



**New Staff Induction Day
Wednesday, 21 January**

Dress code, smart casual, and don't forget to bring your own cup.

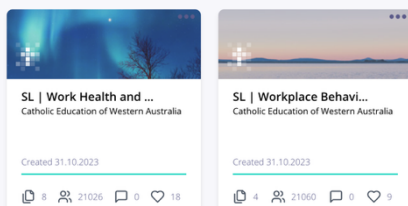
Time	Activity/Content	Venue
8.30am - 9.00am	Meet and greet in the staffroom. Come join us for a coffee in the staff room to start with an informal gathering. Vince Bellini - Principal	Meet in Staffroom in the Ursula Frayne (UF) Building
9.00am – 11.00am	Formal Introductions Prayer and Acknowledgement of Country Leadership Structure: <ul style="list-style-type: none">• Viv McKenzie – Director of Wellbeing• Natasha Hart – Director of Teaching and Learning• Maree Maughan – Vice Principal• Karyn Cronin – Deputy Principal (Senior School)• Brad Tudor – Deputy Principal (Middle School)• What is a Catholic School?	Learning Commons
	Staff Induction 2026 Introduce HOLA or Team Leader Tour of the College by HOLA/ Team Leader <ul style="list-style-type: none">• Office Area• Classrooms and Learning Blocks• General faculty information – What questions do you have?	Learning Commons
11.00am - 11.30am	Morning Tea (Provided)	Staffroom



Time	Activity/Content	Venue/Presenter
11.30am – 12.30pm	Collection of College provided devices	IT
12.30pm – 1.30pm	General information <ul style="list-style-type: none"> • Communication - Vince • Calendar – Maree • Rosters & Supervision – Maree • Staff Absences & Relief Processes – Maree • Payroll Information – Michelle • Other services – Online forms including Maintenance Requests, INS, WHS and Self Reporting – Michelle Viv McKenzie: Director of Wellbeing <ul style="list-style-type: none"> • Pastoral Care Group Operation • Relationship Building • Student Behaviour Management Michael Grove: College Counsellor <ul style="list-style-type: none"> • Staff Wellbeing Natasha Hart: Director of Teaching & Learning <ul style="list-style-type: none"> • Classroom Routines • Completion of class roles • SEQTA/ OneNote/ Teams 	Ursula Frayne Learning Commons
1.30pm – 2.15pm	Lunch (provided) HOLA/ HOY/ House Coordinators/ Administration Staff	Courtyard outside Canteen or Staffroom pending weather
2.15pm – 3.00pm	Meeting in relevant departments <ul style="list-style-type: none"> • Collection of staff timetables • WHS ClanEd Modules (see below) • and general questions for relevant HOLA or Team Leader. 	Ursula Frayne Learning Commons

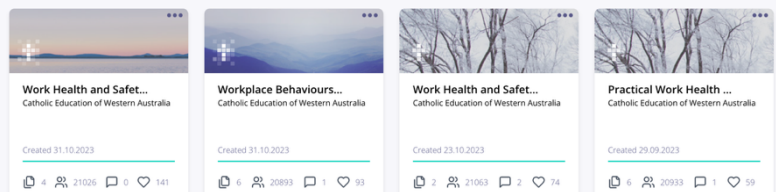
WHS for Leaders

These are extra WHS courses aimed at leaders in schools and CEO.



Work Health Safety (WHS)

Foundational Courses on WHS for all staff including leaders.





CEWA Orientation Day

Thursday, 22 January 2026

All staff new to Catholic schools or for staff that work in a Catholic School in Western Australia and not completed Orientation are required to attend an Orientation program as part of their induction. It enables participants to familiarise themselves with

Not required for staff coming from a Catholic Education school.

Please enrol yourself via the link below. To enrol, go to the CEWA PL Portal via the link below and click on 'Enrol Online' in the top right-hand corner:

[CEWA Orientation Enrolment](#)



Tuesday, 27 January

Dress code, smart casual, and don't forget to bring your own cup
Office will be closed between 8.00am – 1.30pm

Time	Activity/Content	Venue/Presenter
8.30am - 9.00am	All Staff Welcome & Prayer Introduce New Staff First week's programme	Gym Maree
9.00am - 10.00am	RE framework	Gym Sr Christine Clarke
10am – 10.45am	All Staff Staff Shared Morning Tea – in the Mercy Tradition of Hospitality, all staff, are encouraged to bring a plate to share	Learning Commons
10.45am – 11.30pm	ALL Staff Setting the scene 2026 College Mission Statement Session	Gym Vince Bellini Maree/ Karyn & Addy
11.30am – 1.00pm	All Staff Year 12 results Behaviour Management	Gym Natasha Vince
1.00pm - 1.30pm	Lunch (BYO)	
1.30pm – 3.30pm	RE Team Meeting All other staff personal preparation time	Learning Commons Staff Areas
3.30pm	Day Concludes for all staff	



Wednesday, 28 January

Time	Activity/Content	Venue/Presenter
8.30am – 9.00am	All Staff Liturgy	Gym
	Faith Story & Witness Session 1 & 2 will be held on this day from 8.30am to 1.30pm. Session 3 will be a meeting with Vince during Week 5. This is for all new staff who have commenced at the College from Semester 2, 2025.	
9.00am – 10.00am	Year 9 Teachers Group Meeting	Sharon
10.00am - 10.30am	Morning Tea (bring your own)	Learning Commons
10.30am – 1.30pm	Departmental Time	Learning Area Locations
1.30pm – 2.00pm	Lunch (provided)	CM Courtyard
2.00pm – 3.30pm	Pastoral Council Meeting Academic Council Meeting	Venue TBA
3.30pm	Day Concludes for all staff	



Thursday, 29 January – Whole Staff Training Day

All elements of the training must be completed by all staff on this day.

Time	Activity/Content	Venue/Presenter
8.30am – 9.30am	All Staff (Teaching & Support) Prayer Code of Conduct	Gym Vince & Maree
9.30am – 3.30pm	All Staff must complete all three training courses by the end of the day. Session 1 - Child Protection Procedures 2026 CEWA Staff Child Protection Procedures and Mandatory Reporting Training (CPPMR) Session 2 - Anaphylaxis Training https://training.ascia.org.au/ Session 3 – Diabetes Training https://learning.diabetesinschools.com.au/account/create-account Please download your certificates for the online Anaphylaxis and Diabetes training. Further instructions will follow on the day.	In departments
10.30am – 11.00am	Morning Tea (bring your own)	
1.00pm – 1.30pm	Lunch (provided)	
2.30pm – 3.45pm	Middle Leaders' Meeting All other staff please continue to complete their mandatory training components.	Learning Commons
3.45pm	Day Concludes for all staff	



Friday, 30 January

Time	Activity/Content	Venue/Presenter
8.30am – 10.00am	Meet and greet by the Deputy Principal of Middle School and Deputy Principal of Senior School. Version 3 - https://kscpc.sa.edu.au/ All staff are required to complete the Keeping Safe Training	Year 7,8 & 9 – Commence in the Learning Commons Year 10, 11 & 12 – Commence in CM Amphitheatre
10.00am – 10.30am	Morning Tea (BYO)	
11.00am – 12.30pm	House Meetings	Respective House Buildings. HOH to advise
12.30pm – 3.30pm	Teaching Staff – ½ Operational Day (onsite)	
From 3.30pm	Office to close at 3.30pm to allow all staff to attend the social function at the Treendale Farm	

Key Dates

Students commence

Monday 2 February – Year 7 and Year 12

Tuesday, 3 February – Year 8, 9, 10 & 11.

Commissioning Mass – Saturday, 7 February at Christ the Living Vine Parish followed by a social gathering at a venue to be confirmed.

Parent Evenings – all commencing at 6pm

Monday 2 February – Year 12

Wednesday 4 February – Year 8

Monday 9 February – Year 10

Wednesday 11 February – Year 11

Monday 16 February – Year 9

Monday 23 February – Year 7 (all staff are required to be in attendance in lieu of the Staff meeting on this day)