

# PARENT HANDBOOK

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

2019





# PARENT HANDBOOK

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## 1 Principal's Welcome

Our Franciscan spirituality and values are important to us. Our teaching and learning and pastoral frameworks endeavour to create a climate where we value each individual in the spirit of hope, care and compassion. We work for justice and sustainability.

Our College Mission and Vision Statements indicate that we strive to provide an education that challenges students to grow and learn; and we strive to provide this education in a family environment where students feel safe and supported.

Our College family is rich in diversity—we celebrate our rich cultural and linguistic backgrounds but we are united in our commitment to a Franciscan education and way of life.

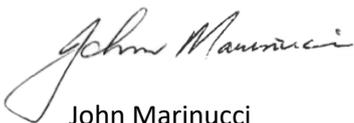
At the heart of our College is a recognition that faith and education must be in harmony to ensure that our students can take their place in society as citizens with values, skills and an understanding of the complex issues that they will confront in their journey of life.

This journey at the College involves a close partnership between students, families and staff.

We hope our actions reflect our beliefs. St Francis challenged us to “Preach the Gospel at all times, and when necessary, use words”.

We believe our students are our finest ambassadors.

You can explore our execution of our aims and dreams in the pages herein.



John Marinucci  
Principal

## 2 Head of Campus P-6

I extend a warm welcome to all of you and look forward to working with you during the Prep to Year 6 phase of your child's Lifelong Learning journey.

Choosing the school in which to entrust your child's education is one of the most important decisions that a parent and family ever make. The family unit is the first community in which a child engages, long before they integrate into any school. We endeavour to build a genuine partnership with a student's family to enable our young people to grow and develop the character, integrity and the purpose to contribute positively to our society. We are privileged to share in this partnership with you.

Our compassionate and skilled teachers strive to provide a safe and welcoming environment for our students. This environment is underpinned by the Franciscan value of RESPECT and I am sure you will be impressed by the nurturing approach of the College staff and at the breadth of opportunity on offer to your child at St Francis College.

Here 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 and that literacy is a foundation for success in all learning areas. Therefore, through the support of parents and College staff, we have a major focus on literacy across the early and junior years. This sets a groundwork for students to develop the knowledge, understandings, skills and dispositions to interpret and use language confidently for learning and communicating in and out of school.

I thank you again for entrusting us to share in this wonderful journey with you and your child and look forward to having a long and happy association with you over the coming years.

David Macknish  
Head of Campus P-6



### 3 Head of Campus 7-12

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 the Logan Area. We cater for around 1000 students at our School. Approximately half of this number is in the Year 7 to 12 phase of learning.

Our School 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 plan to provide facilities, enthusiastic teachers, a program and an overall positive culture of achievement which allows them to pursue that passion to their fullest potential. This helps to give our young people a direction for life after school, not only in careers and tertiary courses, but also in their confidence and self-esteem socially, in interests, hobbies and travel.

St Francis College has a well-developed curriculum across all subject areas and year levels which is continually being improved to ensure all students are fully engaged throughout their school life. There are many highlights of our extra-curricular program as well, from sporting teams to music, dance, drama, visual art, design, and robotics.

Whilst this Parent Information Booklet can give an overview of the School, the true essence and atmosphere can only be experienced by visiting the campus on a normal school day. You will be able to observe first hand our student wellbeing program, which is built on inclusion and appreciating differences in others and does not accept bullying, harassment or exclusion. This leads to a place where students develop their resilience, character and integrity.

Our dedicated and talented staff endeavour to provide each student with opportunities to develop to their full potential across the full range of key learning areas. We accept these responsibilities with sincere commitment and take great delight in watching our young learners thrive in the unique setting of our College.

I look forward to meeting you.

Michelle Kelly  
Acting Head of Campus 7-12



#### 4 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”*.



## 5 Vision for Learning



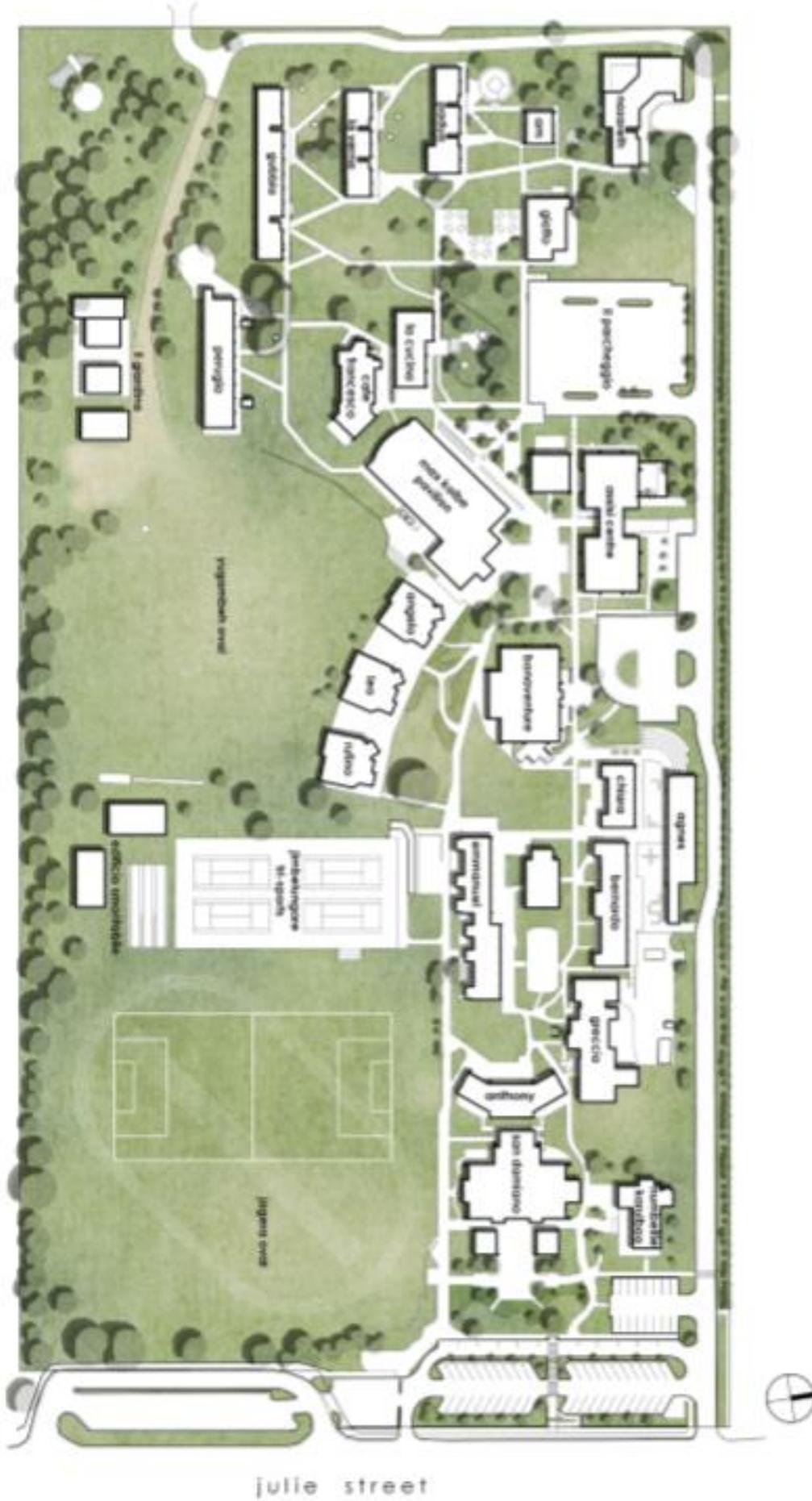
## 6 Prayer of St Francis

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.



7 Map of College



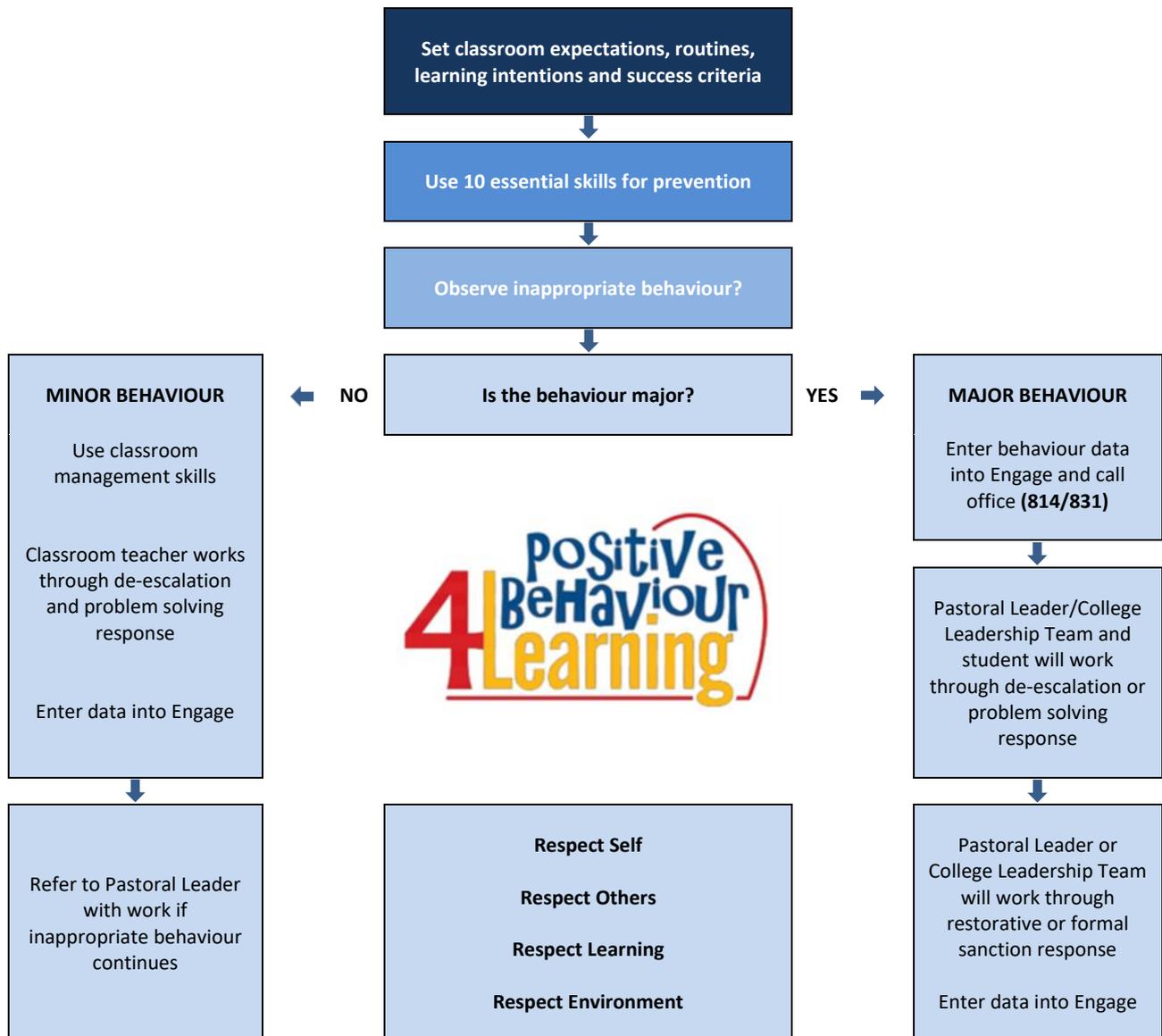
## 8 Leadership Team

NAME	POSITION
Mr John Marinucci	Principal
Ms Michelle Kelly	Acting Head of Campus 7-12
Mr David Macknish	Head of Campus P-6
Mr Rob Canning	Acting Assistant Principal – Religious Education P-12
Mrs Megan Philpott	Acting Assistant Principal – Pastoral 7-12
Ms Aleisha Connellan	Assistant Principal – Pastoral P-6
Mr David Gall	Assistant Principal – Learning Growth P-12
Mrs Nella Rizzo	Assistant Principal – Curriculum 6-12
Ms Kathleen Andzue	Primary Learning Leader
Mrs Tracey Ross	Pastoral Leader P-6
Ms Ashleigh Foumakis	Pastoral Leader – Jagun
Mr Paul McKeaten	Pastoral Leader – Kurrawa
Ms Tegan James	Pastoral Leader – Wimulli
Mr Lachlan Grove	Acting 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	Acting 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



## 9 Positive Behaviour for Learning

Positive Behaviour 4 Learning helps create positive learning environments by developing proactive whole-school systems to define, teach and support appropriate student behaviours.



- 9.1 Treat others with respect, courtesy, understanding and dignity;
- 9.2 Achieve their full potential and allow others to do the same;
- 9.3 Allow others to learn, play and work in harmony;
- 9.4 Respect others' religious beliefs values;
- 9.5 Respect other's cultural heritage;
- 9.6 Allow others to learn, play and work in a clean, safe and healthy environment.

## 10 St Francis Griffin “ISAH”

As part of the Positive Behaviour for Learning (PB4L), ISAH, our school mascot has become a fun and enjoyable way to teach and reinforce positive behaviour among our P-12 students.

The Griffin is a mythical animal half bird half lion, considered a symbol of freedom and a link between heaven and earth. It has been seen as a protective and powerful animal, believed to have strength, courage and pride to face adversity. It is the symbol of Padua, a city near St Francis’ home town Assisi, as well as being used by the citizens of Assisi as part of the Church decorations. Therefore, it is a figure that links well to our Franciscan values of resilience, perseverance, simplicity, dignity, compassion, fairness and joy.

*ISAH* is an acronym for *In Simplicity and Harmony*, which are values that we try to reinforce within our school community. Isah is an active participant in school assemblies, sport events, cool connections, confraternity competitions, breakfast club and school festivals.



## 11 Learning Support and Student Services

Support Teachers (Inclusive Education) and teacher's aides currently work across the College from Prep to Year 12. Class teachers work in close partnership with the Support Teachers to address diverse curricula and social needs.

11.1 Students receiving support may vary in needs and levels of support. These needs range from:

- i. Specific learning disabilities;
- ii. Time management issues;
- iii. Behavioural issues;
- iv. Medical concerns;
- v. High achieving needs.



## 12 Guidance and Counselling Service

The effect of life's stressors on the personal, social and academic development of students is widely acknowledged. Schools exercise a central role in supporting and assisting student development by providing a Guidance and Counselling service. Guidance counsellors work in partnership with both the teaching and pastoral staff to promote and foster student development, mental health and resilience.

12.1 Our College staff includes a supportive network of Counsellors servicing P-12. The counsellors work may include:

- i. Formal assessment of a student's academic or behavioural skills;
- ii. Individual student counselling;
- iii. Social skills teaching groups;
- iv. Group facilitation;
- v. Planning with teachers;
- vi. Working with parents to consider students' emotional needs.



### **13 ESL Support (English as Second Language)**

At St Francis College, we embrace over 52 different cultures. With this diverse number of cultures comes the challenges associated with non-English speaking students and parents.

The College has on staff an increasing number of ESL support teachers and multi-lingual teacher aides to assist students, parents and teachers in the different aspects of College life.

Our learning ethos is we strongly believe that learning happens when the students embrace hands on classroom activities and conversations. However some subjects require an intensive use and understanding of the English language and it is during these classes that our ESL students may be withdrawn for more one on one or small group support.



## 14 Religious Expectations

Religious Education has the two distinct but complementary dimensions: Teaching people the classroom subject of religion; and teaching people to be religious in a particular way through the religious life and 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 therefore seeks to nurture and develop the faith of all individuals, mindful of their cultural and religious identity.

The patron saints of the College are St Francis and St Claire or 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. The College motto In simplicity and harmony and our values; hope, peace, compassion, reconciliation, perseverance, service, stewardship, prayer and reflection are all strongly represented in our practices and policies and the way we speak and act both within and outside the community. The expectation for all families who enrol at the college also to respect these values and participate respectfully in prayer, liturgy and reflection days.

St Francis College follows the requirements of the Archdiocese of Brisbane for the teaching of the classroom subject of religious education as do all Brisbane Catholic Education Schools. These requirements are that all students will study religion from the approved curriculum for 2.5 hours per week from Prep to Year 12. Students learn about religion and religious ideas and the impact of this on behaviours and actions so they can develop their critical thinking and religious literacy. The expectation is that they complete all class activities, homework and assessment so that by the end of each year they have had multiple opportunities to demonstrate the Achievement Standard for that year. These are the same as the requirements for any other learning area.



## 15 Prep Information

The Preparatory program is based on the Early Years Curriculum Guidelines. These Guidelines support the belief that children learn and develop in many ways including through observation, interaction, play and real-life experiences, investigations, routines, transitions and focused teaching.

The Guidelines are based on active learning which includes play and inquiry. Play is a natural activity for children through which they make meaning of the world around them and solve problems. Through play, children are engaged in sharing equipment, taking turns, leading the group and following directions. As the children engage with the curriculum, they become responsive learners and develop spiritually, socially, emotionally and academically.

15.1 The five Early Learning Areas are:

- i. Social and personal learning;
- ii. Health and physical learning;
- iii. Language learning and communication;
- iv. Early mathematical understandings;
- v. Active learning processes.



## 16 Early Years 1-2

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 with a contemporary and motivation environment.



## 17 Junior Years 3-6

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

- 17.1 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 independence and fostering 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.



## 18 Middle Years 7-9

At St Francis College our Middle Years Phase of Learning aims to provide an environment that supports and challenges student's learning and development with an atmosphere of respect, inclusivity, belonging and high expectations.

- 18.1 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 is made up of Core and Elective Subjects. All subjects are based on the Australian Curriculum, except Religious Education which is based on the approved curriculum Religious Education Archdiocese of Brisbane.

In Year 7, Religion, English, History/Geography, Maths and Science will be covered by one teacher, the students' PC teacher. In Year 8, all teachers teach a minimum of two subjects across the year level. In Year 9, students are preparing for the Senior Phase of Learning and are likely to have different teachers across subject areas; however they still have a core classroom where most of their learning occurs. Elective Subjects provide students with the opportunity to experience a range of curriculum areas which can help in subject decision making in following years.

A full "Middle Years Handbook" is available from the College office or the website.



## 19 Senior Years 10-12

St Francis College is a Franciscan Catholic school committed to a holistic education so we continue to develop the spiritual, intellectual and personal qualities of each student within a caring Christian community. In the senior phase of learning, we expect students to be active and willing participants in their educational journey. Our students' educational journey is more fruitful with the active support of parents; and where a partnership is evident between the students, parents and the College. Parental support and involvement in the life of St Francis is important to students and greatly valued by the College.

The Queensland Certificate of Education (QCE) provides many valid pathways for students. All pathways require a significant amount of learning to an agreed standard, including literacy and numeracy. Thus the decision made by students with regard to subject selection needs both careful research and sound guidance.

In year 10, students develop a senior education and training (SET) plan which identifies their strengths, challenges and career goals. Based on student results from Semester 1, students choose an appropriate learning pathway to best suit their career goals.

19.1 We offer 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 "Senior Years Handbook" is available from the College office or the website.



## 20 Vocational Education and Training (VET)

Vocational Education and Training is education and training that specially focuses on providing skills for work. St Francis College is fortunate to have state of the art training facilities in Health, Hospitality, Kitchen Operations and Horticulture (Rural Operations and Landscaping).

As well as providing industry standard training on campus in these industry areas, students can elect to attend TAFE Queensland and Skills Tech one day a week to obtain a qualification by the end of Year 12 which can lead directly to employment or to further study at Diploma or Bachelor level in a wide range of industry areas.



## 21 Bring Your Own Device (BYOD)

The need for technology in the classroom is becoming ever more crucial not only to enable more creative interactive learning opportunities, but also to prepare students for their senior studies, work places and universities. The ability to develop and enhance student's IT skills early, provides them with greater opportunity for being prepared and marketable in the future digital age.

St Francis College operates a BYOD program for students. We provide wireless internet connectivity and online services (free Wi-Fi). All students have free access to Office 365 software courtesy of Brisbane Catholic Education. This allows students to use Microsoft Word, PowerPoint, and various other applications that they will need for their studies.

21.1 Minimum requirements for a device include:

- i. Windows 10 Operating System;
- ii. At least 2GB or 4Gb or more (recommended) RAM;
- iii. At least 256Gb or more Hard Drive storage;
- iv. At least i3 or i5/i7 recommended processor.

On enrolment, students will be provided with an email address and an active BCE account which provide access to the school portal.

We encourage you to investigate options at different retailers with minimum requirements in mind, as well as technical support, warranties, and personal requirements. It is important that you investigate carefully the technical support and costs around maintenance and repairs, as it is the responsibility of families to keep their student's device in good working order.



## 22 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 Yugambeh and Yuggera 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.



## 23 Cool Connections

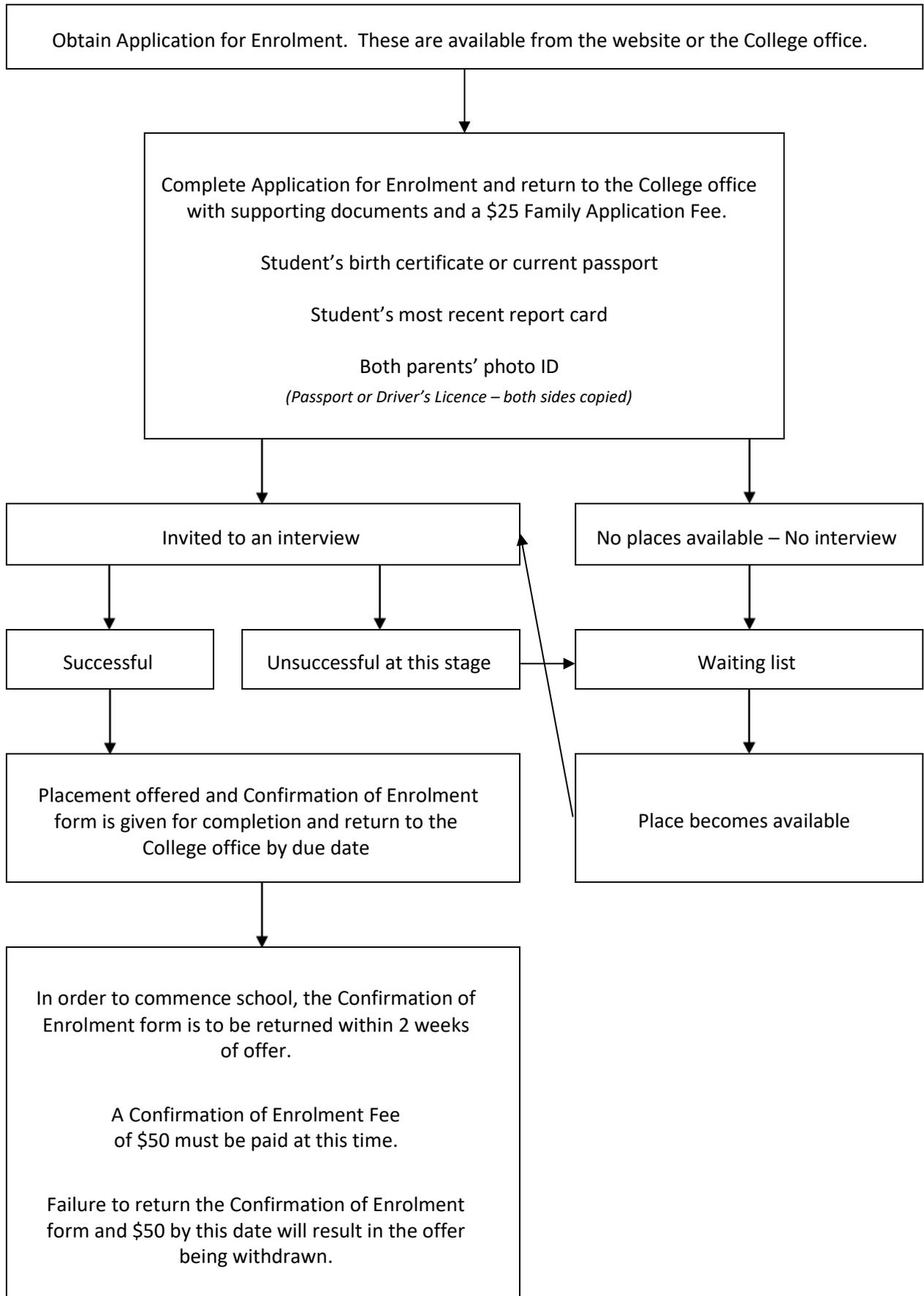
Once a term St Francis College has a Cool Connections session where students from Prep to Year 12 meet in family groups.

### 23.1 The aim of Cool Connections:

- i. To promote the goals of our Family Group and Pastoral Care system;
- ii. To promote the concept amongst students that we are a P-12 community linking all age-group students through our Family Group system;
- iii. To provide opportunities for all students to test their leadership attributes in a supportive environment;
- iv. To promote the cultural life of the College through activities that link our Franciscan Ethos and the creativity of our talented students;
- v. To provide broader role modelling and pastoral care strategies that will operate from Early to Senior Years;
- vi. To enhance the transition of our students through their phases of learning.



## 24 Enrolments



## 25 Enrolment Support Procedures for Students Requiring Educational Adjustments

The Enrolment Application and Support Procedure for Students requiring Significant Educational Adjustments operates within the wider Brisbane Catholic Education policy of Students with Disabilities.

This process seeks to reveal and clarify the characteristics of the learner, and to assess the relevant adjustments for accessing the learning and the implications of these for the school, the family and the student.

A partnership approach is foundational to this process and leads to an appropriate response to the student's educational needs. The enrolment application and support procedures are used when it is likely that significant adjustments will be needed to support the student's learning.

The full "Brisbane Catholic Education Enrolment Application and Support Procedures for Students Requiring Significant Educational Adjustments" is available from the College office.



## 26 Attendance

Each student absence must be explained, preferably before hand or on the day. Explanations received before 9am will avoid a text message being sent.

- 26.1 There are three ways to do that:
- i. Parent Portal;
  - ii. Student Absent Line (Ph: 3489 4890);
  - iii. Student Diary Entry.

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

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

### EVERY DAY COUNTS!

**Indeed recent research shows that 85% attendance means that out of 13 years of schooling, students are absent for almost 2 years.** Therefore when they graduate at year 12 they are actually graduating at year 10 levels. Every day of attendance in school contributes towards a child's learning and academic outcomes improving. An analysis of the attendance records and NAPLAN results of more than 400,000 students from Western Australia found any absence from school leads to a decline in academic performance. *"We are able to show that, actually, every day counts and days that you're missing in year 3 and year 5, we can detect that all the way through to year 9"*, the report's author, Stephen Zubrick, from the University of Western Australian, said *"A 10-day period of unauthorised absence in a year is sufficient to drop a child a band in the NAPLAN testing."* **The most startling finding was that attendance patterns established in year 1 tend to hold true throughout a child's educational career. Every day is important.**

### SCHOOL TIMES

P-6	8.40AM – 2.50PM
7-12	8.40AM – 2.55PM



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

Regular and punctual attendance at school is essential. Every effort should be made to have students arrive at school on time to prevent disruptions caused by entering a class after the lesson has commenced. 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 student 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 any children being collected before 2.55pm unless it is an emergency or circumstances explained and accepted by a member of the Leadership team. Students are difficult to contact during the morning tea (10.55am – 11.25am) and lunch break (1.25pm – 1.55pm) therefore if you wish to collect your student during these times, prior arrangements with the office need to be made.

27.1 The process for collecting your student 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 class where your student is;
- iii. The student will be sent to the office with their bag;
- iv. The student will sign out sign the electronic attendance system.

Prior notice of collection at the office will avoid long waiting periods during peak office times.

The teacher is not permitted to directly release a child from the classroom to any adult. If someone other than yourself is collecting your student their name must be on the emergency contact list or prior permission left at the office. They must present themselves at the office with personal identification.

During the course of the day, urgent messages for students may be relayed to the student by calling the office. However non-urgent messages are discouraged. The College can not guarantee the delivery of messages to students which are received during break times or 30 mins before the end of the school day.



## 28 Extended Leave

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.

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 and for security reasons exams cannot be completed prior to the set date.

While we understand that some situations are out of your control, we believe that education is the key to life and we value learning for every child. Everyday counts!

The "Extended Leave Application" form is available from the College office.



## 29 Medical Requirements

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

29.1 All medication required to be administered at school must:

- i. Have the “Student Oral Medication Authority” permission form completed and signed by the parent/legal guardian;
- ii. Be in the original pharmaceutical container and labelled with the child’s name and dosage. This includes paracetamol, aspirin and cough medication;
- iii. Be handed in to 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 asthma, allergies, epilepsy and diabetes 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.

Student Action Plans and medications will be reviewed yearly.

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/guardian or emergency contact will be contacted and asked to collect the Student from the College office. Students are not permitted to phone a parent/guardian to pick them up. Basic first aid treatment will be administered, and if required an ambulance is 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 or by contacting the College office.

The “Student Oral Medication Authority” form is available from the College office.



### 30 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. St Francis College is a community of care and compassion; we value the dignity of all members of our school community. We are responsible and therefore committed to creating a safe and supportive environment where all people are empowered to reach their potential.

A full copy of “SFC Safe School Statement” is available from the College office or can be located on our website.



### **31 Student Reporting and Parent Teacher Conversations “It takes a Village to raise a Child”**

At St Francis College, we believe strongly in working together with parents to expand the support network for the students. Part of this process is both pastoral and academic reporting and parent/teacher conversations.

Reporting is an integral part of the teaching and learning process. It is the purposeful, systematic and ongoing collection of information about student learning.

31.1 The main purposes are:

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

31.2 Reports are issued following the below schedule:

- i. End of Term 1 – Pastoral/Behaviour Reports 7-12;
- ii. End of Semester 1 – Academic Reports P-12;
- iii. 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 42.

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

31.3 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:

- i. P-6 – Classroom teachers will approach parents to make these arrangements in March and late August/early September;
- ii. 7-12 – Formal Parent Teacher Interviews in May and July. These interviews are booked online through the portal and all parents will be notified when the system is live ready for bookings.



## 32 Assessment Policy Years 7-12

The following guidelines are outlined to ensure that students are aware of their responsibilities regarding the completion of assessment and to meet the requirements of their study programme.

### 32.1 Students are responsible for:

- i. Recording all assessment dates at the beginning of each semester in their College diary;
- ii. Allocating appropriate out-of-class study and preparation time for the test or assignment;
- iii. Performing to the best of their ability in a test/assignment;
- iv. Sitting exams on the dates scheduled;
- v. Submitting drafts by the monitoring check points;
- vi. Referencing all work appropriately (see guidelines);
- vii. Handing assignments directly to the subject teacher and signing and dating a 'Assessment Task Submission Form' as proof of submission;
- viii. Submitting all assignments on or before the due date;
- ix. Seeking extensions for assignments well before the due date if problems arise, using the 'Application for Extension Form'. Extensions may be granted in the following circumstances:
  - illness (evidenced by a medical certificate);
  - family reasons causing disruption or distress to the student;
  - obvious overload of assessment tasks providing the student has approached the teacher.
- x. Notifying the teacher if absent on the day of the test or date due for assignment by phone and supplying a medical certificate for any missed assessment upon returning to the College;
- xi. Making arrangements with the teacher(s) concerned to reschedule any missed assessment after submitting a 'Application for Extension Form' evidenced by medical certificate (if due to illness) or letter from parents/guardian (if due to other reasons).

A full "Assessment Policy" brochure is available from the College office or the website. "Application for Extension" forms are also available from the College office.



### 33 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.

#### 33.1 They provide for:

- 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. Technology facilities and resources for students.

#### 33.2 School fees and levies are charged on a term basis during the first week of the term in accordance with the School Fees and Levies Schedule attached and also available on our website. 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. **Capital Levy** – helps to offset the cost of providing new buildings as well as maintaining and improving existing facilities such as furniture and fittings;
- iii. **Friends of St Francis College (Parent Community Group) Levy** – provides special one-off benefits to the school by replacing traditional fundraising events;
- iv. **Activity Levy** – helps to offset the cost of activities, excursions and some resources 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, Semi-Formal or the Dinner Dance. These charges will generally be charged to the family account. You will be informed of this when we write to you providing details of the event.

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 cost, which most likely will be invoiced to the school account. For assistance, or if you have any questions please feel welcome to contact the Finance Office for clarification.

- v. **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).

#### 33.3 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 and will not include payments which you may have made. For a detailed Statement, which includes all transactions on your account contact the College and ask to speak with one of the staff in the finance office.

- 33.4 Where a parent/guardian 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;
  - iii. For fee concessions in cases of financial hardship an application may be made for an adjustment of fees charged. Concession applications are accepted at the commencement of each year or at any point initiated by the family or when the hardship occurs. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application. A compassionate and just approach under the mission and values of Brisbane Catholic Education and St Francis College is used when reviewing applications. Concessions are means tested in line with Federal Government Guidelines. The assessment process takes all cash flows into consideration, such as Wages/Salaries, Austudy, Family/Stay at Home Allowance, Child Support Payments.

The same process is adopted by all Brisbane Catholic Education schools and colleges for assessing eligibility.

Any change to your circumstances should be advised to the College within 14 days of the change. Concession Applications are assessed by the end of Term 1 or when you lodge your Application. You will receive a letter from the School advising the outcome of your Application which you need to sign and return the copy of the letter. Your account will be adjusted in Term 2 for Term 1 and 2 Concessions, with Term 3 and 4 being processed in the respective Terms.

- Concession application forms are available at the school finance office or on the College web page.
- All matters are dealt with on a confidential basis.

- 33.5 Should your account not be paid by the due date as indicated on your Term Statement, you will be contacted so that arrangements can be made to clear the account. Contact will be via the most appropriate means and, generally during business hours.

- 33.6 Where accounts remain outstanding, and you have not made contact with the College to discuss outstanding fees and payments made or a mutually agreed payment program, a Letter of Demand will be forwarded to you. If you choose to ignore this letter, or do not make contact by the due date of the Letter, the College is reluctantly forced to engage the services of a professional debt collection agency. Administration and legal costs in any collection process may be included in the amount outstanding.

A full "A Guide to Fees and Levies for 2019" is available at the College office or the website. "Application for Concession" forms are also available from the College office or the website.

## 34 Uniform Dress Code

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

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

Any variation to the uniform code requires a request from parents and approval from Administration. Requests for variation are to be made to the Pastoral Leaders who will issue a notice in the student's diary.

The full school uniform is to be worn whilst travelling to and from school (except on designated sports days) and at all College functions. 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.

## 35 Shoes and Grooming

### 35.1 Shoes:



#### THE SCHOOL LOCKER

Shop 2 Harvey Norman Centre  
3878 Pacific Highway  
Loganholme 4129  
Phone: 3440 9701

[www.theschoollocker.com.au](http://www.theschoollocker.com.au)

Open 7 days and late night  
Thursday

### 35.2 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 should 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 jewelled studs or earrings are not permitted. Clear studs are not permitted.

Students in breach of the uniform policy will be issued with a consequence. Parents will be contacted if there are further breaches.

A full “Uniform Guide” is available at the College office or on the website.

## 36 Visitors and Volunteers

Teachers from time to time request parent help for general and more specific classroom tasks. These requests could range from class reading help to assisting with excursions.

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', your Student Protection training is a combination of adherence to the Code of Conduct for Volunteers and Other Personnel (you will be provided with a hard copy) 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 – bring this form to Main 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/Pages/Code-of-Conduct-Training.aspx>

You can also navigate to this page by following the path – Brisbane Catholic Education public site > select the STUDENTS & PARENTS tab > Student Protection > Student Protection and Code of Conduct Training for volunteers and Other Personnel.

A full version of the "Volunteer Code of Conduct" is available on the College website.



### 37 Parent/Guardian Code of Conduct

At St Francis College, we are committed to developing strong partnerships with our parents and guardians to ensure high-quality learning and the best possible learning environment for our young people.

We believe that good communication will keep the relationships between school and home harmonious and student centred. Ensuring that expectations in the Code of Conduct are made explicitly and understood is an important means of developing an effective relationship based on the Franciscan values of simplicity and harmony.

- 37.1 As members of the SFC Community, parents/guardians are expected to support the College in the following ways:
- i. Supporting the College ethos and religious culture;
  - ii. Ensuring you have read, understood and accepted the regulations and conditions of enrolment outline in the enrolment process;
  - iii. Ensuring your students adhere to College rules and regulations in regarding to grooming, school uniform and the Positive Behaviour 4 Learning process;
  - iv. Speaking positively about the College and teachers at all times, especially in the presence of young people who attend the College;
  - v. Maintaining positive relationships with staff, other parents and young people and showing respect when on College premises and within social media forums;
  - vi. Meeting the financial obligations associated with enrolment a participating in the fee concession process.

A full “Parent/Guardian Code of Conduct” brochure is available from the College office.



### **38 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 ends or need to be dropped off early before staff are on supervision, we have engaged in a partnership with the local Crestmead PCYC.

PCYC provide both before and after school care for students in the Numbellie-Karulboo Centre from 6.30am. The program is open for all SFC students from Prep to Year 10. Prep and Early Years students are taken to the classrooms in the morning and picked up from the classroom in the afternoon.

Fees apply and some programs may be subsidised by Centrelink.

For bookings and questions call PCYC on 0408 652 088.



### 39 Mobile Phone and Digital Device Policy

Digital devices have become a common accessory in society today. We understand that having access to these devices may be necessary for security and transport reasons, however, we would strongly discourage their use at St Francis College. If students need to contact their parents/guardians during the school day for emergencies or other important reasons, they must contact them from the Student Reception. If parents need to make contact with students during the school day, they should ring the College office and a message will be relayed as soon as possible.

- 39.1 The use of Personal Digital Devices at school can negatively influence students in the following ways:
- i. Disruption to learning;
  - ii. Disruption to normal socialisation with peers;
  - iii. Image/video recording resulting in serious privacy issues.

For these reasons, personal digital devices are not to be used during class time unless under direct instruction from the classroom teacher for learning purposes. To encourage social interaction and development, we recommend that students use break times to socialise with their peers rather than engaging with their device. Phones and other recording devices must not be used to photograph or video any activity at the College without receiving prior permission from the College Leadership Team.

Students must seek teacher permission to use earphones within the classroom. Otherwise they should not be seen or used within the College grounds.



## 40 Parent Portal and Electronic Communication

40.1 At SFC we pride ourselves on our sustainability and our stewardship of the environment. Keeping this in mind a lot of our communications are now electronic:

- 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 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 may be 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. Also reminders are sent about upcoming events such as parent/teacher interviews or information nights. Unexplained absences text messages are also sent to parents every morning to ensure the safety of students;
- v. **Facebook** – Our College has a very active Facebook page where we strive to provide the following:
  - To positively promote our school to the community and also potential new parents;
  - To engage with our families;
  - To get messages out in a timely manner;
  - To share events and announcements;
  - To celebrate the work of students and our school as a whole;
  - To share resources, advice and guidance with parents about particular aspects of education.

It is important that parents check and update their email address and mobile numbers regularly to make sure nothing is missed.



## 41 Friends of St Francis

Students come first at St Francis College. Our staff are committed to providing a high quality education and care deeply about student wellbeing. We recognise the very important role that parents play in the lives of our precious students and value parent engagement in the life of the school.

41.1 The purpose of the Community Family Engagement Model is to:

- i. Encourage positive relationships between families and the College;
- ii. Enhance how we connect with one another;
- iii. Offer informal social events rather than formal meetings;
- 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.

We believe our approach is simple in structure and encourages harmonious relationships within our school community. We encourage active parts in sporting events, classroom support, school banking, and social events such as school discos.

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



## 42 Library

The Library Resource Centre at St Francis College, officially known as the Bonaventure Library and Learning Centre.

Spaces in the LRC include two dedicated teaching/learning areas each with seating for up to 30 students. These air-conditioned rooms each have a data projector and an interactive white board. One room has modern ergonomic seating and tables while the other has a surround sound system and can be used as an AV room.

The central space of the Library Resource Centre is equipped with modular furniture which makes for a comfortable reading space but this can also be rearranged to create another Teaching/Learning space.

There is also a P-6 computer lab and a P-6 reading area and while these spaces are designated as Early Years and Junior Primary areas, this is only for convenience of booking the areas. With the P-12ness of the college, all year levels have access to all areas of the library.

The LRC also houses an IT Hub. This gives our staff and students ready access to a full time ICLT support technician who can deal with networking and BYOD issues as they arise. He is also responsible for maintaining over 120 iPads which are housed in the library.



### 43 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. Please note not all items are available at both breaks ie. ice blocks are not available at first break.

Our tuckshop is staffed from volunteers and their help and time is very precious to us. If you have any time to help please contact our Chef Sam Webb via email at [sam.webb@bne.catholic.edu.au](mailto:sam.webb@bne.catholic.edu.au)

A full "Tuckshop Menu P-6" and "Tuckshop Menu 7-12" are available from the College office or on the website.



#### 44 Bus Transport

Our College currently has a small bus that is used for small group excursions or sporting events. The bus is not available for student pickups and drop offs. Students needing bus transport will need to contact their local bus company for timetable information.

44.1 Some numbers that may help follow:

- i. Translink – 13 12 30
- ii. Park Ridge Transit – 3802 1233
- iii. Clark’s Bus Service – 3200 3607

