00	597.50	597.50
Consumables/service Levy	1182.75	1168.70	1196.15
Technology Levy	0.00	0.00	0.00
Building Levy	0.00	0.00	0.00
Parents & Friends Levy	0.00	0.00	0.00
<b>Total 3<sup>rd</sup> child</b>	<b>2928.75</b>	<b>3319.70</b>	<b>3347.15</b>

<b>4<sup>th</sup> Child</b>			
	<b>Years 7, 8, 9 &amp; 10</b>	<b>Year 11</b>	<b>Year 12</b>
	\$	\$	\$
School Tuition Fee	970.00	1195.00	1195.00
General Levy	485.00	597.50	597.50
Consumables/service Levy	1182.75	1168.70	1196.15
Technology Levy	0.00	0.00	0.00
Building Levy	0.00	0.00	0.00
Parents & Friends Levy	0.00	0.00	0.00
<b>Total 4<sup>th</sup> child</b>	<b>2637.75</b>	<b>2961.20</b>	<b>2988.65</b>

<b>5<sup>th</sup> Child</b>			
	<b>Years 7, 8, 9 &amp; 10</b>	<b>Year 11</b>	<b>Year 12</b>
	\$	\$	\$
School Tuition Fee	776.00	956.00	956.00
General Levy	485.00	597.50	597.50
Consumables/service Levy	1182.75	1168.70	1196.15
Technology Levy	0.00	0.00	0.00
Building Levy	0.00	0.00	0.00
Parents & Friends Levy	0.00	0.00	0.00
<b>Total 5<sup>th</sup> child</b>	<b>2443.75</b>	<b>2722.20</b>	<b>2749.65</b>

# **DIOCESAN POLICY STATEMENT FOR FEE COLLECTION**

## POLICY SCOPE

This policy provides guidelines for the collection of school fees and levies at Schools and Colleges in the Rockhampton Diocese.

The policy and guidelines are intended to provide a framework around which individual school policy should be formulated. All Schools and Colleges in the Diocese must maintain a school fee collection policy based on this framework.

## VALUES

Justice, Fairness, Responsibility, Community, Growth and Equity.

## POLICY

Parents have a responsibility and an obligation to pay school fees and levies according to Diocesan Policy Guidelines and account procedures.

No student desiring a Catholic education should be excluded from a Catholic school because of his/her parents inability to pay the prescribed fee in whole or in part as a result of genuine financial hardship.

## CONSEQUENCES

1. All parents are to be informed of this policy upon student enrolment and must agree in writing to abide by its terms.
2. Concessions for school fees and levies are available and are to be approved by the Principal. Each family will be judged confidentially on its specific circumstances. In arriving at the fee, the Principal should have in mind a responsibility towards those families who are making sacrifices to pay fees.
3. Where concessions are granted, the possibility of parents making contributions to the school through voluntary work should be investigated.
4. Parents seeking a concession must complete and sign an Application for Concessional Fees form.
5. Concessions shall be reviewed annually. This may necessitate a new application for a fees concession for the following year.
6. Parents whose fees are in arrears and who do not seek a fees concession will be subject to the Diocesan fee collection procedures.
7. An annual audit shall be carried out to ensure the policy and guidelines are being adhered to.

# **APPENDIX**

# ENROLMENT

<b>Subject:</b> Catholic Ethos		<b>Ref No:</b> 2012/01	
<b>Area:</b> Catholic Education, Diocese of Rockhampton		<b>Distribution:</b> All Schools and Colleges <b>Circular:</b>	
<b>Approved by:</b> Diocesan Education Council 16 Mar 2012		<b>Responsible for Review:</b> School Support	
<b>Original Date:</b> 13 Aug 2004	<b>Revision No:</b> 01	<b>Review Date:</b> 2017	Page 1 of 2 page/s

## 1. POLICY STATEMENT

Catholic schools and colleges are open and accessible to all families who support the Catholic identity and ethos of the school and colleges.

## 2. DESCRIPTION

From *The Queensland Bishops' Project – Catholic Schools for the 21<sup>st</sup> Century* the six *Defining features of Catholic Schools in the Diocese of Rockhampton* are:

- Give witness to the message of Jesus and the mission of the Church
- Have a clear Catholic identity
- Be open and accessible to all who seek their values
- Offer a relevant and holistic curriculum of quality teaching and learning
- Be communities of care
- Be characterised by inclusive partnerships within a community of faith.

## 3. RATIONALE

Catholic Education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting young people to discover and embrace the fullness of life in Christ.

## 4. IMPLEMENTATION ISSUES

1. Schools and colleges will accept students for enrolment on the understanding that they and their family respect the Catholic identity of the school and agree to support and contribute to it, commit to supporting the school values, accept that religious education and the spiritual life are integral to the school's existence and meet obligations as detailed in the Enrolment Application Form.
2. Schools and colleges will strive to make a preferential option for the poor, marginalised and those most in need.

3. Schools and colleges will not deny enrolment to any family on the basis of inability to pay school fees and levies. Further information can be obtained by referring to the policy and procedures relating to school fee collection.
4. To enrol students who require significant educational adjustments, the Diocesan procedures provide clear advice when trying to ascertain the support required to adequately (or appropriately) support the student.
5. Order of priority for enrolment would be given as follows:
  - a) Students with siblings who currently attend or have attended the school or college
  - b) Students whose families worship in a Catholic parish
  - c) Students whose families demonstrate a commitment to the ethos and values of Catholic Schools and have a desire for faith education in the Catholic tradition
6. All schools and colleges will develop a set of enrolment procedures that reflect the implementation issues.
7. Schools and colleges will act with fairness and compassion in implementing this policy.
8. Diocesan enrolment application forms and procedures support this policy.

## 5. REFLECTION MATERIAL

### DCEO POLICIES AND DOCUMENTS

- 2011-06 Inclusive Practices in Catholic Schools and Colleges
- Defining Features of Catholic Schools in the Diocese of Rockhampton (2002)

### WEBSITES

### LEGISLATION

### RESOURCES

- Congregation for Catholic Education (1997) *The Catholic School on the Threshold of the Third Millennium*, Rome
- Catholic Education, Archdiocese of Brisbane (2010) *Enrolment Application Procedures Including Students requiring Significant Educational Adjustments*, Brisbane
- QCEC Policy Statement (2009) *Inclusive Practices in Queensland Catholic Schools*, Brisbane
- Pope John Paul II (2001) *Ecclesia in Oceania*, St Pauls Publications Australia

# SCHOOL FEES

<b>Subject:</b> Leadership		<b>Ref No:</b> 2012/08	
<b>Area:</b> Catholic Education, Diocese of Rockhampton		<b>Distribution:</b> All Schools and Colleges <b>Circular:</b>	
<b>Approved by:</b> Diocesan Education Council 17 Aug 2012		<b>Responsible for Review:</b> Finance	
<b>Original Date:</b> 2001	<b>Revision No:</b> 02	<b>Review Date:</b> 2017	Page 1 of 2 page/s

## 1. POLICY STATEMENT

No student should be excluded from a Catholic school because of the inability of their parents/carers/guardians to pay the prescribed fees - in whole or in part.

Where parents/carers/guardians are financially able to pay the prescribed fees in full or part but do not do so, collection action as outlined in Diocesan procedures referred to in this policy will be progressed.

## 2. DESCRIPTION

Catholic schools are open to all who seek and support our values. The continuing provision of quality Catholic Education for all students in the Diocese of Rockhampton requires that all parents/carers/guardians assume responsibility for the payment of school fees and levies according to their ability to pay. This policy establishes procedures to ensure that access to Catholic Education remains a viable option for all families within our Diocese. For some families the payment of fees associated with enrolment may present a financial burden.

## 3. RATIONALE

Federal and State governments acknowledge the right of parents/carers/guardians to choose the school which best suits their children's needs for educational, religious, cultural or other reasons. However, in comparison with funds spent on children in government schools, government funds committed to non-government schools remain limited. School fees are essential to the continued operation of Catholic schools. Upon enrolment, parents/carers/guardians accept responsibility for the payment of school fees. Parents/carers/guardians will be made aware of the available concessions and payment options during the enrolment process.

#### 4. IMPLEMENTATION ISSUES

1. Diocesan school fees and levies are reviewed annually and communicated to schools in August.
2. In signing the enrolment contract parents/carers/guardians agree to abide by the school fee collection and concession procedures.
3. Schools will make available to parents/carers/guardians a wide range of payment options.
4. The document *School Fee Collection and Concession Procedures* is available to guide schools in implementing this policy. All concessions are to be approved by the principal and reviewed annually.

#### 5. REFLECTION MATERIAL

##### **DCEO POLICIES AND DOCUMENTS**

- School Fee Collection and Concession Procedures

##### **WEBSITES**

Nil.

##### **LEGISLATION**

Nil.

##### **RESOURCES**

Nil.

# PRIVACY

Ref No: 2014/04	Original Date: 29/08/14	Revision No: 00	Review Date: 2019	Page 1 of 6 page/s
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**Scope:** This Privacy Policy applies to all Catholic Schools, Colleges and services (Kindy/Pre-Prep, OSHC & Long Day Care) conducted by Catholic Education, Diocese of Rockhampton, and sets out how Catholic Education Diocese of Rockhampton and each school, college and service manages personal information provided to or collected by it.

## 1. POLICY STATEMENT

Catholic Education Diocese of Rockhampton (hereafter referred to as Catholic Education) is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 2012.

The Privacy Act allows each school, college and service being legally related to each of the other schools, colleges and services conducted by Catholic Education to share personal (but not sensitive) information with other schools, colleges and services conducted by Catholic Education. Other Catholic Education schools, colleges and services may then only use this personal information for the purpose for which it was originally collected by Catholic Education. This allows schools, colleges and services to transfer information between them, for example, when a pupil transfers from a school. College or service to another school, college or service conducted by the same system.

In relation to health records Catholic Education is also bound by Queensland legislation, for instance: [Health Privacy Principles contained in the Health Records and Information Privacy Act 2002 (Health Records Act)].

Under the Privacy Act, the Australian Privacy Principles and Health Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the school's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the school and employee.

Catholic Education may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to schools' operations and practices and to make sure it remains appropriate to the changing school environment.

## 2. DEFINITIONS

The following types of information are covered by the Privacy Act:

- (a) personal information;
- (b) sensitive information; and
- (c) health information.

See The National Catholic Education Commission's (NCEC) *Privacy Compliance Manual* p 13 at this site for definitions of these

terms: [http://www.ncec.catholic.edu.au/index.php?option=com\\_docman&task=cat\\_view&gid=74&Itemid=53](http://www.ncec.catholic.edu.au/index.php?option=com_docman&task=cat_view&gid=74&Itemid=53)

The Privacy Act regulates personal information contained in a 'record'. A 'record' includes a 'document' or an 'electronic or other device'.

See The NCEC's *Privacy Compliance Manual* p 14 at the above site for further information about these terms.

## 3. DESCRIPTION

### **What kinds of personal information does a school (hereafter 'School' refers to school, college & services) collect?**

The type of information schools collect and hold includes (but is not limited to) personal information, including health and other sensitive information, about:

- pupils and parents and/or guardians (parents) before, during and after the course of a pupil's enrolment at the school;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the school.

### **How does a school collect information?**

A school will generally collect personal information held about an individual by way of forms filled out by parents or pupils, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than parents and pupils provide personal information.

### **Personal Information provided by other people:**

In some circumstances a school may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

#### 4. RATIONALE

##### **Pupils and parents:**

In relation to personal information of pupils and parents, a school's primary purpose of collection is to enable the school to provide schooling for the pupil. This includes satisfying the needs of parents, the needs of the pupil and the needs of the school and Catholic Education throughout the whole period the pupil is enrolled at the school.

The purposes for which the school and Catholic Education uses personal information of pupils and parents include:

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after pupils' educational, social, spiritual and medical wellbeing;
- seeking donations and marketing for the school; and
- to satisfy Catholic Education and the school's legal obligations and allow the school to discharge its duty of care.

In some cases where a school requests personal information about a pupil or parent, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the pupil or permit the pupil to take part in a particular activity.

##### **Job applicants, staff members and contractors:**

In relation to personal information of job applicants, staff members and contractors, a school's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which a school uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for the school; and
- to satisfy Catholic Education and the school's legal obligations, for example, in relation to child protection legislation.

##### **Volunteers:**

A school also obtains personal information about volunteers who assist the school in its functions or conduct associated activities, such as past students' associations, to enable the school and the volunteers to work together.

**Marketing and fundraising:**

Schools treat marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to be a quality learning environment in which both pupils and staff thrive. Personal information held by a school may be disclosed to an organisation that assists in the school's fundraising, for example, the school's Foundation or past students' organisation [or, on occasions, external fundraising organisations].

Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

## 5. IMPLEMENTATION

**1. Who might a school disclose personal information to and store information with?**

A school may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- the School's local parish;
- medical practitioners;
- people providing services to the school, including specialist visiting teachers,
- counselors and coaches;
- recipients of school publications, such as newsletters and magazines;
- parents;
- anyone authorized by that individual to disclose information to; and
- anyone to whom the school is required to disclose the information by law.

**2. Sending and storing information overseas:**

A school may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, a school will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The School may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

**3. How does a school treat sensitive information?**

In referring to 'sensitive information', a school means information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless the individual agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

#### **4. Management and security of personal information**

Catholic Education and the schools' staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals.

Each school has in place steps to protect the personal information the school holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

#### **5. Access and correction of personal information**

Under the Commonwealth Privacy Act and Health Records Act, an individual has the right to obtain access to any personal information which Catholic Education or a school holds about them and to advise Catholic Education or the school of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils will generally be able to access and update their personal information through their parents, but older pupils may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information Catholic Education or a school holds about an individual or his/her child, please contact the school's Principal in writing.

The school may require an individual to verify his/her identity and specify what information an individual requires. If the school cannot provide an individual with access to that information, it will provide an individual with written notice explaining the reasons for refusal.

#### **6. Consent and rights of access to the personal information of pupils**

Catholic Education respects every parent's right to make decisions concerning their child's education.

Generally, a school will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's parents. A school will treat consent given by parents as consent given on behalf of the pupil, and notice to parents will act as notice given to the pupil.

As mentioned above, parents may seek access to personal information held by a school or Catholic Education about them or their child by contacting the school's Principal.

However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the school's duty of care to the pupil.

A school may, at its discretion, on the request of a pupil grant that pupil access to information held by the school about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.



### **7. Enquiries and complaints**

If an individual would like further information about the way Catholic Education or a school manages the personal information it holds, or wishes to complain that he/she believes that Catholic Education or a school has breached the Australian Privacy Principles, please contact Diocesan Catholic Education or the school's Principal.

Catholic Education or the school will investigate any complaint and will notify the individual of a decision in relation to his/her complaint as soon as is practicable after it has been made.

## **6. REFLECTION MATERIAL**

### **WEBSITES**

National Catholic Education Commission <http://www.ncec.catholic.edu.au/>

### **LEGISLATION**

Privacy (Enhancing Privacy Protections) Act 2012 (Cth) (the Amendments)

### **RESOURCES**

National Catholic Education Commission and National Council Of Independent Schools' Associations  
*Privacy Compliance Manual* 9 April 2014

*“To act justly,  
to love tenderly  
and walk humbly  
with your God”* Micah 6:8

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