

PARENT HANDBOOK

A guide for all Parents and Caregivers
joining the St Francis Community

2020



PARENT HANDBOOK

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1 Principal's Welcome

Thank you for considering St Francis College as your child's educational setting. The College offers a distinct choice in education. We provide a unique academic, spiritual and social environment for all children and their families.

St Francis College is a Catholic co-educational day school, ranging from Early Learning to Year 12, set in 10 hectares of grounds in Crestmead, a suburb of Logan City. We cater for around 1100 students at our College.

Our College is a welcoming community. Each individual is valued and included in the life of the School. We seek to provide opportunities to enable all students to grow into well-balanced young adults with a love of learning. Regardless of each student's particular area of strength or interest, we provide contemporary facilities, enthusiastic teachers, and a positive culture of achievement. This helps to give our young people a direction for life after school.

Our Franciscan spirituality and values are important to us. Our teaching and learning and pastoral frameworks create a climate where we value each individual in the spirit of hope, care and compassion. We work for justice and sustainability. We provide an education that challenges students to grow and learn. We provide this education in a family environment where students feel safe and supported.

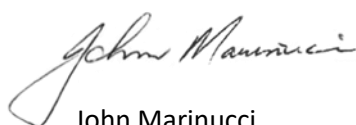
We are united in our commitment to a Franciscan education and way of life. We celebrate our rich cultural and linguistic backgrounds.

St Francis College has a well-developed curriculum across all areas and year levels which is continually being improved to ensure all students are fully engaged throughout their school life. There are many highlights in our extra-curricular program; including Polyfest, Sporting Academy, STEM (Science, Technology, Engineering and Maths), music, dance, drama, visual art, design, and robotics.

The true essence and atmosphere can only be experienced by visiting the campus. Our student well-being program is built on inclusion and appreciation of differences in others and does not accept bullying, harassment or exclusion. This leads to a place where students develop resilience, character and integrity.

At St Francis College, we recognise that literacy is a cornerstone for students in becoming successful learners, confident and creative individuals, active and informed citizens. Through the support of parents and College staff, we have a major focus on literacy across the college. This sets a groundwork for students to develop the knowledge, understandings, skills and dispositions to interpret and use language confidently for learning and communicating.

I look forward to meeting you.



John Marinucci
Principal

2 Vision Statement (2003)



Our vision is to be
a contemporary Catholic school
that is inspired by the Franciscan values of simplicity and harmony.

A school where everyone works together
so that our students can grow and learn,
be supported and loved,
be informed and empowered,
practice forgiveness and cooperation,
and become lifelong learners.

A school that acknowledges the importance of relationships
through the active development of positive partnerships with our families,
our St Maximilian Kolbe Parish,
and our local community.

3 Mission Statement

We, the community of St Francis College, Crestmead shall reflect in every aspect of our lives the values, beliefs and traditions of our Catholic faith.

We will strive for inner peace and freedom from fear through prayer and reflection. We will nurture a climate which encourages wholeness, esteem, hope, care, compassion and understanding. We will accept each other as individuals with unique talents and gifts. We endeavour at all times to be responsible models for justice and the Franciscan spirit of poverty.

Parents and teachers will work together to foster in our students a desire to learn and encourage the development of basic skills necessary to achieve their full potential in an ever-changing world. Students will be encouraged to make decisions and commitments which will help them grow spiritually, intellectually, physically, emotionally and socially.

We believe that God has given us the responsibility of stewardship over Creation. It is the work of students, staff and parents to contribute to the protection and promotion of natural and human welfare in order to advance the creative activity of God.

With St Francis and St Clare, in simplicity and harmony we will "follow the teachings of our Lord Jesus Christ and walk in His Footsteps".

4 Prayer of St Francis

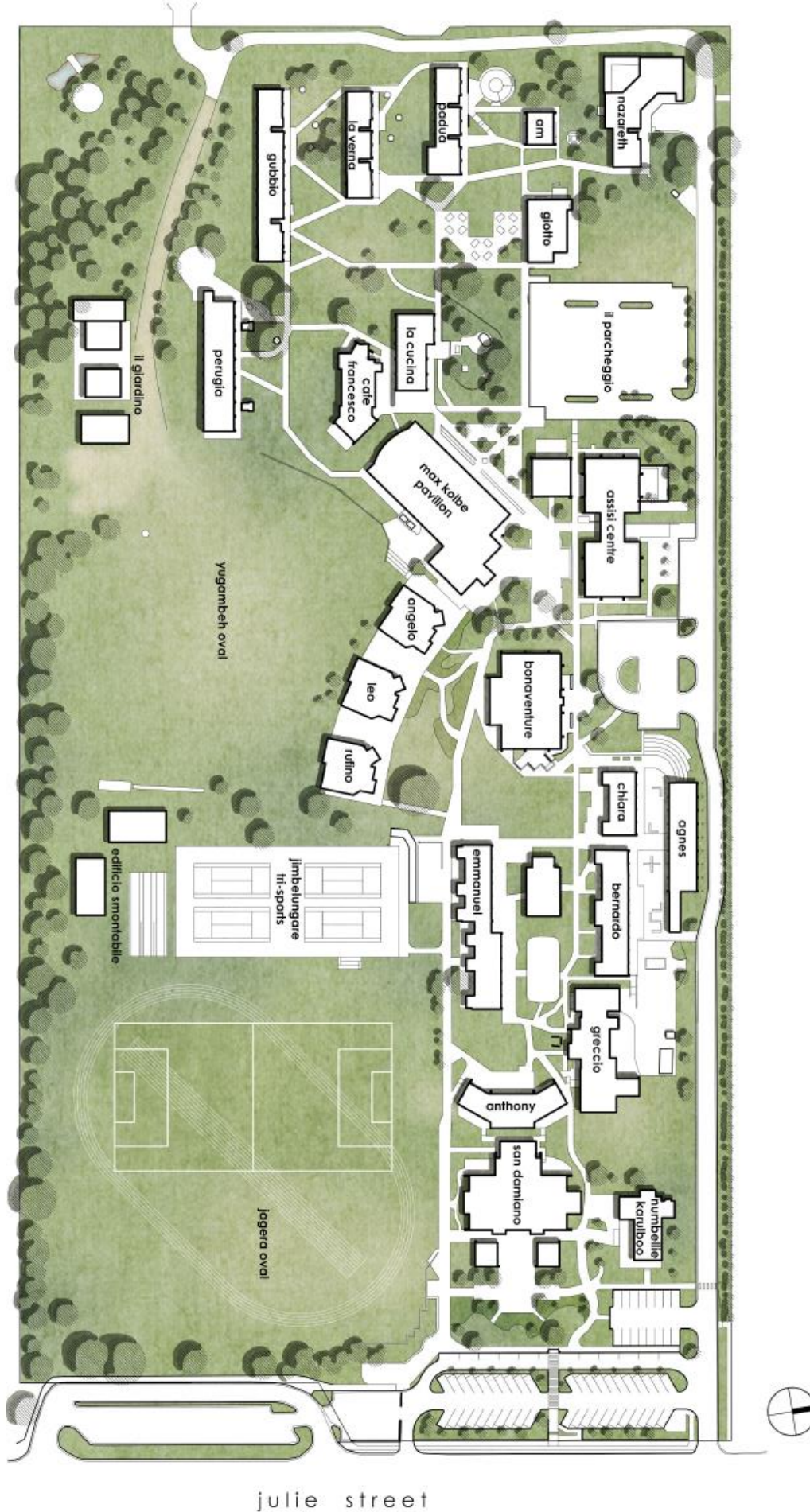
The patron saints of the College are St Francis and St Claire of Assisi. These 12th century saints lived their lives faithful to the message of Jesus and their actions and words strongly influence the values upheld by the College. Strongly represented in our practices and policies and the way we speak and act are the College motto, In Simplicity and Harmony, and our values: hope, peace, compassion, reconciliation, perseverance, service, stewardship, prayer and reflection. The expectation for all families who enrol at the College is to respect these values and participate respectfully in prayer, liturgy and reflection days.

LORD, make me an instrument of your peace,
Where there is hatred, let me sow love;
Where there is injury, pardon;
Where there is doubt, faith;
Where there is despair, hope;
Where there is darkness, light;
And where there is sadness, joy.

O Divine Master, grant that I may not
So much seek to be consoled as to console;
To be understood as to understand;
To be loved as to love.
For it is in giving that we receive,
It is in pardoning that we are pardoned,
And it is in dying
That we are born to eternal life.



5 Map of College



6 Leadership Teams

| COLLEGE LEADERSHIP TEAM | |
|-------------------------|--|
| Mr John Marinucci | Principal |
| Ms Michelle Kelly | Head of Campus 7-12 |
| Mr David Macknish | Head of Campus P-6 |
| Mrs Michelle Ferguson | Assistant Principal – Religious Education P-12 |
| Mrs Megan Philpott | Assistant Principal – Pastoral 7-12 |
| Mrs Aleisha Connellan | Assistant Principal – Pastoral P-6 |
| Mr David Gall | Assistant Principal – Learning Growth P-12 |
| Mrs Jude Jones | Assistant Principal – Curriculum 7-12 |
| MIDDLE LEADERSHIP | |
| Mrs Kate Furlong | Primary Learning Leader |
| Mrs Tracey Ross | Pastoral Leader P-6 |
| Ms Ashleigh Foumakis | Pastoral Leader – Jagun |
| Mr Luke Eisenhuth | Pastoral Leader – Kurrawa |
| Ms Tegan James | Pastoral Leader – Wimulli |
| Mr Lachlan Grove | Pastoral Leader – Yaaray |
| Mr David Roati | Middle Years Schooling Leader 7-9 |
| Mrs Claudia Crow | Senior Years Schooling Leader 10-12 |
| Ms Catherine Waterhouse | Teaching and Learning Leader 7-8 |
| Mrs Anna Gustavson | Teaching and Learning Leader 9-10 |
| Mr Benjamin Bray | Teaching and Learning Leader 11-12 |
| Mrs Katrina Fitzpatrick | Student Services Leader P-12 |
| Mrs Renita Davren | Sport Leader P-12 |
| Ms Christine Rolfe | VET Leader 6-12 |



7 Student Services

Student Services comprises of the following major areas:

- i. Inclusive Education;
- ii. Guidance and Counselling Services;
- iii. Speech Pathology Services;
- iv. English as an Additional Language and Dialect (EAL/D) Support.

Inclusive Education

Support Teachers (Inclusive Education) and school officers work throughout the College. Class teachers work in close partnership with the support teachers to address diverse curricula and social needs of students.

Guidance and Counselling Services

Guidance counsellors work in partnership with the teaching and pastoral staff to promote and foster student development, mental health and resilience.

Speech Pathology Services

The school based speech pathologist works with an educational focus, supporting students with speech, language and communication needs through assessment, intervention and collaboration with teaching staff to enable classroom participation and access to learning.

English as an Additional Language and Dialect (EAL/D) Support

St Francis College, embraces over 52 different cultures.

The College employs English as an Additional Language and Dialect (EAL/D) support teachers and multi-lingual school officers.



8 Vision for Learning



The Melbourne Declaration of Educational Goals for Young Australians identifies the important role education plays in building a democratic, equitable and just society. This document promotes two goals:

- i. Promote equity and excellence for all;
- ii. Provide opportunities for all young Australians to become successful learners, confident and creative individuals, active and informed citizens.

The Religion Curriculum P-12 is the source for all planning, learning and teaching of Religion in Brisbane Catholic Education schools.

The Australian Curriculum is the source of all curriculum planning, assessment and reporting for all learning areas covered by the Australian Curriculum. Learning areas not covered by the Australian Curriculum are sourced from the relevant state statutory body.

9 Religious Education

Religious Education has two distinct but complementary dimensions: teaching religion; and teaching about religious life and the Catholic Christian ethos of the school community. Whilst Jesus Christ is always at the center of this Catholic Christian vision, St Francis College acknowledges its multi-faith reality and seeks to nurture and develop the faith of all individuals, mindful of their cultural and religious identity.



10 Teaching and Learning

Early Years Prep-2

The Early Years Phase of Learning at St Francis College is a vibrant, welcoming and engaging way to begin a child's lifelong journey of learning.

St Francis offers a safe and supportive learning environment, where children are encouraged to explore, interact with and discover foundational concepts and skills which become the basis for further development over their years of learning.

Equipped with interactive whiteboards and netbooks and the availability of iPads, all Early Years classrooms deliver the Australian Curriculum within a contemporary and motivational environment.

Junior Years 3-6

The Junior Years Phase offers students a safe, welcoming and inspiring environment to explore, challenge and grow as they continue their journey in education.

In keeping with the values of St Francis, Junior Years promotes the following considerations:

- i. Identifying and accommodating the emotional, social, cultural, spiritual, behavioural and educational needs of each child;
- ii. Recognising that each child enters our school at different stages of development;
- iii. Increasing the levels of responsibility, and fostering independence within each child;
- iv. Developing the use and understanding of technology by incorporating interactive whiteboards and class notebooks into a variety of rich learning tasks;
- v. Instilling and maintaining the Franciscan values of stewardship, harmony, peace and community.

Middle Years 7-9

The Middle Years Phase of Learning provides an environment that supports and challenges student's learning and development with an atmosphere of respect, inclusivity, belonging and high expectations.

Middle Years teachers work collaboratively to plan and create learning experiences in which students are encouraged and supported to engage with a Growth Mindset and by:

- i. Working both independently and collaboratively on activities;
- ii. Taking responsibility in the use of resources and technology to assist them in their learning;
- iii. Participating in a variety of strategies to develop thinking skills;
- iv. Taking time to reflect on their learning and individual learning goals;
- v. Responding to challenges with a positive attitude and perseverance;
- vi. Contributing to discussions and class activities in a responsible way.

The Middle Years Curriculum comprises of Core and Elective Subjects from the Australian Curriculum, except Religious Education which is based on the approved curriculum Religious Education Archdiocese of Brisbane.

A full "*Year 9 Curriculum Handbook*" is available on the Parent Portal or the College office.

Senior Years 10-12

The Senior Phase of Learning provides pathways for students. All pathways require a significant amount of learning to an agreed standard, including literacy and numeracy.

In Year 10, students develop a senior education and training (SET) plan.

The College offers the following pathways in Year 11 and 12:

- i. Tertiary pathway (OP);
- ii. Health;
- iii. Hospitality;
- iv. Horticulture;
- v. TAFE options in a wide range of industry areas;
- vi. School-based Traineeship/Apprenticeship.

Our aim is to provide our students with learning pathways which lead to meaningful qualifications, direct employment after Year 12 and/or further tertiary study.

A full *“Year 10 Curriculum Handbook”* and a *“Senior Subject Guide 2020-2021”* is available on the Parent Portal or the College office.



11 Student Reporting and Student/Parent/Teacher Learning Conversations

At St Francis College the reporting process is both pastoral and academic.

The main purposes are:

- i. Promote, assist and improve learning;
- ii. Inform programs of teaching and learning.

Reports are issued following the below schedule:

- i. End of Term 1 – Student/Parent/Teacher Learning Conversations P-6;
- ii. End of Term 1 – Progress Reports 7-12;
- iii. End of Semester 1 – Academic Reports P-12;
- iv. End of Semester 2 – Academic Reports P-11.

Reports are uploaded to the Parent Portal for parents to log in and view. Please read more about the Parent Portal in the Parent Portal and Electronic Communication section on page 25.

A part of working together is valuing the importance of open communication regarding the learning the students.

Teachers are always open to professional learning conversations with students and parents, however there are specific times of the year where all teachers will be available for discussions.

Opportunities for Student/Parent/Teacher Learning Conversations will be provided as follows:

- i. P-6: Term 1 and Term 3;
- ii. 7-12: Term 2 and Term 3.



12 1:1 Learning Technology Program

*As a Catholic Christian community we educate all to live the gospel of Jesus
Christ as successful, creative and confident, active and informed
Learners empowered to shape and enrich our world.*

(BCE Learning and Teaching Framework 2012)

The Australian Curriculum reflects the Melbourne Declaration on the Educational Goals for Young Australians (MCEETYA 2008) that young people are entitled to develop the knowledge, skills and confidence to make ICT work for them at school, at home, at work and in their communities.

The Australian Curriculum describes specific knowledge, understanding and skills about technology and its use in ways that are interactive, multimodal and provide flexibility across contexts and audiences. Ways to use, share, develop and communicate with ICT are named within the content of individual Learning Areas of the curriculum and the use of ICT is integrated across all Learning Areas through the ICT General Capability.

Catholic Education is called to meet the challenges of learning in a digital age. Expressed in the words of Pope Francis, *“The revolution taking place in communications media and in information technologies represents a great and thrilling challenge; may we respond to that challenge with fresh energy and imagination as we seek to share with others the beauty of God”*.

(Pope Francis: 2014)

Learning and living are not two separate endeavours that students engage with in isolation. Technologies and their uses are pervasive across all areas of our society and modern living. In response, we need to ensure that learning can take place in flexible, resource-rich environments where technology supports connected, real life and real time learning and teaching.

Students at St Francis College participate in a 1:1 Learning Technology Program in Years 7, 10 & 11. Each student will be issued with a school-owned device for their educational use whilst enrolled at the college. This will involve all students in 7-12 by 2021.



13 College Family Groups

The Family Group system is a key structure in promoting the pastoral life of the College. The Family Group names were borrowed, with permission, from the languages of the traditional owners of the land covering South East Queensland, the Jagera and Yugambeh speaking people.

| FAMILY GROUP | HOUSE COLOUR ORIGINS | CANTICLE OF CREATION CONNECTION |
|--------------|--|--|
| JAGUN | Jagun comes from the local indigenous language meaning Earth | All praise be yours, my Lord through Sister, Mother Earth, who feeds us and governs us and who produces varied fruits with coloured flowers and herbs. |
| KURRAWA | Kurrawa comes from the local indigenous language meaning Water | All praise be yours, my Lord, through Sister Water, so useful, humble, precious and pure. |
| WIMULLI | Wimulli comes from the local indigenous language meaning Fire | All praise be yours, my Lord, through Brother Fire, through whom you light up the night. How beautiful is He, how playful, of power and strength. |
| YARAAY | Yaraay comes from the local indigenous language meaning Sun | All praise be yours, my Lord, through all your creatures, and especially my Lord, Brother Sun, who brings the day, and light you give us through him. How beautiful is He, how radiant in all his splendour! Of you, Most High, he bears the likeness. |

14 Attendance

| SCHOOL TIMES | |
|--------------|-----------------|
| P-6 | 8.40AM – 2.50PM |
| 7-12 | 8.40AM – 2.55PM |

Absence

Each student absence must be explained. Please notify the College before 9am.

There are two ways to notify the College of a Student Absence:

- Parent Portal;
- Student Absentee Line (Ph: 3489 4890).

Students are expected to be involved in all school activities including swimming and athletic carnivals and Sports days. A written explanation is required if your child is unable to participate because of medical or extenuating circumstances.

Birthdays, family visitors or out of period holidays are not appropriate circumstances for being absent from school.



Late Arrivals and Early Departures “In the Gate by Half Past Eight”

Regular and punctual attendance at school is essential. Students who arrive late need to report to the Student Reception to sign in and receive a late slip. This slip is presented to the teacher upon arriving at class. If students regularly arrive late to school, contact with parents will occur. If your child is running late, please phone the office to explain.

The College places a high value on teaching and learning and we seek to minimise any interruptions to the classrooms. We actively discourage children being collected before 2.55pm. Prior arrangements with the office need to be made.

The process for collecting children during the school day is:

- i. The parent/caregiver must report to the main reception with personal identification;
- ii. The office will contact the teacher of the relevant class;
- iii. The student will be sent to the office with their bag;
- iv. The student will sign out via the electronic attendance system.

The teacher is not permitted to directly release a child from the classroom to any adult. Persons other than parent/caregiver must be registered on the emergency contact list. They must present themselves at the office with personal identification.



Just a little **bit late** doesn't seem much but...

| They are only missing just... | That equals... | Which is... | Over 13 years of schooling that's... |
|-------------------------------|-------------------------------|-------------------------------------|--------------------------------------|
| 10 minutes per day | 50 minutes per week | nearly 1.5 weeks per year | nearly half a year |
| 20 minutes per day | 1.5 hours per week | nearly 2.5 weeks per year | nearly 1 year |
| 30 minutes per day | half a day per week | nearly 4 weeks per year | nearly 1.5 years |
| 1 hour per day | 1 day per week | nearly 8 weeks per year | nearly 2.5 years |

Extended Leave within Term Time

We believe that education is the key to life and we value learning for every child. Everyday counts! We understand that some situations are out of your control. Extended leave is considered any absence 3 days or more. This type of leave must be applied for by completing the application form and returning it to the office 1 week prior to the leave.

The “*Extended Leave Form*” is available on the Parent Portal or the College office.

Years 10-12, please note:

Applying for extended leave may affect student assessment including exams and assignments. In line with QCAA (Queensland Curriculum and Assessment Authority) policy, the College will not be able to provide any extensions or exemptions during this time.

It is the student’s responsibility to approach teachers for work to complete while they are away. We strongly suggest that all work be completed prior to the absence. For security reasons, exams cannot be completed prior to the set date.



15 Medical Requirements

Occasionally, there is a need for students to be administered medication during school hours.

All medication required to be administered at school must:

- i. Have the *Student Medication Request Form* completed and signed by the parent/legal guardian;
- ii. Be in the **original pharmaceutical labelled container with the child's name and dosage** required. This includes paracetamol, aspirin, cough medication and asthma puffers;
- iii. Be handed into the office by the parent/caregiver. Medication is not to be kept in the student's bag, unless an *Action Plan* has been approved.

Medications needed for some conditions such as anaphylaxis, diabetes, asthma, or epilepsy require an *Action Plan* as well as the permission form. If this medication is required to stay on the student while at school and self-administered, this must be outlined as part of the *Action Plan* completed by the student's doctor.

A new *Student Medication Request Form* is to be completed if the student is prescribed a change in medication, and/or if the regime is re-started after the conclusion date of the initial instructions, and/or at the beginning of each new calendar year.

Student Action Plans and medications are reviewed yearly. Medication must be collected when it is no longer required at school and/or at the end of each school year.

Any student who is unwell or involved in an accident will be accompanied to the College office to receive first aid. If a student needs to go home a parent/caregiver or emergency contact will be contacted and asked to collect the student from the College office. **Students are not permitted to phone a parent/caregiver to collect them.** Basic first aid treatment will be administered, and if required an ambulance will be called.

It is vital that all student contact details and emergency contact details be up to date at all times. Parents can update their details on the Parent Portal.

The "*Student Medication Request Form*" is available on the Parent Portal or the College office.



16 Positive Behaviour for Learning

Positive Behaviour for Learning (PB4L) is a whole-school evidence-based framework for creating a safe and supportive environment.

A safe and orderly school environment is important to learning. Disruptive classroom behaviour is known to interfere with learning. The aim of PB4L is to improve student and staff well-being through a positive school culture characterised by respectful relationships.

Through PB4L, the College takes an instructional approach. This means that students are taught socially acceptable behaviour.

17 Safe School Statement

It is important that all members of the St Francis College Community have a shared understanding of bullying behaviours, how they impact on people and how the College responds when these behaviours are demonstrated. St Francis College is committed to taking action to protect students from bullying behaviours and to respond appropriately when they are demonstrated. We are responsible and committed to creating a safe and supportive environment.

A full copy of *“Safe School Statement”* is available on the Parent Portal or the College office.

18 Mobile Phone Policy

Students who bring a mobile phone to school are personally responsible for it and is therefore the recipient of any consequences which may arise from it being brought to school.

Misuse of mobile phones by a student may result in the school notifying parents to ban it being brought to school or to “check in” the phone during the school day.

It is extremely discourteous to have a mobile phone switched on during class time. Therefore parents need to be aware that unlimited access to their children is not appropriate. Parents are asked to contact their sons and daughters through the office during school hours.

Students are not permitted to phone parents on mobile phones to ask to be collected. Students who are ill are to report to the office and a member of staff will contact parents if required.

Students are prohibited to use mobile phones during field trips, excursions or other associated school activities. Arrangements will be in place for communication with staff members in the case of an emergency.

19 Fees and Levies

The fees and levies collected at St Francis College provide essential resources for the education of students which are aligned to the Vision and Mission of the College.

Fees and Levies are used to:

- i. Provide teaching, administrative, classroom support and facilities;
- ii. Provide essential resources, materials, facilities and equipment;
- iii. Assist with providing activities such as excursions;
- iv. Support the College building program;
- v. Maintain buildings, grounds and other facilities;
- vi. Provide technology facilities and resources for students.

School fees and levies are charged on a **term** basis during the first week of the term in accordance with the *Fees and Levies* schedule available on the Parent Portal or the College office. The following will be listed on your account:

- i. **Tuition Fees** – helps to offset the costs to teach your children; including administration, library and book hire costs.
- ii. **Activity Levy** – helps to offset the cost of activities, excursions and some resourcing for each subject in which the student is enrolled. The levy covers some of the expenses associated with co-curricular activities. It does not cover the cost of social functions such as the Formal and Semi-Formal. You will be informed of this when we write to you providing details of the event and the method of payment.

From time to time there may be special events or activities, which have not been planned or budgeted for in the levies. Should it be considered necessary that your child/children attend, we will write to you confirming the activity and the costs associated with the activity.

- iii. **Technology Levy** – supports the ongoing rollout of technology throughout the school. Technology is defined as, but not restricted to, the provision of computers, projectors, smart boards, software, and the upgrade and extension of the school backbone (fibre and wireless).
- iv. **Resource Levy** – is a contribution to classroom consumables.
- v. **Capital Levy** – helps to offset the cost of providing new buildings as well as maintaining and improving existing facilities such as furniture and fittings.
- vi. **Friends of St Francis College (Parent Community Group) Levy** – provides special one-off benefits to the school by replacing traditional fundraising events.

Where a parent/caregiver believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available; however please remember to contact the College as soon as possible, preferably before the due date of the payment of your account.

- i. For an extension of time, please contact the school finance office prior to the due date;
- ii. For consideration and establishing a payment plan with regular instalments, all payment plans must ensure that the account is cleared by the last day of the school year. Any extensions will need to be negotiated with the Principal and/or Business Manager. To establish an Agreed Payment Plan, forms are available on the College website or from the Finance Office.

A full guide to “*Fees and Levies 2020*” and an “*Application for Concession on Fees*” form is available on the Parent Portal or the College office.

20 Uniform

St Francis College is an identifiable “community”. This community is judged, as a whole, by others who see it in many different situations and circumstances. Co-operation with the following minimum standards and expectations will assist in the prevention and enhancement of the school’s reputation, and the standing of all school members in the wider community.

All students are expected to wear full, correct uniform to and from the College and on other occasions as required (except on designated Sports Days). Students must wear the full uniform in public, not parts of the uniform mixed with other clothing.

All items of uniform should be clearly and permanently marked with sewn on nametags or marked with a permanent pen.

| | | |
|--------------|---------------|---|
| GIRLS | Dress | Regulation knee-length dress (P-6 only) or blue skirt or culottes or navy blue long pants (P-12). |
| | Shirt | Regulation open neck shirt with tie in the following colours: P-6 – Blue striped blouse; 7-9 – White with blue stripes, worn with navy blue tie; 10-12 – White with College emblem on pocket, worn with navy blue tie. |
| | Socks | White ankle socks or black (or navy blue) stockings. |
| | Shoes | Black, lace up school shoes, clean and polished. |
| | Hat | Broad-brimmed blue hat or bucket hat or Middle Years Cap. |
| | Jumper | Navy blue, knitted jumper with V-neck or SFC zip jacket. |
| | Bag | College school bag. |

| | | |
|-------------|---------------|--|
| BOYS | Pants | Grey or navy blue shorts or College grey trousers. |
| | Shirt | Regulation open neck shirt with tie in the following colours: P-6 – Blue striped shirt; 7-9 – Light blue or stripes with College bar stripe on pocket; 10-12 – White with College emblem on pocket. |
| | Socks | Knee-high grey socks with navy and light blue stripe band. |
| | Shoes | Black, lace up school shoes, clean and polished. |
| | Hat | Broad-brimmed blue hat or bucket hat or Middle Years Cap. |
| | Jumper | Navy blue, knitted jumper with V-neck or SFC zip jacket. |
| | Bag | College school bag. |

Any variation to the uniform code requires a request from parents and approval from Class Teacher (P-6)/VPC Teacher (7-12). Requests for variation are to be made to the Pastoral Leaders who will issue a notice in the student's diary.

In Prep – Year 6, students are encouraged to wear their PE uniform on the day they have PE. In Years 7-12 for PE, students are to change in and out of their PE uniform before and after every class in the allocated time.

SCHOOL SHOES

Acceptable School Shoes



Unacceptable School Shoes



Non substantial sole;
Construction too flexible and
too many eyelets



Non substantial sole;
insufficient eyelets

Grooming

- i. **Hair** – for all students hair must be neat, clean and tidy. It should not be cut in an extreme fashion nor should it be coloured in an extreme or unusual way. Hair longer than the collar must be tied up away from the face in a ponytail or bun for both girls and boys. Ribbons, headbands or clips in school colours may be worn. No “rats tails” or “tracks” are allowed.
- ii. **Jewellery, makeup and piercings** – students are not permitted to wear makeup or jewellery. The only exceptions are a wrist watch and one plain sleeper or stud in each ear. Lip, eyebrow and other visible piercings are not permitted. Large jewellery is not permitted.

Workplace Health and Safety standards must be observed. Hence appropriate dress and footwear will be required in specialist rooms, details of which will be provided by the curriculum areas concerned. Jewellery that is worn should take into consideration the Workplace Health and Safety in relation to the studies that students undertake.

A full copy of “*Uniform Requirements*” is available on the Parent Portal or the College office.

21 Parent Portal and Electronic Communication

We pride ourselves on sustainability and our stewardship of the environment. We communicate electronically with parents:

- i. **Parent Portal** –
 - This is an electronic noticeboard for parents to log in securely and access information about events happening at the College.
 - Parents can access the school newsletter, calendar and important forms and documents.
 - There is a section to update parent and student details such as phone numbers and address.
 - Parents can also report a student absence by clicking on the corresponding tile.
 - Student reports are uploaded to the portal for parents to read and print as needed.
- ii. **Newsletter** – Our College newsletter is emailed via a link to parents on a fortnightly basis. This is an important means of regular communication with parents and extended family;
- iii. **Email** – School announcements regarding excursions or other activities are emailed to parents. Student notifications such as overdue assessments are also emailed to ensure quick same day notification;
- iv. **Texts** – For any emergency notifications, parents will be sent a text message explaining the situation. Unexplained absence text messages are also sent to parents every morning to ensure the safety of students;
- v. **Facebook** – Our College has a [Facebook page](#);
- vi. **Parent Slips** – Parent/Caregiver permission for excursions.

22 Parents/Caregivers Code of Conduct

We are committed to developing strong partnerships with our parents/caregivers to ensure high-quality learning, in the best possible environment for our young people.

We believe that good communication will keep relationships between school and home harmonious and child-centred. This will ensure that the expectations in our Code of Conduct are made explicit and understood. It is an important means of developing an effective relationship based on the Franciscan values of simplicity and harmony.

As members of the St Francis College Community, parents/caregivers are expected to support the College in the following ways:

- i. Support the College ethos and religious culture;
 - Show reverence and respect for the prayer life of the school.
 - Allow your child to participate in liturgies, prayer celebrations and Religious Education program.
 - Demonstrate an acceptance of the Catholic/Franciscan qualities supported by the College when on the College premises.
- ii. Ensure you have read, understood and accepted the regulations and conditions of enrolment outlined in the enrolment process;
 - Never reprimand another parent's/caregiver's child physically or verbally.
 - Be mindful of the rights of ex-spouses or partners during family gatherings on the College premises by being conscious of the ex-partner's rights and the child's wishes at such gatherings.
- iii. Ensure your child adheres to the College rules and regulations, in regards to grooming, school uniform and the Positive Behaviour 4 Learning process;
 - Assist the teachers and leadership team by ensuring your child comes to school in a clean and correct uniform.
 - Discuss makeup and jewellery, including body piercing regulations with your child. Support the Leadership Team with any decision if your child is instructed to remove any items.
- iv. Speak positively about the College and staff at all times, especially in the presence of young people who attend the College;
 - Always attempt to model quality 'getting along' skills to young people.
 - Adhere to the Volunteer Code of Conduct when working as a volunteer on College premises.
- v. Maintain positive relationships with staff, other parents and young people; show them respect when on the College premises and within social media forums;
 - Assist in the development and maintenance of a quality relationship between College and home.
 - Keep the teacher informed of issues that impact on your child's behaviour or learning.
 - Vacate the classroom and leave the teacher to focus on the whole class when school begins.
 - Make appointments directly with the teacher, or through the College Office, to meet with the teacher to discuss concerns or clarify situations.
 - In all discussions remain calm and respectful, attempt to hear all sides of the story to reach a compromise.

- vi. Meet the financial obligations associated with enrolment or participate in the fee concession process.
- Pay accounts by the due date.
 - Contact the College for an appointment to discuss any financial difficulties that may impact on your ability to meet these financial commitments.
 - Participate in the assessment process if concessions are being applied for.

A full *“Code of Conduct for Parents/Caregivers”* brochure is available on the Parent Portal or the College office.



23 Visitors and Volunteers

All visitors and volunteers are required to report to the office to sign in and gain a visitors pass and evacuation procedure card. It is necessary to have an accurate record of all people present in the College in case of emergency situation. Similarly, parents need to sign out when they leave the College.

As a 'Volunteer' or 'Other Personnel', Student Protection training is a combination of adherence to the Code of Conduct for Volunteers and Other Personnel and completion of an online interactive training session that takes approximately 30 minutes to complete. At the end of the training session, you will need to print and complete the Volunteer and Other Personnel Registration Form which is only accessible at the end of the session and bring this form to College Reception.

Please go to the Brisbane Catholic Education public site to complete this interactive training – the link is http://www.bne.catholic.edu.au/students-parents/student-protection/Documents/BCE_Volunteer_OtherPersonnel_Training_page/index.html

A full version of the *"Code of Conduct for Volunteers and Other Personnel"* is available on the College website.



24 Community Hub

The St Francis College Community Hub is located in the school grounds of St Francis College. The hub provides a welcoming space for all families and a range of programs, services and activities which is delivered and tailored to the specific need of the families in the school community and the local community. St Francis College provides a drop in space for families, as well as planned activities aimed to support and improve whole family functioning and well-being.

25 PCYC Before and After School Care

To cater for the needs of students who are not able to be picked up from school immediately after school or need to be dropped off early before staff are on supervision, St Francis College has engaged in a partnership with the local Crestmead PCYC.

PCYC provides both before and after school care for students in the Numbellie-Karulboo Centre from 6.00am. The program is open for all SFC students from Prep to Year 10. Early Years students are taken to the classrooms in the morning and picked up from the classroom in the afternoon. PCYC After School Care closes at 6.00pm.

Fees apply and some programs may be subsidised by Centrelink.

For bookings and questions call PCYC on 0408 652 088.

26 Friends of St Francis

We recognise the important role that parents play in the lives of our students and value parent engagement in the life of the school.

The purpose of Friends of St Francis is to:

- i. Encourage positive relationships between families and the College;
- ii. Enhance how we connect with one another;
- iii. Offer informal social events;
- iv. Promote the shared responsibility for learning, recognising that learning occurs beyond the school gates;
- v. Raise awareness of opportunities and resources in the school and local community.

Please come along and join us in supporting the children and the College.

The Friends of St Francis meet once per term. Dates are notified on the College newsletter and on the College Facebook Page.

27 Tuckshop

The Tuckshop caters for all students P-12 and is open Monday to Friday at both first and second breaks.

Students in the Early and Junior phases of learning must order their meals through their classroom tuckshop box. Orders are to be written on a paper bag along with the student's name, class and teacher's name, amount enclosed and whether it is for first break or second break.

Eftpos facilities are available at the College Tuckshop.

If you have any time to help please contact our Chef Sam Webb via email sam.webb@bne.catholic.edu.au

A full "Tuckshop Price List" is available on the Parent Portal or the College office.



28 Bus Transport

Students needing bus transport to and from school will need to contact their local bus company for timetable information.

Some numbers that may help follow:

- i. TransLink – 13 12 30
- ii. Park Ridge Transit – 3802 1233
- iii. Clarks Bus Service – 3200 3607

29 Service Directory

The following has been developed to assist parents in seeking the most appropriate person to answer their questions or concerns. It is not a role statement for school personnel. It lists only their roles that relate to Parent/College communication.

To ensure your contact is with the most appropriate person, simply begin at the top of table and work your way down the right hand column until you reach the area of your concern or question.

If in doubt, contact the College Reception on 3489 4800 or email pscrestmead@bne.catholic.edu.au.

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| MAIN RECEPTION SECRETARY Angie Pryde | Messages and appointments for staff Excursion schedules If unsure who to talk to |
| STUDENT RECEPTION SECRETARY Kay Melloy Rebecca Kelly | Absentees Student Messages Student Sign-in/Sign-out |
| COLLEGE REGISTRAR Nicole Carter | Enrolments Reporting Booking enquiries for Parent Teacher Online Senior Student Registration (LUI Number) |
| MARKETING, COMMUNICATION AND EVENTS COORDINATOR Claire McBean | Newsletters Website Issues Media and Publicity Friends of St Francis Organisation of whole school events |
| COLLEGE ADMINISTRATION COORDINATOR Renee Cabria | Appointment times for Principal and Heads of Campus |
| BUSINESS MANAGER Trish Reuter | Workplace Health and Safety Issues |
| FINANCE OFFICER Kellie Mudge | School Fees School Fee Concessions |
| SENIOR FINANCE OFFICER Linda Francis | School Fees |
| STUDENT SERVICES LEADER P-12 Katrina Fitzpatrick | Individual Education Plans for Ascertained Students Special Learning Needs of students |
| P-6 CLASSROOM TEACHERS | Significant events for child Incidents outside school which school should be aware of Pastoral care queries Homework and assignments queries Any personal concerns you may have regarding your child's education Positive feedback on pastoral care issues Discuss student needs relating to work ethic and achievement |
| 7-12 SUBJECT TEACHERS | Specific queries regarding that subject Specific Homework and assignment queries Discuss student needs relating to application and achievement Positive feedback of student application and achievement |

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| VERTICAL PASTORAL CARE TEACHERS 7-12 | <p>Significant events for child</p> <p>Incidents outside school which school should be aware of</p> <p>Initial contact for bullying/exclusion incidents</p> <p>General pastoral care queries</p> <p>General Homework and Assignments queries</p> <p>Any personal concerns you may have regarding your child's education</p> <p>Positive feedback on pastoral care issues</p> |
| TEACHING & LEARNING LEADERS 7-12 | <p>Specific queries regarding subjects</p> <p>Specific Homework and assignment queries</p> <p>Discuss student's needs relating to industry and achievement</p> <p>Positive feedback of student industry and achievement</p> <p>Assignment extensions</p> <p>Academic progress issues</p> <p>Positive subject area feedback</p> <p>Range and scope of curriculum offered</p> <p>Concerns about a teacher within a department</p> |
| FAMILY PASTORAL LEADERS | <p>Year level camps</p> <p>Extended periods of student absence</p> <p>Significant bullying or exclusion issues</p> <p>Any personal concerns you may have regarding your child's education</p> <p>Positive feedback on pastoral care issues</p> <p>Behaviour management issues</p> <p>Locker issues</p> |
| PASTORAL LEADER P-6 Tracey Ross | <p>Behaviour Management</p> <p>Pastoral Care Program</p> <p>Personal development</p> <p>Student Personal Development</p> |
| VOCATIONAL EDUCATION & TRAINING LEADER Christine Rolfe | <p>Voc Ed issues</p> <p>Work placement</p> <p>Apprenticeships</p> |
| MUSIC PROGRAM Kelly Shepard | <p>Lesson schedule</p> <p>Instrument selection</p> |
| SPORT LEADER P-12 Renita Davren | <p>Sport Academy (Futsal, Netball, Rugby League)</p> <p>Interschool sporting representation</p> <p>School Sport South Coast</p> |
| GUIDANCE COUNSELLOR P-6: Melissa Stevenson 7-12: Lisa Gabai | <p>Student counselling</p> <p>Parenting issues</p> <p>Mental health issues</p> <p>Child protection issues</p> |
| PRIMARY LEARNING LEADER Kate Furlong | <p>Academic performance issues</p> <p>Curriculum issues</p> |
| AP LEARNING GROWTH P-12 David Gall | <p>College Information and Digital Services</p> <p>1:1 laptop/technology</p> <p>NAPLAN/PAT-M/PAT-R Testing</p> |
| AP CURRICULUM 7-12 Jude Jones | <p>Student-Parent-Teacher Learning Conversations</p> <p>Subject changes</p> <p>Reporting</p> <p>Timetable issues - students</p> <p>Exam timetables</p> |

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| | <p>Academic performance issues</p> <p>Curriculum issues</p> <p>Plagiarism</p> <p>Extension requests (assignments)</p> <p>Teachers within subject area</p> |
| <p>AP PASTORAL P-6</p> <p>Aleisha Connellan</p> | <p>Behaviour Management</p> <p>Pastoral Care Program</p> <p>Personal Development</p> <p>Student Leadership</p> <p>Student Personal Development</p> |
| <p>AP PASTORAL 7-12</p> <p>Megan Philpott</p> | <p>Behaviour Management</p> <p>Pastoral Care Program</p> <p>Personal Development</p> <p>Student Leadership</p> <p>Student Personal Development</p> |
| <p>APRE P-12</p> <p>Michelle Ferguson</p> | <p>Prayer resources</p> <p>Franciscan spirituality</p> <p>RE curriculum</p> <p>Organisation of whole school religious/liturgical events</p> <p>Proactive cultural and school spirit building</p> |
| <p>HEAD OF CAMPUS P-6</p> <p>David Macknish</p> | <p>Organisation of the P-6 Campus</p> <p>High level behaviour management</p> <p>Student Personal Development</p> <p>Concerns or positive feedback about staff</p> <p>Child Protection issues</p> <p>School Policy and Procedures</p> <p>Unsatisfactory resolution of complaints or concerns</p> |
| <p>HEAD OF CAMPUS 7-12</p> <p>Michelle Kelly</p> | <p>Organisation of the 7-12 Campus</p> <p>High level behaviour management</p> <p>Student Personal Development</p> <p>Concerns or positive feedback about staff</p> <p>Child Protection issues</p> <p>School Policy and Procedures</p> <p>Unsatisfactory resolution of complaints or concerns</p> |
| <p>PRINCIPAL</p> <p>John Marinucci</p> | <p>School Mission and Vision</p> <p>Strategic Planning</p> <p>School Policy and Procedures</p> <p>Unsatisfactory resolution of complaints or concerns</p> <p>Building Program</p> |
| <p>If you are not satisfied with the response from the College Principal, the issue can be raised with Brisbane Catholic Education Ph 3033 7000.</p> | |