

26 October 2022

Event	Year 10 Christian Service Learning Week		
Location	Varies for students		
Date	21 - 25 November 2022	Time	Varies for student Placements (during the hours of 7.00am – 6.00pm)
Transport	Students to organise own transport	Uniform	Full and correct school uniform or PE uniform as advised by the agency
Cost	Nil	Contact no.	0418887695
Return of note/money	Wednesday 15 November 2022		

Dear Parent/Guardians,

We are continuing our Christian Service Learning Program this year with a Christian Service Week involving all Year 10 students from Monday 21 November to Friday 25 November 2022 inclusive. Students will be required to volunteer at various agencies throughout the Canberra region.

At Merici College, our community seeks to live according to the Christian ideals of St. Angela Merici. By making ourselves available to serve others, particularly those most in need, we can participate in creating a more just and compassionate society. During the Service Week, Year 10 students will have a unique opportunity to live out these ideals. This week, Year 10 students will select their choice of agency. They will be expected to make a commitment of 25 hours to their choice of agency where the majority of their time is spent in direct contact with people in need. This is also an opportunity for the girls to develop their confidence and skills as a servant leader; displaying empathy and understanding to their broader community.

A Merici College staff member will visit the agency during the week to check the development of the project. Year 10 students will be required to wear their full school uniform during the Service Week, unless requested to wear their PE uniform if advised by the relevant agency.

Year 10 students will participate in a Reflection Morning during Periods 1-3 on Monday 28 November 2022. This is an opportunity for students to reflect on the Christian Service Learning Week, debrief and share their experiences with others. Students will also participate in a rehearsal for the Year 10 Awards Ceremony and Year 7-10 Advent Mass.

Year 10 students will receive an envelope with the paperwork directed to the agency they have selected. After students have received their envelope with the paperwork, Year 10 students are required to:

1. Ask their parents/guardians to complete Parent/Guardian Permission on both the Agency Form and the School Form (4-Way Agreement)
2. Make contact with their Agency supervisor to organise a meeting to complete the required paperwork
3. Ask their Agency supervisor to complete the Agency Form on the 4-Way Agreement
4. Return the completed Agency Form and School Form to Ms Karen Chow (CSLP Administrator) by Tuesday 15 November.
5. Organise their transport to the placement venue and provide their own recess and lunch each day
6. Whilst on the placement, organise for the Agency supervisor to complete the 'Completion of Service' form which will be returned to the College by Friday 25 November by the agency supervisor. Alternatively, the agency supervisor may ask your daughter to return the hardcopy directly to the school on Monday 28 November.
7. Please be aware that some agencies may require students to attend a mandatory induction in advance of the placement commencement date and this time is stipulated by the agency e.g. Vinnies Dickson. It is important students attend this session as it covers important safety training.

Due to COVID-19 during 2022, placements are more limited (e.g. no aged care facilities) and changing restrictions, placements are being confirmed and advised later and students may not receive their first or second preference. We appreciate your understanding with this situation. All schools / agencies outside the Archdiocese of Canberra & Goulburn hosting students for their Year 10 Service Week are required to complete a COVID Risk Assessment prior to College approval of the placement.

If your daughter becomes ill and cannot fulfil her service hours, you are required to contact the Agency and the College.

Please note the following advice of Canberra-Goulburn Catholic Education which applies to this excursion: An external organisation involved in an event (such as an event organiser or event host) may request you or your child to sign a document as a condition of participation. Such documents contain provisions (such as waiver, release or indemnity provisions) that may remove or limit rights which your child or you have relating to personal injury, damage or loss of any kind suffered, whether arising from negligence or otherwise. Whether you sign is a matter for your decision.

Please do not hesitate to contact Maria Tolfree at Merici College if you have any queries or concerns about Year 10 Service Week on 6243 4157 or email: maria.tolfree@merici.act.edu.au regarding the excursion. Please advise the organising teacher if there is any reason your daughter cannot participate in this excursion, such as an appointment, and arrangements will be made for her to remain at school.

Please remind your daughter that appropriate behavior is expected at all times as she is a representative of the College.

For further information, please do not hesitate to contact us on 6243 4100 before the excursion.

Yours sincerely,

Maria Tolfree

Head of Mission and Community