

PARENT HANDBOOK

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

2024



PARENT HANDBOOK

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PARENT HANDBOOK

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 1000 students at our College.

Our College is a welcoming community. Each individual is valued and included in the life of the College. 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 learning and teaching, 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. Within a family environment where students feel safe and supported, we provide an education that challenges students to grow and learn.

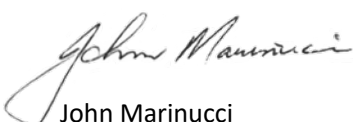
We are united in our commitment to a Franciscan education and way of life. We celebrate our rich cultural and linguistic backgrounds.

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 SFC Sports Academy, 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

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VISION STATEMENT (2020)

Empowered, reflective and connected learners in a Contemporary Catholic Community.

MISSION STATEMENT (1988)

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”*.

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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.

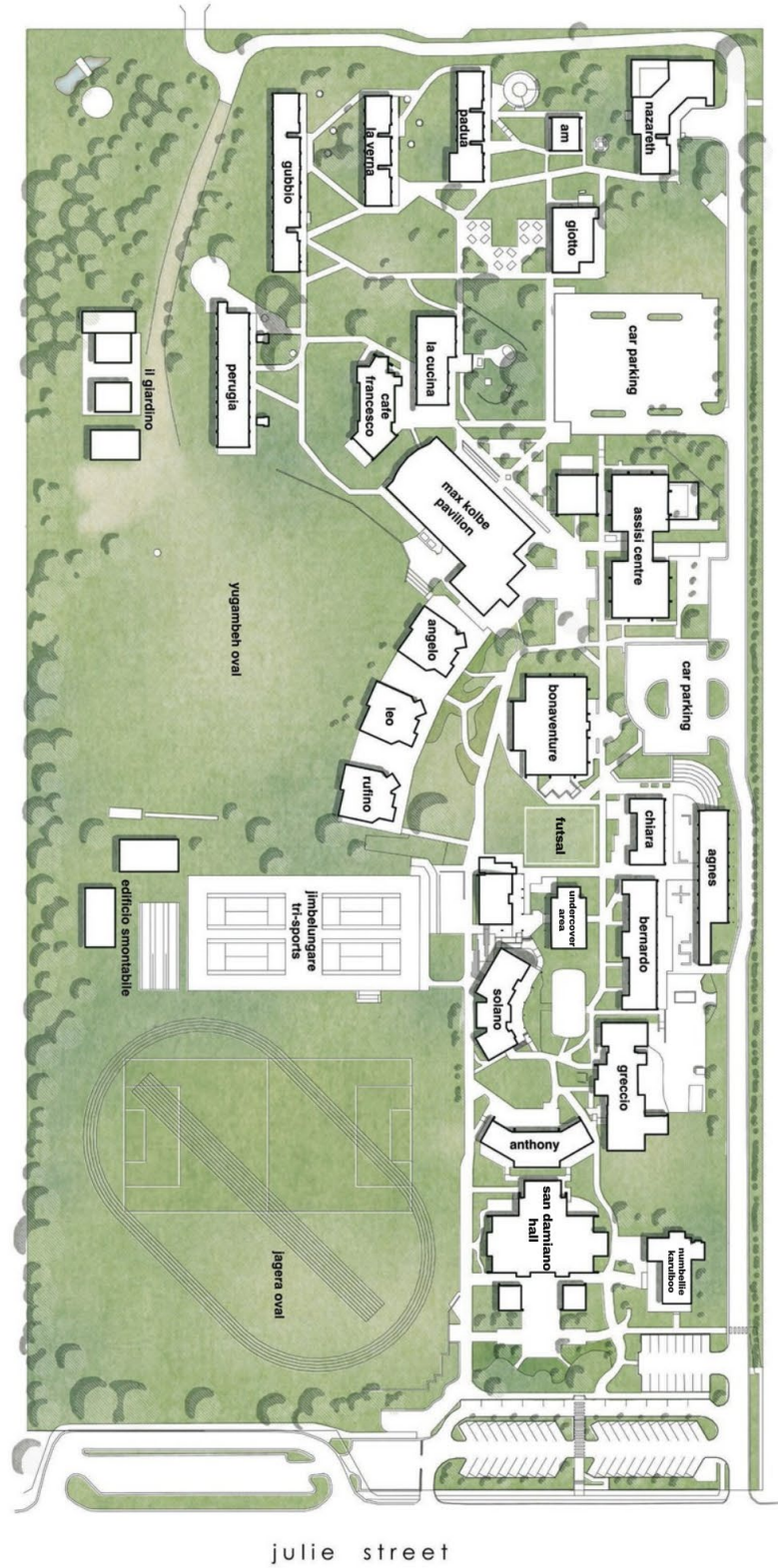
Online, C. (n.d.). *Make Me an Instrument of Your Peace, Saint Francis Prayer Prayers*. Catholic Online. <https://www.catholic.org/prayers/prayer.php?p=134>



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MAP OF COLLEGE



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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
Ms Michelle Ferguson	Assistant Principal – Religious Education P-12
Mrs Megan Philpott	Assistant Principal – Pastoral 7-12
Mrs Courtney Morgan	Acting Assistant Principal – Pastoral P-6
Mrs Kate Furlong	Assistant Principal – Learning Growth P-12
Ms Andrea Hickey	Assistant Principal – Curriculum 7-12
MIDDLE LEADERSHIP TEAM	
Mrs Kelsey Thompson	Learning Partnerships Leader
Mr Grant Russ	Sport Program Leader
Mrs Tracey Ross	P-6 Pastoral Leader
Ms Kaytlin Aburn	Jagun Pastoral Leader
Mr Jack Delaney	Kurrawa Pastoral Leader
Mr Joshua Boock	Wimulli Pastoral Leader
Mr Peter Lewis	Yaraay Pastoral Leader
Ms Amy Callaghan	Pathways Program Leader
Ms Laura Hawkins	Acting Year 7 & 8 Curriculum and Pedagogy Leader
Mr David Roati	Year 9 & 10 Curriculum and Pedagogy Leader
Mr Benjamin Bray	Year 11 & 12 Curriculum and Pedagogy Leader
Mrs Jillian Dearing	7-12 Learning Engagement and Data Leader
PLL	
Mrs Melinda Bowyer	Primary Learning Leader



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LEARNING PARTNERSHIPS

Learning Partnerships comprises of the following major areas:

- Inclusive Education;
- Guidance and Counselling Services;
- Speech Pathology Services.

INCLUSIVE EDUCATION

Support Teachers (Inclusive Education) and Teacher Partners 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 58 different cultures.

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



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VISION FOR LEARNING



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The Alice Springs (Mparntwe) Education Declaration identifies the important role education plays in building a nation's prosperity and an individuals' fulfillment and productivity. This document promotes two goals:

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

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RELIGIOUS EDUCATION

Religious Education has two distinct but complementary dimensions: teaching religion; and teaching about religious life and the Catholic Christian ethos of the college 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.



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LEARNING AND TEACHING

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 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:

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

Students from Years 4-6 are resourced with laptops as part of the 1:1 Learning Technology Program as tools to assist and compliment their learning. Students in Year 3 have access to devices when required as part of their learning, with a class set for every two classes.

MIDDLE YEARS 7-9

The Middle Years Phase of Learning provides an environment that supports and challenges students' 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:

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

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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.

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:

- Tertiary pathway (ATAR);
- Health;
- Hospitality;
- TAFE options in a wide range of industry areas;
- 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 9 & 10 Curriculum Handbook*” and a “*Senior Subject Guide*” are available on the Parent Portal or the College office.



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STUDENT REPORTING AND STUDENT/PARENT/TEACHER LEARNING CONVERATIONS

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

The main purposes are:

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

Reports are issued following the below schedule:

- End of Term 1 – Student-Parent-Teacher Conversations P-6;
- End of Term 1 – Progress Reports 7-12;
- Beginning Term 2 – Student-Parent-Teacher Conversations 7-12;
- End of Semester 1 – Academic Reports P-12;
- End of Semester 1/Commencement of Semester 2 – Student-Parent-Teacher Conversations P-12;
- 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 in the section “Parent Portal and Electronic Communication”.

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

Teachers are always open to professional learning conversations with students and parents; there are specific times of the year where all teachers will be available for formal discussions. Incidental and informal conversations may also be implemented based upon needs.

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

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



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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 Alice Springs (Mparntwe) Education Declaration identifies the important role education plays in building a nation's prosperity and an individuals' fulfillment and productivity. This document promotes two goals:

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

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 with which students engage 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 4-12. Each student will be issued with a school-owned device for their educational use whilst enrolled at the college.



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COLLEGE FAMILY GROUPS

The Family Group system promotes 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 Yugambah people.

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WIMULLI

House Colour Origins

'Wimulli' comes from the local indigenous language meaning 'fire' and is represented by the colour red. It is associated with the season of autumn.

Environmental gifts include:

- The flame that never dies
- The spirit, the energy that flows through all.

Canticle of Creation Connection

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.



KURRAWA

House Colour Origins

'Kurrawa' comes from the local indigenous language meaning 'water' and is represented by the colour blue. It is associated with the season of winter.

Environmental gifts include:

- The water that supports all - the rain, the rivers, the sea.

Canticle of Creation Connection

All praise be yours, my Lord,
through Sister Water,
so useful, humble,
precious and pure.

JAGUN

House Colour Origins

'Jagun' comes from the local indigenous language meaning the 'earth' and is represented by the colour green. It is associated with the season of spring.

Environmental gifts include:

- The green growth
- The flowers blooming
- The great trees

Canticle of Creation Connection

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.

YARAAY

House Colour Origins

'Yaraay' comes from the local indigenous language meaning the 'sun' and is represented by the colour gold. It is associated with the season of summer.

Environmental gifts include:

- The Lion energy within
- The wind beneath our wings
- The pride, the honour in life.

Canticle of Creation Connection

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.

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ATTENDANCE

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

Students are encouraged to be “*in the gate by half-past eight*” to provide sufficient time to make their way punctually to their respective classrooms.

ABSENCE

Each student absence must be explained. Please notify the College before 9.00am.

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

- i. Parent Portal;
- ii. BCE Connect app.

Students are expected to be involved in all school activities including swimming carnivals, 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.

**1 or 2 days a week
doesn't seem
like much but...**



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LATE ARRIVALS AND EARLY DEPARTURES “IN THE GATE BY HALF-PAST EIGHT”

Regular and punctual attendance at school is essential. Students who are not present in class for roll call at 8.45am are deemed ‘late’ and must 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 contact the office to explain.

The College places a high value on learning and teaching 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:

- The parent/caregiver must report to the Main Reception with personal identification;
- The office will contact the teacher of the relevant class;
- The student will be sent to the office with their bag;
- 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 the parent/caregiver must be registered on the emergency contact list. They must present themselves at the office with personal identification.



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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 of 3 days or more. This type of leave must be sought from the Principal 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.



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MEDICAL REQUIREMENTS

MEDICATION TO STUDENTS

It is a safety requirement that all students who have a medical condition, even if medication is not required, have an *Individual Health Care Plan* submitted at the beginning of each school year.

An *Emergency Action Plan* is required for conditions such as anaphylaxis, diabetes, asthma, or epilepsy. If this medication is required to stay on the student while at school and self-administered, this must be outlined as part of the *Emergency Action Plan* completed by the student's doctor. *Emergency Actions Plans* must be submitted at the beginning of each school year.

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

For medication to be administered at school:

- The student must have a current Individual Health Care Plan.
- Have a current *Medication Administration Request Form* completed and signed by the parent/legal guardian; submitted at the beginning of each school year.
- Have a current *Emergency Action Plan* (if applicable).
- The medication must be in the **original pharmaceutical labelled container with the child's name and dosage** required. This includes paracetamol, aspirin, cough medication and asthma puffers.
- Be signed into the office by the parent/caregiver. Medication is not to be kept in the student's bag, unless this is included as part of an approved *Action Plan*.
- A new *Medication Administration 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.
- Additionally, a new *Medication Administration Request Form* is required at the beginning of each new calendar year.

Medication must be collected when it is no longer required at school and/or at the end of each school year.

FIRST AID

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 relevant forms are available on the Parent Portal or the College office.

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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.

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 for and committed to creating a safe and supportive environment.

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

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PERSONAL DIGITAL DEVICES (PDD) POLICY AND PROCEDURE

Personal Digital Devices include but are not limited to:

- Smart phones
- Wireless accessories e.g. Air pods
- Smart watches

PDDs are brought to school at your own risk. The school accepts no responsibility for stolen or damaged devices.

Students who bring a personal digital device to school must abide by the following expectations:

1. These devices are not to be used between the start of the school day (8.40am) and the end of the school day (2.55pm).
2. These devices are to be switched off and kept in the student's secured locker at all times.
3. Should a parent wish to contact their child during the school day, parents are to phone the College office with a message which will be conveyed to the student.
4. Should a student wish to contact their parent during the school day, the student is to ask the staff at Student Reception to phone the parent.
5. The student must use a key card for tuckshop purchases during the day. The Qkr! app may be used before 8.30am for preordered tuckshop purchases.

In the first instance, students who do not follow these expectations will be directed to hand in their device to their Pastoral Leader's office for the remainder of the school day.

In the second instance, students will be directed to hand their device to their Pastoral Leader for the remainder of the school day and parents will be asked to collect it from the Pastoral Leader.

Inappropriate use of devices according to the above expectations will result in a suspension from school. The Pastoral Leader and the Assistant Principal: Pastoral will determine the extent of the suspension.

What can parent/caregivers do:

- Be mindful that the College office is the appropriate point of contact and we can ensure your child is reached quickly and assisted appropriately.
- Be supportive of the College's legal responsibility to a safe learning and teaching environment.

Understand that the College accepts no responsibility for lost, stolen or damaged electronic devices.

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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:

- Provide teaching, administrative, classroom support and facilities;
- Provide essential resources, materials, facilities and equipment;
- Assist with providing activities such as excursions;
- Support the College building program;
- Maintain buildings, grounds and other facilities;
- 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:

Tuition Fee – helps to offset the costs of teaching children; including administration, library and online teaching resources.

Activity Levy – helps to offset the cost of activities, incursions, 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 Yr 10 Dinner Dance. You will be informed of this when the College writes 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, the College will write to you confirming the activity and the costs associated with the activity.

Technology Levy – supports the ongoing rollout of technology throughout the College. Technology is defined as, but not restricted to, the provision of computers, iPads, projectors, smart boards, software, and the upgrade and extension of the College backbone (fibre and wireless).

Resource Levy – is a contribution to classroom consumables.

Capital Levy – helps to offset the cost of providing new buildings as well as maintaining and improving existing facilities such as furniture and fittings.

Parents are asked to pay their account by the due date, which is shown on the account or within 14 days of the issue of the Statement of Fees and Levies, unless specific payment arrangements have been approved. The account issued to you is a Statement of Fees and Levies charged for the Term.

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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 Finance Office as soon as possible, preferably before the due date of the payment of your account.

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 Parent Portal and from the College Finance Office.

A full guide to “*Fees and Levies 2024*” and an “*Application for Concession on Fees*” form are available on the Parent Portal or the College Finance Office.



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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 College’s reputation, and the standing of all College members in the wider community.

All students are expected to wear full, correct uniform to and from the College. Students must wear the full uniform in public, not parts of the uniform mixed with other clothing.

All items of uniform should be clearly named.

GIRLS	Dress	Regulation knee-length dress (P-6 only) or blue skirt or culottes or navy long pants or navy shorts (P-12).
	Shirt	Regulation open neck shirt in the following colours: P-9 – Blue striped blouse; 10-12 – Light blue chambray with College emblem on pocket. Can be worn with navy blue tie.
	Socks	White ankle socks or black or navy blue stockings. Navy blue socks.
	Shoes	Black leather lace up school shoes, clean and polished. (P-1 may wear black velcro school shoes).
	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	P-12 – Navy shorts or slacks.
	Shirt	Regulation open neck shirt in the following colours: P-9 – Blue striped shirt; 10-12 – Light blue chambray with College emblem on pocket. Can be worn with navy blue tie.
	Socks	Navy blue socks.
	Shoes	Black leather lace up school shoes, clean and polished. (P-1 may wear black velcro school shoes).
	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 the Class Teacher (P-6)/VPC Teacher (7-12). Requests for variation are to be made to the Pastoral Leaders.

In P-6, students are encouraged to wear their PE uniform on the day they have PE.

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In Years 7-12, PE students are to change in and out of their PE uniform before and after every class in the allocated time.

On Wednesdays, 7-12 students may wear their full sports uniform to and from school.

ADDITIONAL INFORMATION	
Trousers	Boys may wear long navy trousers. Girls may wear long navy blue trousers. Track pants of any colour are not to be worn.
Shoes	Only 100% black leather, lace up school shoes, are allowed. (Velcro options are permissible in P-1). Non-leather black joggers etc are not permitted. Vans, Converse, TNs, and any canvas shoes sold as school shoes are not permitted. Sports shoes are to have laces and support. Slip-on style or canvas shoes are not permitted. The shoes identified meet Workplace Health and Safety requirements.
T-shirts/Camisoles	T-shirts with writing clearly visible are not to be worn under the school shirt. Plain t-shirts/camisoles are acceptable to be worn under the white school shirt.
Hats	School hats, caps and plain blue hats are the only hats allowed. Students must have these for PE classes and to play on the oval at breaks.
Jumpers	Navy blue, knitted jumper with v-neck, navy blue SFC fleecy jacket. Year 12 students may wear their Senior jersey.
Hair	For all students, hair must be neat, clean and tidy. It should not be coloured in an unnatural or extreme colour. Hair longer than the collar must be tied up away from the face in a ponytail or bun. Ribbons, headbands or clips in school colours may be worn. No extreme hairstyles are allowed.
Jewellery, Makeup and Piercings	Students are not permitted to wear makeup. Lip, eyebrow and other facial piercings are not permitted. Small studs or sleepers to comply with WHS are permitted. No more than one plain sleeper or stud per ear. Clear studs are permitted.

Students in breach of the uniform policy will be issued with a consequence.

Parents will be contacted if there are further breaches.

PARENT HANDBOOK

PARENT PORTAL AND ELECTRONIC COMMUNICATION

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

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.

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.

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.

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.

Facebook – Our College has a [Facebook page](#).

Parent Slips – Parent/Caregiver permission for excursions.



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PARENT HANDBOOK

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 help to maintain harmonious and child-centred relationships between the school and home. 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:

- 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.
- 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.
- 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.
- 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.
- 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.

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- 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 to clarify situations.
 - In all discussions remain calm and respectful. Attempt to hear all sides of the story to reach a compromise.
- 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.



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VISITORS AND VOLUNTEERS

All visitors and volunteers are required to report to the office to sign in and gain a visitor's 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.



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PARENT HANDBOOK

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.

OSHC BEFORE AND AFTER SCHOOL CARE

To cater for the needs of families, St Francis College has engaged in a partnership with Catholic Early Care.

Catholic Early Care provides both before and after school care for students who are not able to be picked up immediately after school or need to be dropped off early before staff are on supervision.

The Before and After School Program operates in the Numbellie-Karulboo Centre. 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.

Before School Care commences at 6.00am and After School Care closes at 6.00pm.

Fees apply and some programs may be subsidised by Centrelink.

For bookings and questions call Seira on 0408 652 088.

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:

- Encourage positive relationships between families and the College;
- Enhance how we connect with one another;
- Offer informal social events;
- Promote the shared responsibility for learning, recognising that learning occurs beyond the school gates;
- 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.

PARENT HANDBOOK

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 (P-6) must order their meals online through the “Qkr!” app.

Eftpos facilities are available at the College Tuckshop for students in Years 7-12. These students may also pre-order using the “Qkr!” app.

A full “*Tuckshop Price List*” is available on the Parent Portal or the College office.



© Brisbane Catholic Education, St Francis College, KBD Canteen & Catering (2023)

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:

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

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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.

MAIN RECEPTION SECRETARY Tyla White	Messages and appointments for staff Excursion schedules If unsure who to talk to
STUDENT RECEPTION SECRETARY Kristie Bennett 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 Kim Spencer	School Fees School Fee Concessions
SENIOR FINANCE OFFICER Linda Francis	School Fees
LEARNING PARTNERSHIPS LEADER Kelsey Thompson	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

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	<p>Positive feedback on pastoral care issues</p> <p>Discuss student needs relating to work ethic and achievement</p>
7-12 SUBJECT TEACHERS	<p>Specific queries regarding that subject</p> <p>Specific homework and assignment queries</p> <p>Discuss student needs relating to application and achievement</p> <p>Positive feedback of student application and achievement</p>
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>
LEARNING AND TEACHING 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>
P-6 PASTORAL LEADER Tracey Ross	<p>Behaviour Management</p> <p>Pastoral Care Program</p> <p>Personal Development</p> <p>Student Personal Development</p>
PATHWAYS PROGRAM LEADER Amy Callaghan	<p>Voc Ed issues (Vocational Education)</p> <p>Work placement</p> <p>Apprenticeships</p>
SPORT PROGRAM LEADER Grant Russ	<p>Sport Academy (Futsal, Netball, Rugby League)</p> <p>Interschool sporting representation</p> <p>School Sport South Coast</p>
GUIDANCE COUNSELLOR P-6: Monique Willis 7-12: Leah Anthony	<p>Student counselling</p> <p>Parenting issues</p> <p>Mental health issues</p> <p>Child protection issues</p>

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<p>PRIMARY LEARNING LEADER Melinda Bowyer</p>	<p>Academic performance issues Curriculum issues</p>
<p>AP LEARNING GROWTH P-12 Kate Furlong</p>	<p>College Information and Digital Services 1:1 laptop/technology Reporting NAPLAN/PAT-M/PAT-R Testing Academic performance issues 7-9 Curriculum issues 7-9</p>
<p>AP CURRICULUM 7-12 Andrea Hickey</p>	<p>Student-Parent-Teacher Learning Conversations Subject changes Timetable issues - students Exam timetables Academic performance issues 10-12 Curriculum issues 10-12 Plagiarism Extension requests (assignments) Teachers within subject area</p>
<p>ACTING AP PASTORAL P-6 Courtney Morgan</p>	<p>Behaviour Management Pastoral Care Program Personal Development Student Leadership Student Personal Development</p>
<p>AP PASTORAL 7-12 Megan Philpott</p>	<p>Behaviour Management Pastoral Care Program Personal Development Student Leadership Student Personal Development</p>
<p>APRE P-12 Michelle Ferguson</p>	<p>Prayer resources Franciscan spirituality RE curriculum Organisation of whole school religious/liturgical events Proactive cultural and school spirit building</p>
<p>HEAD OF CAMPUS P-6 David Macknish</p>	<p>Organisation of the P-6 Campus High level behaviour management Student Personal Development Concerns or positive feedback about staff Child Protection issues School Policy and Procedures Unsatisfactory resolution of complaints or concerns</p>
<p>HEAD OF CAMPUS 7-12 Michelle Kelly</p>	<p>Organisation of the 7-12 Campus High level behaviour management Student Personal Development Concerns or positive feedback about staff Child Protection issues School Policy and Procedures Unsatisfactory resolution of complaints or concerns</p>

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<p>PRINCIPAL John Marinucci</p>	<p>School Mission and Vision Strategic Planning School Policy and Procedures Unsatisfactory resolution of complaints or concerns 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>	