

# ST. MARY'S

COLLEGE MARYBOROUGH



PARENT INFORMATION HANDBOOK

Dear Parents and Carers

Welcome to St Mary's College, Maryborough. We are proud to be serving local and extended communities by providing high-quality Catholic education with an excellent track record of positive results in the Wide Bay region.

We are a welcoming community for all, offering a Secondary (Yr 7 – 12) learning environment that focuses on developing happy and well-balanced young adults through a wide variety of opportunities and courses. We are an inclusive school based on Christian values and the teachings of Jesus. St Mary's provides a wonderful place designed to provide a balanced environment for learning, activities, sports, faith and character development in the adolescent years.

Our goal as educators is to create opportunities that nurture students' spiritual, physical, social and academic development. We work with parents to ensure that all students have every opportunity to develop into young adults of courage, integrity and compassion, able to contribute meaningfully in an ever-increasing complex world.

We have a number of events and activities throughout the year that parents and extended family members are invited to attend. Excursions, sporting events, assemblies, concerts and other special days give families opportunities to come and participate in the life of the College. We look forward to welcoming you to join our community as often as you are able.

Our College is fortunate to have a dedicated, professional and innovative teaching staff, they have high expectations of all students supporting them in meeting their goals; they are committed to developing discerning, compassionate young women and men ready to engage and contribute in their communities and the world.

We encourage you to stay in communication with your child's Pastoral Care teacher around any concerns or information you need to share or receive; also, please don't hesitate to ask for assistance whenever the need arises.

We are honoured to share the educational partnership with you. We look forward to welcoming your child to St Mary's College in 2024.

Martin Cordery  
**Acting Principal**

### **Acknowledgement of Country**

As Indigenous and Non-Indigenous people together  
Let us have a sense of importance and value of the country upon which we are standing  
Where learning and ceremony have taken place  
Over many thousands of years.

We Acknowledge and respect the country, the skies, the waterways and the spiritual systems of the traditional custodians of this land which we gather on,

Let us sense the land beneath our feet and acknowledge its custodians.

Let us pay our respects to Elders, past, present and emerging.

As they hold the knowledge, language and spiritual connection to this country

For we too are one in Land, one in spirit, one in faith, united in God's Love.



# CONTENTS

CONTACT DETAILS.....	2	Student, Parent and Guardian Complaints Management Policy .....	22
Teaching Staff .....	2	CAMPS EXCURSIONS and RETREATS	23
Learning & Teaching Leaders.....	2	COLLEGE PHOTOS .....	24
Pastoral Leaders .....	2	HEALTH .....	24
Support Staff .....	3	Illness .....	24
Senior Leadership.....	3	Medications .....	24
COLLEGE LOGO .....	4	Student Medical Information.....	24
PASTORAL CARE .....	5	FINANCIAL INFORMATION.....	24
LEARNING and TEACHING.....	5	Digital Device Program.....	29
ASSESSMENT and REPORTING .....	6	Digital Device Agreement .....	29
DAILY ROUTINES.....	10	POLICIES & PROCEDURES.....	30
Bell Times (Mon, Tues, Thurs, Fri) .....	10		
Term Dates 2023.....	11		
Lockers and College Approved Lock	11		
Electronic Devices .....	11		
Tuckshop.....	12		
Attendance.....	12		
POSITIVE BEHAVIOUR FOR LEARNING .....	13		
UNIFORM EXPECTATIONS.....	14		
Uniform Shop .....	18		
Uniform Prices ( <i>Prices are subject to change without notice</i> ).....	19		
COMMUNICATION.....	20		
Phone .....	20		
Newsletter .....	20		
Email.....	20		
SMS.....	20		
Facebook.....	20		
(BCE) Connect APP .....	20		
Parent Portal.....	21		
QKR App.....	22		
Parent Communication to the College .....	22		

## CONTACT DETAILS

Main Administration

Ph: 4190 2200 or Email: smaryborough@bne.catholic.edu.au

Monday to Friday (8.00am to 3.30pm)

### Teaching Staff

Name	Contact
Andrew Sanderson	ajsanderson@bne.catholic.edu.au
Carlee Daniels	carlee.daniels@bne.catholic.edu.au
Claudette Andrie	candrie@bne.catholic.edu.au
Forrest Wadsworth	fwadsworth@bne.catholic.edu.au
Gwynfa Johnston	gjohnston@bne.catholic.edu.au
Leah van Tonder	lvantonder@bne.catholic.edu.au
Lisa O'Connell	lmoconnell@bne.catholic.edu.au
Michaela Sanderson	mjsanderson@bne.catholic.edu
Peta Allikas	pallikas@bne.catholic.edu.au
Rosemary Dale	rosemary.dale@bne.catholic.edu.au
Tahlia Powell	tpowell@bne.catholic.edu.au
Tim Chamberlain	tchamberlain@bne.catholic.edu.au
Tracy Wright	tracy.wright@bne.catholic.edu.au

### Learning & Teaching Leaders

Name	Position	Contact
Amy Kiss	Inclusive Education Leader (Program)	akiss@bne.catholic.edu.au
Glenys Nash	Academic Leader: HALE (Humanities, Arts, Languages and English)	gnash@bne.catholic.edu.au
Krissy Lourigan	Academic Leader: STEM/PE	klourigan@bne.catholic.edu.au
Mark Sealey	Year 12 Leader (Pathways Program and Pastoral)	msealey@bne.catholic.edu.au

### Pastoral Leaders

Name	Position	Contact
Anna Telford	Year 8/9 Leader (Pastoral)	atelford@bne.catholic.edu.au
Brad Mitchell	Year 10/11 Leader (Pastoral)	btmitchell@bne.catholic.edu.au
Jonathan Canning	Year 7 Leader (Pastoral)	jonathan.canning@bne.catholic.edu.au

## Support Staff

Name	Contact
Anita Uden – Guidance Counsellor	auden@bne.catholic.edu.au
Andres Wender – Groundsman	awenger@bne.catholic.edu.au
Angela Jones – Youth Support Officer	ajones26@bne.catholic.edu.au
Ashleigh Vicic – Laboratory Assistant	avicic@bne.catholic.edu.au
Barett O’Gorman – Teacher Aide	bogorman@bne.catholic.edu.au
Belinda Toplis – Enrolment Officer	Belinda.toplis@bne.catholic.edu.au
Chrissy Roff – Teacher Aide	croff@bne.catholic.edu.au
Deb Power – Tuckshop	dpower@bne.catholic.edu.au
Hannah Edols – Teacher Aide	Hannah.Edols@bne.catholic.edu.au
Helen Reason – Finance Secretary	hreason@bne.catholic.edu.au
Janette Hagan – Campus Minister (on leave Term 1) Jen Bryant – (Term 1)	natalie.hagan@bne.catholic.edu.au Jennifer.Bryant@bne.catholic.edu.au
Jane-Ellen Negus – Teacher Aide/Sport Admin	jnegus@bne.catholic.edu.au
Karen Brooks – Library Assistant	kbrooks@bne.catholic.edu.au
Karen Wheeler – Receptionist	karen.wheeler@bne.catholic.edu.au
Kerry McDonald – Teacher Aide	kerry.mcdonald@bne.catholic.edu.au
Leisa Pedersen – PA to the Principal	lpedersen@bne.catholic.edu.au
Leisa Waldock – Teacher Aide	lwaldock@bne.catholic.edu.au
Lesley McCauley-Jones - Librarian	lmcauley-jones@bne.catholic.edu.au
Lila Sternfels - Computer Systems Administrator	lsternfels@bne.catholic.edu.au
Michelle Palfrey- Uniform Shop Convenor	michelle.palfrey@bne.catholic.edu.au
Robert Monardes – Technology Network Support Officer	rmonardes@bne.catholic.edu.au
Susan Berry - Teacher Aide/Indigenous Support Officer	Susan.Berry@bne.catholic.edu.au

## Senior Leadership

Name	Position	Contact
Martin Cordery	Acting Principal	mcordery@bne.catholic.edu.au
Denise Newman	Acting Deputy Principal	dmnewman@bne.catholic.edu.au
Megan Pettiford	Acting Assistant Principal - Pastoral	mpettiford@bne.catholic.edu.au
Amy Brennan	Assistant Principal - Religious Education	abrennan@bne.catholic.edu.au
Desley Lourigan	Business Manager	desley.lourigan@bne.catholic.edu.au

## COLLEGE LOGO



In 2020 the St Mary's Parish, Primary and College agreed to a combined logo. The logo takes elements from our rich history. The outer shape of the logo is a representation of the window above the Church altar and a visible sign of the connectedness between the Parish, Primary and College within our St Mary's and wider Maryborough Catholic community.

The Bible reminds us through the Gospels of the importance Jesus placed on Service to others (Mark 9: 35) "And he said to them, "if anyone would be first, he must be last of all and servant of all."

Above the Bible is a Celtic Cross that reminds us of the heritage of our founding Sisters of Mercy and Christian Brothers. We are reminded to always seek to assist those in need. "The righteous care about Justice for the poor, but the wicked have no such concern." (Proverbs 29:7).

The Lamp of Knowledge reminds us that "His light shines out of darkness and in our hearts" (2 Corinthians 4:6) It takes Courage to trust and walk in God's light to give us knowledge of His glory.

The star represents the Virgin Mary who had an ancient title 'Our Lady, Star of the Sea'. The words Star of the Sea are a translation of the Latin title Stella Maris. It came to be symbolic of Mary's role as "guiding star" on the way to Christ.'

The Cockerel has significance to remind our community of the 1st Parish priest in Maryborough originally from France, Fr Paul Tissot in 1861.

### VALUES, VISION and MISSION

#### College Values

St Mary's is a faith community of:

- Service
- Courage
- Justice

#### College Vision

St Mary's is committed to building a strong faith community, guided by the Gospel values.

#### College Mission

We will:

- Engage in dynamic experience and pathways.
- Promote learning, personal growth, wisdom, success and service.
- Be positive, caring and supportive.

## PASTORAL CARE

An essential part of the St Mary's experience is our Pastoral Care program. Each student belongs to a Pastoral Care group who they meet with each morning. In Pastoral Care, students get a chance to build positive relationships with students across year levels and are supported by their Pastoral Care Teacher. Our House system is vertical which means your child's Pastoral Care group will have students from every year level. All our Pastoral Care classes belong to our four Houses.

Students are allocated to one of the four Houses. They remain in the same House throughout their schooling and all children in the one family will belong to the same House.

Each House has a mission to have a heart for dignity, creation, hope and community. We look to our patron saints as role models to live a life with Christ. We support Catholic charities in stewardship, preferential care for the poor and solidarity.

In spiritual, sporting and cultural events, we represent our Houses to show our light to others.

### ARCHER



### BIDWILL



### CLEARY



### PALMER



## LEARNING and TEACHING

During the Middle Phase of learning, students in Years 7 – 9 study up to ten subjects across the year, which includes compulsory core subjects and specialised elective areas. We foster a middle-schooling approach that provides an environment that stimulates intellectual curiosity alongside a strong pastoral focus that builds relationships with young adolescents.

The Australian Curriculum forms the basis for all subject areas in this phase of learning. Within our Pastoral Program we also include academic learning with topics such as study skills, time management, safe use of technology, careers and many other areas.

Year 7	Year 8	Year 9
Religious Education	Religious Education	Religious Education
English	English	English
Mathematics	Mathematics	Mathematics
Science	Science	Science
Health & Physical Education	Health & Physical Education	Health & Physical Education



Japanese	Japanese	History/Geography
Humanities(inc. Geography, History, Business, Civics)	Humanities(inc. Geography, History, Business, Civics)	Food Studies
Music/Drama	Music/Drama	Industrial Design
Visual Arts	Visual Arts	Visual Art
Food Technology	Food Technology	Drama
Design Technology	Design Technology	Media
Digital Technologies	Digital Technologies	Digital Technologies
		Japanese
		Business
		Music

The Senior Phase of learning for Years 10 – 12, offers a range of subjects with students having more choices about their desired pathways. In Year 11 and 12, students will study a university-bound pathway through an ATAR course or a vocational employment pathway. Certificate courses are offered here at St Mary’s College or from a range of outside providers.

*For further information on the Curriculum Learning Pathways (Year 7 to 12), refer to the Curriculum Handbooks on the College website under the Learning and Teaching menu.*

## **ASSESSMENT and REPORTING**

The purpose of assessment is to gauge a student’s learning and progress within a subject area. Assessment items are produced that enable the learning that is assessed to be valid and reliable. Feedback is provided throughout the assessment period and students are advised to ensure they are aware of the relevant criteria and marking schemes when commencing the assessment item.

Assessment based at St Mary’s College is quite demanding at times for all year levels. Schedules are advertised in advance so planning can take place. These are placed on the Parent Portal under the Online Assessment Calendar. Also available are forms for Assessment Adjustments (Special Provisions), and Policies for the submission and requirements of assessment items. The classroom teacher should always be the first point of contact regarding classwork and assessment, followed with support from the Academic Leader and the Assistant Principal – Curriculum. Subject Selection Curriculum Handbooks and Change of Subject Forms are also available from the beginning of each year.

The following tables are quick guidelines around the eligibility for special provisions for associated reasons.

Quick Guidelines to Special Provisions – see Assessment Policy and Procedures for full information

<b>Reason</b>	<b>Years 7-10</b>	<b>Senior Unit 1 and Unit 2</b>	<b>Senior Unit 3 and Unit 4 Internal Assessment</b>	<b>Senior Unit 4 External Assessment</b>
<b>Absent or late to school on Due date (Non-Medical)</b>	Non submit. Drafting materials marked.	Non submit. Drafting materials marked.	Non submit. Drafting materials marked.	Not rated.
<b>Bereavement</b>	See AARA guidelines			
<b>Family Holidays</b>	No Provisions provided. Assignment submitted before leaving. Exams - Must be present.	No Provisions provided. Assignment submitted before leaving. Exams - Must be present.	No Provisions provided. Assignment submitted before leaving. Exams - Must be present.	No provisions. Must be present.
<b>Sporting or Cultural - High Level State (Qld) or National (Aust) (case by case)</b>	Special provisions form completed by parent. Assignment submitted before leaving unless provisions given. Comparable exams offered after event if away on day. Notification from sporting or cultural body required.	No Provisions provided. Assignment submitted before leaving. Exams - Must be present.	No Provisions provided. Assignment submitted before leaving. Exams - Must be present.	No provisions.
<b>Sporting or Cultural - other levels (including school supported teams/events)</b>	No Provisions provided. Assignment submitted before leaving. Exams - Must be present. College will be aware of date clashes with assessment dates.	No Provisions provided. Assignment submitted before leaving. Exams - Must be present.	No Provisions provided. Assignment submitted before leaving. Exams - Must be present.	No provisions.

<b>Technical Difficulties</b>	No Provisions. Back up provided. Drafts marked.	No Provisions. Back up provided. Drafts marked.	No Provisions. Back up provided. Drafts marked.	N/A
<b>Unforeseen Illness and Misadventure</b>	See AARA guidelines			

Quick Guidelines to AARA (Access Arrangements and Reasonable Adjustments)

See Assessment Policy and Procedures for full information

<b>Reason</b>	<b>Years 7-10</b>	<b>Senior Unit 1 and Unit 2</b>	<b>Senior Unit 3 and Unit 4 Internal Assessment</b>	<b>Senior Unit 4 External Assessment</b>
<b>Long-term &amp; chronic conditions</b>	ISP Negotiations; Verification Reports; Medical Statement. Reviewed yearly. Provisions put in place by Learning Enhancement Centre after negotiations.	ISP Negotiations; Verification Reports; Medical Statement. Reviewed yearly. College approved - aligned with U3/4 AARA.	ISP/Verification; Medical Report; School Statement; Student Statement (optional). Principal-reported notification due before confirmation event and QCAA approved applied before commencement of Unit 3.	ISP/Verification; Medical Report; School Statement; Student Statement (optional). Principal-reported notification by end of Term 3 in assessment year and QCAA approved AARA applied before end of Term 1 in summative year.
<b>Unforeseen illness &amp; misadventure</b>	Parent notification. Special Provision request form completed by parents. Provisions <b>may</b> be implemented depending on drafts, checkpoints and situation.	Medical Certificate. Request for Special Provisions form completed. Provisions <b>may</b> be implemented depending on drafts, checkpoints and situation. Will be	Medical Report. Special Provisions forms completed. Principal-reported AARA <b>may</b> be implemented depending on drafts, checkpoints and situation. Applications as close to assessment date as possible and	Student makes every attempt to attend if not against medical advice and alerts supervisors of condition. Medical Report must cover date of the assessment. If unable to attend, application for illness and misadventure to be made to

		aligned with U3/4 AARA.	before submission of provisional marks.	QCAA. 14 days before and 7 days after assessment date.
<b>Non-medical extenuating circumstances</b>	Parent notification. Special Provision request form completed by parents. Provisions <b>may</b> be implemented depending on drafts, checkpoints and situation.	Other reports eg. Police, court, official notices. Request for Special Provisions form completed. Provisions may be implemented depending on drafts, checkpoints and situation. Will be aligned with U3/4 AARA.	Other reports eg. Police, court, official notices. Schools contact QCAA for advice. Principal-reported AARA may be implemented depending on drafts, checkpoints and situation. Applications as close to assessment date as possible and before submission of provisional marks.	Student makes every attempt to attend. Written evidence from independent professional/3rd party eg. Police report if unable to attend must cover date of assessment. 14 days before and 7 days after assessment date.
<b>Bereavement</b>	Parent notification. Special Provision request form completed by parents. Provisions <b>may</b> be implemented depending on drafts, checkpoints and situation.	Parent notification. Special Provision request form completed. Provisions <b>may</b> be implemented depending on drafts, checkpoints and situation.	Parent Notification. Principal-reported AARA may be implemented depending on drafts, checkpoints and situation. Applications as close to assessment date as possible and before submission of provisional marks.	Student makes every attempt to attend and alerts supervisors of situation. Statement (may include medical) must cover date of the assessment. If unable to attend, application for illness and misadventure to be made. 14 days before and 7 days after assessment date.

## Laptops

All students are provided with a laptop that includes Office 365 software and other various programs. Email is an important communication tool between students and the College and they are requested to check this often. Through Office 365 teachers are now able to provide many online learning opportunities for students to access work even when away from the College. They use this as a collaborative learning space and assessment can also sometimes be completed through the use of technology so it is important for all students to maintain and learn how to use their laptop.

## Parent, Student, Teacher Interviews

Parent Teacher Interviews are held in Terms 2 and 3 through an online booking system. Report cards are uploaded to the Parent Portal at the end of Term 1, end of Term 2 and the end of the year (except Year 12). Subject selections take place in Term 3 for Years 8, 9 and 10 students. Year 10 students will have a SETPLAN interview with teachers and parents to make decisions about their last 2 years of schooling and beyond. Other information evenings are held during the year for various year levels when required. These will be advertised through newsletters, Parent Slips, Facebook and the Parent Portal.

## Student Support

Students are well supported at the College with the Learning Enhancement Team available for some in-class support and lunchtimes. The Makerspace and Senior Pathways Centre are also places for students to investigate and enhance their learning opportunities. The library is available most afternoons for students to do homework or quiet study. Homework clubs are advertised during the school year when established by staff and students.

## DAILY ROUTINES

### Bell Times (Mon, Tues, Thurs, Fri)

PC	8.40am to 8.50am
Period 1	8.50am to 9.50am
Period 2	9.50am to 10.50am
1 <sup>st</sup> Break	10.50am to 11.30am
Period 3	11.30am to 12.30pm
Period 4	12.30pm to 1.30pm
2 <sup>nd</sup> Break	1.30pm to 1.50pm
Period 5	1.50pm to 2.50pm

### Bell Times (Wed)

PC	8.40am to 8.50am
Period 1	8.50am to 9.40am
Period 2	9.40am to 10.30am
1 <sup>st</sup> Break	10.30am to 11.10am
Period 3	11.10am to 12.00pm
Period 4	12.00pm to 12.50pm
2 <sup>nd</sup> Break	12.50pm to 1.10pm
Period 5	1.10pm to 2.00pm
Period 6	2.00pm to 2.50pm

## Term Dates 2024

<b>Term 1</b>		
Wednesday	24 Jan	Term 1 Commences – All Year Levels
Friday	26 Jan	Australia Day Holiday
Thursday	28 Mar	Term 1 Finishes
<b>Term 2</b>		
Monday	15 Apr	Term 2 Commences
Thursday	25 Apr	Anzac Day
Monday	6 May	Labour Day
Friday	24 May	Show Holiday
Friday	21 Jun	Term 2 Finishes
<b>Term 3</b>		
Monday	8 July	Staff Collaboration Day – Pupil Free
Tuesday	9 July	Term 3 Commences
Friday	30 August	QCAA Moderation Day - Pupil Free Day
Friday	13 Sep	Term 3 Finishes
<b>Term 4</b>		
Monday	30 Sep	Term 4 Commences
Monday	7 Oct	Kings Birthday Holiday
Friday	22 Nov	Term 4 Finishes - Year 12
Friday	29 Nov	Term 4 Finishes - Years 10/11
Friday	6 Dec	Term 4 Finishes - Years 7/8/9

## Lockers and College-Approved Lock

All students are issued with a locker and College-approved lock. In the event that the lock is lost or broken, a new College lock must be purchased through the office. All possessions, including laptops and textbooks, phones and other devices are to be stored in the locker. Lockers should be locked at all times. All students are to clear their lockers at the end of each year and are advised that any possessions left in lockers at the conclusion of the year will be disposed of by the College.

## Electronic Devices

Mobile phones, Tablets, Cameras, iPods must remain in a student's locker unless otherwise directed.

At times, these devices maybe used as an educational resource, if this is the case students will be notified. At the end of the lesson, devices must be returned to the locker promptly. Misuse of these devices will be dealt with through our Behaviour Support Policy.

These devices when used correctly have a positive contribution to the communication and education of students.

Use of these devices for excursions and camps is explained in information that goes home in the lead up to each excursion or camp. For full details refer to Electronic Device Policy.

## **Tuckshop**

The College Tuckshop operates 5 days per week for first and second break.

The Tuckshop is run by Mrs Deb Power and a team of helpers. If you would like to volunteer, please call Deb on 0422 369 004. Tuckshop can be pre ordered using the QKR App before 8.30am of the day requiring your food. For all other items students are required to line up at the start of each break and go through the Tuckshop. Our Tuckshop takes payment via cash or card. There is also a special of the day available for purchase.

## **Attendance**

The emphasis at St Mary's is on developing the student academically, spiritually, socially, culturally, physically and emotionally. The College asks for parental support for the following College events which support our holistic education. These events are:

- Opening Mass
- Retreat days
- Athletics Carnival
- Swimming Carnival
- Cross Country
- Feast Day

St Mary's College is committed to supporting students' sense of belonging, learning and success through high attendance. We will work closely with families to ensure students are present and engaged in their schooling. To assist students, we ask parents to support the College's high expectations of high attendance to ensure great outcomes for all.

Please refer to the Student Attendance Procedure on our website to work with us in improving student attendance.

## **Absences**

The procedure for Attendance is outlined in detail in the Student Attendance Procedure. To ensure accurate details of attendance, the legal guardian is required to notify the College of any absences.

Absences can be notified in several ways:

1. By downloading the BCE Connect app and clicking on the absence tile. Fill in the details of the absence and submit. This will come directly to our Student Receptionist who will record the absence.
2. By logging on to the Parent Portal and clicking on the Report Student Absence tile. Fill in the details of the absence and submit. This will come directly to our Student Receptionist who will record the absence.

An SMS message will be sent to the main contact by approximately 10.00 am each day for all students who have been marked absent without an explanation.

## **Planned Extended Absences**

Prior to making any plans and decisions regarding extended absences, please refer to the College Assessment Policy and Procedures to ensure that extended absences will not

disadvantage your child. This policy also addresses unforeseen circumstances which can be managed effectively through the Assistant Principal Curriculum.

For planned extended absences, an email must be sent to [smaryborough@bne.catholic.edu.au](mailto:smaryborough@bne.catholic.edu.au) addressed to the principal requesting leave for your child. The details of the absence will then be forwarded to the relevant teachers.

### **Late Arrival**

A student is considered to have arrived late any time after the 8.40 am bell.

All students arriving late will sign in at the Student Kiosk located at Student Reception and will be given a late slip. This slip needs to be presented to the teacher when arriving in class. If they do not have a late slip the classroom teacher is to send the student to Student Reception to sign in.

Students must follow one of the below process's for **signing in**.

1. Provide a signed note from a Legal Guardian.
2. Have a Legal Guardian explain face to face to the College office the reason.
3. Have a Legal Guardian phone, email or log the late arrive on the Parent Portal or BCE Connect app.

If these steps are not completed the student will be signed in as unexplained.

If Pastoral Care teachers observe a student has made a habit of arriving late or is late for three consecutive days, they will contact home.

It is not necessary to walk your child into school when these processes have been followed.

### **Early Departure**

A student is considered to be leaving early any time before 2.50pm.

Students must follow on of the below process for **signing out before 2.50pm**.

1. Provide a signed note from a Legal Guardian.
2. Have a Legal Guardian explain face to face to the College office the reason.
3. Have a Legal Guardian phone, email or log the early departure on the Parent Portal or BCE Connect app.

## **POSITIVE BEHAVIOUR FOR LEARNING**

St Mary's College is committed to positive, proactive practices in the support of student behaviour which empowers learning. We aim to facilitate high standards of behaviour so that learning and teaching in our school can be effective and students can participate positively in their journey to success within our College community.

Our St Mary's community has identified the following values to teach and promote the goal of formation of right behaviour and respectful relationships:

As learners we show:

- **Courage** through our strength to do the right thing,
- **Justice** through our responsible actions to ensure the safety and dignity of everyone,
- **Service** through our respect for others and the environment.



The above values are also aligned with expected behaviours in the classroom, in the playground, in the community and when online. These behaviours make up the College's Behaviour Matrix which is displayed around the College in every classroom and other areas around St Mary's.

We believe that young people at our College are on a journey to spiritual, social, emotional, physical, psychological and intellectual wholeness and maturity.

The goal of formation of positive behaviour and respectful relationships at our College is that it will occur in a supportive community where students are provided with models of Christ-centred living; where they can learn from their mistakes, understand responsibility and build and restore relationships in a climate of safety, acceptance and reconciliation.

Please refer to the Behaviour Support Plan, available on our website, for further details of Positive Behaviour for Learning and the supports utilised for our students' learning and growth.

## **UNIFORM EXPECTATIONS**

The wearing of College uniform is compulsory for daily attendance and for all functions in connection with the College. When worn well, the uniform gives a student a sense of belonging and pride. To facilitate this, the uniform is only available through the College Uniform Shop.

In the event that a student is not meeting the uniform expectations, they will be offered the appropriate item/s from our store of uniforms in Pastoral Care to minimise any issues throughout the day.

### **Policy Statement**

Taking pride and care in one's appearance is an excellent way of expressing self-respect and showing others that you respect them. Clean and appropriate grooming, and the correct wearing of the College uniform follows on from this premise and reinforces the notion that students are aware of the importance of being part of something bigger than themselves. By living up to these expectations daily, students are demonstrating they are a proud member of the St Mary's College Community and respect the traditions and heritage of all that have gone before them.

### **Care and Maintenance**

Students and parents/caregivers have the responsibility for the appropriate care and maintenance of the College uniform items in their possession. Inappropriately maintained or damaged uniform items must be replaced. All items of uniform should be marked with the student's name to avoid loss or confusion with other student's items.

### **Formal Uniform**

#### Girls

- White blouse along with the College tie with House and College badges pinned to the tie
- Navy skirt which sits just above the knee (years 7-9)
- Navy skirt which sits mid-calf (years 10-12)
- Short white socks with black leather (not suede) shoes.
- White broad brimmed hat with the College Crest on the centre front
- Optional College Blazer may be worn.

## Boys

- Light blue shirt with College and House badges pinned to the tie whenever it is worn or pinned to the pocket when the tie is not worn
- Navy shorts
- Shirt must always be tucked into shorts
- Tie must be worn in Terms 2 and 3 (optional at other times of the year)
- Knee length formal socks with black leather (not suede) shoes. The socks must always be pulled up to just below the knee.
- Navy broad brimmed hat with the College Crest on the centre front.
- Optional College Blazer may be worn.

## Sports Uniform

- Navy sports shirt (years 7-10) or navy, gold and white striped shirt (years 10-12) which are designed not to be tucked in.
- Unisex navy sports shorts with the option of a navy-blue skirt for girls.
- Navy blue or black sports briefs can be worn under sports skirt.
- White and navy sports socks.
- Navy bucket hat or formal hat.
- Sports shoes (Joggers with a wedge-shaped sole) must be white, grey or black with matching laces. Must be suitable for high-impact sporting activities. No boots, skate shoes, flat soled or basketball shoes are to be worn as they are unsafe for sporting activities.
- Swimmers must be modest and be in keeping with respect for the dignity of both the wearer and others.

## Senior Uniform

- Senior Badge is to be worn with the College and House badges on the Formal Uniform
- Senior Jersey is not a compulsory part of the College uniform, but can be worn by Year 12 students with both the formal and sports uniform

## House Uniform

- House shirts are a non-compulsory option
- Each House has its own polo shirt and it can be worn with sports shorts or skirt

## Winter Uniform

- Navy V-neck pullover or College jacket can be worn over the formal, sports or house uniform
- Navy tracksuit pants can be worn with the sports uniform
- Long navy or black trousers may be worn as an alternative to the formal shorts or skirts (not available from the College Uniform Shop). Navy or black socks must be worn to accompany long trousers.
- Navy blue opaque stockings and navy-blue scarves are optional for girls

## Grooming and Jewellery

### Hair and Grooming

- Hair must be kept neat, clean and tidy, away from the face
- If hair touches the collar or covers the eyebrows it must be tied back with an appropriate hair tie

- Hair grooming, styling and colouring must be considerate of our school values. No extremes of style will be accepted, and hair colouring must be natural.
- Clipper cuts must have a blade length no shorter than a 3
- Facial hair is not permitted
- Make-up and nail polish are not permitted

#### Jewellery and Body Art (including piercings and tattoos)

- A single non-obvious, silver or gold chain with an appropriate religious symbol can be worn inside the shirt or blouse
- Wrist watches are permitted but no other wrist or arm jewellery is allowed
- Earrings must be small, plain sleepers, studs or birthstone, with a maximum of one earring worn in each ear lobe
- Body art or other body piercings must not be visible at any time in either formal or sports uniform, or casual clothes worn on 'free dress' days, camps and retreats
- Any jewellery worn outside of these guidelines will be confiscated and parents contacted to arrange collection. All confiscated items will be clearly labelled and kept in the College safe.

#### **Technology Workshop**

Due to workplace health and safety the following requirements are mandatory in the Technology Workshop

- Students in (years 7- 10) must wear a full leather shoe
- Students in (years 11- 12) must wear steel caps

#### **Science Labs**

Due to workplace health and safety the following requirements are mandatory in the Science Labs

- Students must wear a full leather shoe when completing practical lessons in the science laboratories

#### **Days for Wearing Uniform**

1. Formal uniform is worn two days per week at St Mary's.
2. Formal uniform must be worn each Wednesday by all students and one other day per week as informed by the school at the start of the school year. It will also be worn on other specified special occasions which will be notified in advance.
3. On the remaining three days students may wear either their Sports or Formal uniform.
4. House shirts may be worn on Fridays as well as to the Swimming Carnival, Cross Country, and Athletics Carnivals.
5. From time-to-time special occasions will allow or require students to wear different uniforms/free dress/or themed dress. Parents and students will be notified of these occasions in advance
6. On the first day of school each year, all students wear their Formal uniforms.

## Uniform Guides

### Shoes

**Formal** - Examples of suitable shoes



**Sports** - Examples of suitable shoes



### Formal Uniform

Years 10,11 & 12



Years 7,8 & 9



All year levels



House Shirt (Palmer House Shown)  
Unisex House Shirts



### Sports Uniform

Years 10,11 & 12



Years 7,8 & 9



with optional skirt

Years 7,8 & 9



with optional skirt

## Uniform Shop

The Uniform Shop is the exclusive seller of our College Uniform and is open Term time. The shop is located at the front of the College in Lennox Street Mrs Michelle Palfrey is our Uniform Shop Convenor and can be contacted on 4190 2236 or [michelle.palfrey@bne.catholic.edu.au](mailto:michelle.palfrey@bne.catholic.edu.au).

Extended hours are offered at the beginning of each year in preparation for the New Year.

All incoming Year 7's and new students will be sent an email offering an appointment outside of these times. This will allow the time needed to fit each student with an entire set of uniforms.



### January Trading:

<b>Days</b>	<b>Times</b>
Monday 15 <sup>th</sup>	8.00am to 12.00pm
Tuesday 16 <sup>th</sup>	10.00am to 2.00pm
Wednesday 17 <sup>th</sup>	12.00pm to 4.00pm
Monday 22 <sup>nd</sup>	8.00am to 4.00pm
Tuesday 23 <sup>rd</sup>	10.00am to 2.00pm

### Term Time Opening Hours:

<b>Days</b>	<b>Times</b>
Monday	8.00am to 12.00pm
Tuesday	10.00am to 2.00pm
Wednesday	12.00pm to 4.00pm

## Uniform Prices *(Prices are subject to change without notice)*

GIRLS UNIFORM		RRP	BOYS UNIFORM		RRP
<b>FORMAL UNIFORM</b>			<b>FORMAL UNIFORM</b>		
White Shirt		\$42.00	Blue Shirt		\$42.00
Navy Skirt Years 7 to 9		\$52.00	Navy Short		\$52.00
Navy Skirt Years 10 to 12		\$58.00	Striped Long Socks		\$9.00
White Socks		\$9.00	Hat		\$29.00
Hat		\$69.00	Tie		\$20.00
Tie		\$20.00			
<b>SPORTS UNIFORM</b>			<b>SPORTS UNIFORM</b>		
Shirt Years 7 to 9		\$36.00	Shirt Years 7 to 9		\$36.00
Shirt Years 10 to 12		\$58.00	Shirt Years 10 to 12		\$58.00
Shorts		\$36.00	Shorts		\$36.00
Skirt		\$52.00	Socks		\$9.00
Socks		\$9.00	Hat		\$22.00
Hat		\$22.00			
<b>WINTER UNIFORM</b>					
Woollen Pullover		\$65.00	Woollen Pullover		\$65.00
Tracksuit Jacket		\$55.00	Tracksuit Jacket		\$55.00
Tracksuit Pants		\$45.00	Tracksuit Pants		\$45.00
<b>OTHER UNIFORM ITEMS</b>					
House Shirts (optional)					\$42.00
College Badge					\$6.00
House Badge (optional)					\$6.00
<b>OTHER COMPULSORY UNIFORM ITEMS BOYS &amp; GIRLS</b> (not available from Uniform Shop)					
Black Leather lace up shoes (worn with Formal Uniform)					
Sports shoes or joggers (worn with Sports Uniform)					

## COMMUNICATION

The College uses various methods of communication to reach families depending on the circumstance. Communication methods from the College to families could include any of the below methods.

### Phone

The phone will always be used as a way of contacting parents when College staff feel they need to speak one on one with parents.

### Newsletter

Our College Newsletter is emailed out every 2 weeks. The link is also available on our Website, Parent Portal, Facebook and BCE Connect App.

### Email

The College will regularly use email as the main way of communicating, we very rarely post information out as email is our preferred method of sending out written information.

Individual teachers will also use email to communicate with parents. The main College email address is [smaryborough@bne.catholic.edu.au](mailto:smaryborough@bne.catholic.edu.au)

Permission for everything your child participates in is done through email. An email is sent to the student's main contact which then requires them to click on a link, view details for the particular activity, complete details and either give/decline consent.

### SMS

SMS is occasionally used to get a quick message to the entire community or smaller groups of people.

### Facebook



Facebook is used as an informal way in which the College can connect with the boarder community. Our aim is to give families an insight into the everyday life of their children.

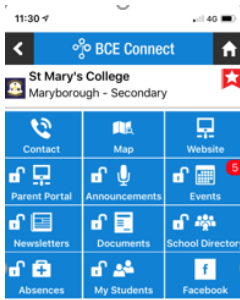
### (BCE) Connect APP

Families are asked to download the BCE connect App. Access is restricted to parents of students at our school and a login is required. Therefore, you will not have access before you child's first day at St Mary's.

#### 1. Download BCE Connect

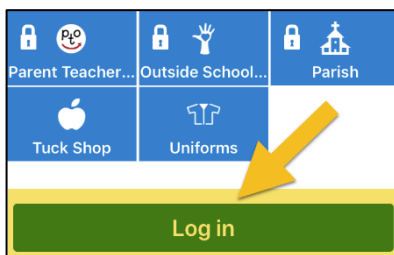


#### 2. Favourite St Mary's (All Brisbane Catholic Education Schools will come up)



**Favouriting** St Mary's College – Maryborough in BCE Connect enables you to receive Push Notifications from the College and makes it easier to navigate back to the College by adding a shortcut on the home screen of the app.

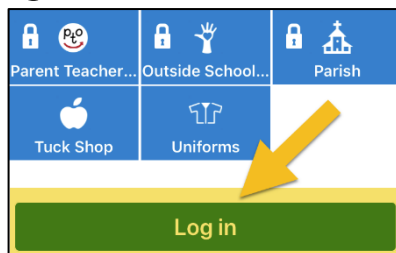
### 3. Create an account



Select the first-time logging in option and enter the e-mail address you have supplied the College.

A security code will be sent to your email. Return to the page and follow the prompts to **create your password**.

### 4. Log in



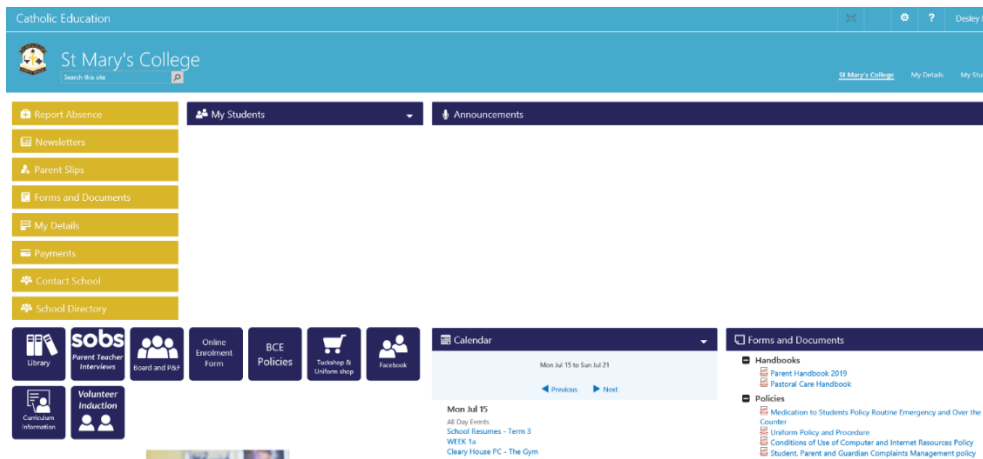
**Log in** to the BCE Connect App using your email address as your username and enter your newly created password.

Logging in will unlock all the features of the BCE Connect App.

### Parent Portal

You can access the portal through a quick link on the home page of our website or through a tile on the BCE Connect App. Access is restricted to parents of students at our school and a login is required. Therefore, you will not have access before your child's first day at St Mary's.





Generally similar information can be found on The Parent Portal and the BCE connect App.

Our portal and App are keyways we interact with parents, they are used for

- Maintaining a College events Calendar (this is how you find out what's on)
- Logging absences
- Report cards
- Forms and documents
- Change of parent details
- Staff contact details
- Parent teacher interview bookings (Parent Portal only)
- Policy and Procedures

## QKR App

Families are asked to download the QKR App. If you are needing to pay the College for any school payments or order tuckshop in advance this is done using the QKR App.

## Parent Communication to the College

Parents are encouraged to email teachers when the need arises to share further information, or request a time to meet. For any urgent matters please phone the school office and leave a message.

Emails from parents will usually be responded to within 24 hours, during normal business hours.

## Student, Parent and Guardian Complaints Management Policy

St Mary's College works in an educational partnership with parents for the benefit of all students. On entering into this partnership, families assume a number of important responsibilities which include loyalty to the College community, a commitment to the College Vision and Mission Statement and support of all College policies and expectations.

It is acknowledged that there may be occasions when parents wish to express concerns or make complaints regarding College matters. Parents are always encouraged to communicate with the relevant College personnel to discuss their concerns.

The College is always available to assist parents through discussion in developing a clearer understanding of College expectations in all areas. Parents are required to express their concerns in a calm and respectful manner towards all staff who may be involved.

The College reserves the right not to respond to messages which contain abuse, inflammatory statements or material clearly intended to intimidate.

In having specific concerns, and complaints addressed, we recommend that initial contact be made with the relevant College personnel in the order below:

Academic Matters	Subject teacher Learning Leader Assistant Principal (Curriculum)
Student Wellbeing Matters	Pastoral Care teacher Pastoral Leader Deputy Principal (Pastoral)
Sport Matters	Sports Co-curricular Leader
Uniform	Pastoral Care teacher Pastoral Leader Deputy Principal (Pastoral)
Financial	Finance Secretary Business Manager
Enrolments	PA to the Principal

In all cases where the matter cannot be satisfactorily resolved following the above table, parents are encouraged to contact the Deputy Principal / Principal.

## **CAMPS EXCURSIONS and RETREATS**

Our Camps, Excursions & Retreats are an integral part of the College program.

Year 7

- Three-day camp at Luther Heights - Coolum (26, 27 & 28 March)
- Day Retreat (Term 1)

Year 8

- Day Retreat – 23 April tbc (Term 2)
- A number of programs responding to pastoral needs and general capabilities across the year.

Year 9

- Day Retreat (Term 2)
- Four-day camp at Noosa North Shore (18-21 June)

Year 10

- Work Experience (19, 20, 21 June)
- Day Retreat – 21 May 2024 (Term 3)
- A number of programs responding to pastoral needs, future pathways and general capabilities across the year.

Year 11

- Leadership Camp at Noosa North Shore (17, 18 & 19 April)
- Day Retreat (Term 2)

Year 12

- Two day Retreat (13 & 14 February)
- Yr 12 Biology Camp – (14 & 15 February)

- A number of programs responding to pastoral needs and general capabilities across the year.

## **COLLEGE PHOTOS**

St Mary's College photo day will be held on 15 May 2024. The photos are individual and Pastoral Care group photos. These photos can be purchased through the photographer's website and all information regarding this is communicated to families. A whole year level photo is taken in Year 12 as the students enter their final year of school.

Sporting and representative photos are also taken throughout the year.

Photos are for media release and yearbook.

## **HEALTH**

### **Illness**

If a student becomes ill during the day, they must report to their subject teacher who will give them permission to go to Reception and be signed into the First Aid Room.

If the illness is serious, parents will be contacted, and arrangements made for the student to go home.

### **Medications**

All medications are to be kept in the Administration building. Students are not permitted to carry any medication on them or in their locker/bag. The exception to this is asthma, allergy or emergency medication. If a student is required to take medication during the school day a Medication Request Form must be completed and sent into the office with the medication. This form can be accessed from the Parent Portal under the tab Forms and Documents or the BCE Connect App under the document tab. All medication must have a pharmacy label attached. For the full medical policy please refer to the Medication to Students Policy.

### **Student Medical Information**

To ensure the best possible health for each student, up to date information provided to reception or through the main College email is imperative. If your child has a specific medical condition, an Individual Health Care Plan or Emergency Action Plan may be needed following consultation between parents and the principal.

## **FINANCIAL INFORMATION**

### **FEES & LEVIES**

The fees and levies collected are used for specialised staff, resources, materials, facilities, and equipment.

St Mary's College as a non-government school, does not receive sufficient grants from the Commonwealth and State Governments to cover all running costs and is heavily reliant on families ensuring fees and levies are paid.

St Mary's College invoice fees and levies under a largely inclusive fee structure, giving parents the security of financially planning with no hidden costs.

Fees and levies are invoiced per term, payment options are outlined on page 4.

1 <sup>st</sup> Child	Year 12	Year 11	Year 10	Year 9	Year 8	Year 7
Tuition Fee	\$2196	\$2196	\$2196	\$2196	\$2196	\$2196
Capital Levy	\$700	\$700	\$700	\$700	\$700	\$700
General Purpose Levy	\$110	\$110	\$110	\$110	\$110	\$110
Resource Levy	\$755	\$755	\$755	\$580	\$580	\$580
Technology Levy	\$495	\$495	\$495	\$495	\$495	\$495
Camp/Retreat Levy	\$165	\$455		\$635		\$390
<b>Total per year</b>	<b>\$4421</b>	<b>\$4711</b>	<b>\$4256</b>	<b>\$4716</b>	<b>\$4081</b>	<b>\$4471</b>
<b>Total per term</b>	<b>\$1105</b>	<b>\$1178</b>	<b>\$1064</b>	<b>\$1179</b>	<b>\$1021</b>	<b>\$1118</b>
<b>Total per week (52 Weeks)</b>	<b>\$85</b>	<b>\$91</b>	<b>\$82</b>	<b>\$91</b>	<b>\$79</b>	<b>\$86</b>

2 <sup>nd</sup> Child	Year 12	Year 11	Year 10	Year 9	Year 8	Year 7
Tuition Fee	\$1316	\$1316	\$1316	\$1316	\$1316	\$1316
Resource Levy	\$755	\$755	\$755	\$580	\$580	\$580
Technology Levy	\$495	\$495	\$495	\$495	\$495	\$495
Camp/Retreat Levy	\$165	\$455		\$635		\$390
<b>Total per year</b>	<b>\$2731</b>	<b>\$3021</b>	<b>\$2566</b>	<b>\$3026</b>	<b>\$2391</b>	<b>\$2781</b>
<b>Total per term</b>	<b>\$683</b>	<b>\$755</b>	<b>\$641</b>	<b>\$756</b>	<b>\$598</b>	<b>\$695</b>
<b>Total per week (52 weeks)</b>	<b>\$53</b>	<b>\$58</b>	<b>\$49</b>	<b>\$58</b>	<b>\$46</b>	<b>\$53</b>

3 <sup>rd</sup> Child	Year 12	Year 11	Year 10	Year 9	Year 8	Year 7
Tuition Fee	\$880	\$880	\$880	\$880	\$880	\$880
Resource Levy	\$755	\$755	\$755	\$580	\$580	\$580
Technology Levy	\$495	\$495	\$495	\$495	\$495	\$495
Camp/Retreat Levy	\$165	\$455		\$635		\$390
<b>Total per year</b>	<b>\$2295</b>	<b>\$2585</b>	<b>\$2130</b>	<b>\$2590</b>	<b>\$1955</b>	<b>\$2345</b>
<b>Total per term</b>	<b>\$574</b>	<b>\$646</b>	<b>\$533</b>	<b>\$648</b>	<b>\$489</b>	<b>\$586</b>
<b>Total per week (52 weeks)</b>	<b>\$44</b>	<b>\$50</b>	<b>\$41</b>	<b>\$50</b>	<b>\$38</b>	<b>\$45</b>

4 <sup>th</sup> Child	Year 12	Year 11	Year 10	Year 9	Year 8	Year 7
Tuition Fee	\$440	\$440	\$440	\$440	\$440	\$440
Resource Levy	\$755	\$755	\$755	\$580	\$580	\$580
Technology Levy	\$495	\$495	\$495	\$495	\$495	\$495
Camp/Retreat Levy	\$165	\$455		\$635		\$390
<b>Total per year</b>	<b>\$1855</b>	<b>\$2145</b>	<b>\$1690</b>	<b>\$2150</b>	<b>\$1515</b>	<b>\$1905</b>
<b>Total per term</b>	<b>\$464</b>	<b>\$536</b>	<b>\$423</b>	<b>\$537</b>	<b>\$379</b>	<b>\$476</b>
<b>Total per week (52 weeks)</b>	<b>\$36</b>	<b>\$41</b>	<b>\$33</b>	<b>\$41</b>	<b>\$29</b>	<b>\$37</b>

## Fee Discounts

St Mary's College offers a discount for families who have siblings at the following Primary Schools, St Mary's Maryborough, Star of the Sea Hervey Bay and St Joseph's Childers.

Tuition Fee Discount	Number of siblings at St Mary's Primary, Star of the Sea and St Josephs			
	One	Two	Three	Four
No of students				
Discount off College fees	5%	10%	20%	40%

## Capital Levy Discount

Families with children also attending St Mary's Primary School will only pay one \$700 Capital Levy across both Schools. Each School invoices the Capital Levy separately with a split of \$277.50 invoiced by St Mary's Primary School and \$422.50 invoiced by St Mary's College.

## Certificate Courses

### Offered to Year 11 and 12 (Total amount of the course is invoiced in 2024)

VETIS is government funding for a single Cert I or Cert II course per student. This funding can be accessed once only. The VETIS funded courses are those that have been deemed by industry as leading to employment.

Course Name	Cost
Certificate III in Hospitality (Cert II embedded)	VETIS (Cert II) + unit fees
Certificate III in Sport and Recreation (Cert II embedded)	\$450
Certificate IV in Justice Studies	\$750
Certificate II in Creative Industries (Cert II embedded)	\$280
Certificate III Business (Fisher One)	TBD
Certificate I in Construction	VETIS
Certificate II in Electrotechnology	VETIS
Certificate II in Engineering Pathways	VETIS
Certificate II in Automotive Vocational Preparation	VETIS
Certificate II in Plumbing Services	VETIS
Certificate II in Health Support	VETIS
Certificate III in Health Services Assistant (2024) *	TBD
Certificate II in Salon Assistant	\$100 in Year 11 \$100 in Year 12 uniform comprising black long pants and black shirt with Hair and Beauty logo
Certificate III in Make-up	\$100 + kit (approx \$200) uniform comprising black long pants and black shirt with Hair and Beauty logo
Certificate II Sampling and Measurement	VETIS
Certificate III Laboratory Skills *	\$500

## Distance Education Courses

Subject fees are negotiated at the time of enrolment application. This is dependent on the place of study.

## Music Program

Details of the music program will be sent to all families at the start of the year.

## Explanation of Levies

### Resource Levy

- **Inclusions:** consumable items used for subjects, excursions, yearbook, most subject specific camps, pastoral care activities, St Mary's College/Fraser District and Wide Bay Trials for Athletics, Cross Country, and Swimming Carnivals.

- **Exceptions:** any self-nominated activities e.g., Graduation Dinner, sporting teams not listed above etc.  
Some overnight subject camps may incur an extra minimal charge which is payable at the time of the camp.

### **Technology Levy**

- This levy supports the high level of information communication technology integration that the College provides.
- The levy will provide for and maintain our infrastructure – our high-volume broadband link, wireless network, interactive projectors, hardware, student1:1 laptop program, software and support of skilled personnel and services.

### **General Purpose Levy**

- This levy enables the College to acquire general items to benefit all students.

### **Year Level Camps**

- All year level camps are compulsory. Approval for non-attendance and refunds must be addressed to the principal at [smaryborough@bne.catholic.edu.au](mailto:smaryborough@bne.catholic.edu.au)
- Information regarding camps and excursions will be emailed to families as they arise.

### **Capital Levy**

- The compulsory Capital Levy per family ensures the College can continue building and maintaining facilities designed to optimise the learning environment for every student.

### **Payments**

1. Fees and levies are invoiced per term and emailed to families.
2. Families can elect to pay weekly, fortnightly, monthly, by term or annually.
3. Payment options are:
  - Per Term
  - BPAY
  - Direct Debt (forms available from our Website, Parent Portal & Office)
  - Credit Card
  - Annually in Term 1
  - EFT & Cash at College Office

### **Financial Agreement**

- Signing of the Financial Agreement legally binds all parties jointly, severally & solely liable for the student's fees and any other costs associated with the student's attendance. The Financial Agreement will remain in force for the life of the enrolment of the student.
- Any changes in family circumstances must be documented in a 'Revision of Financial Obligations' form. Due to Brisbane Catholic Education's Privacy Policy, the College cannot discuss an account with anyone other than the account holder. It is the Parents responsibility to inform the College of any such changes in their relationship since signing the 'Financial Agreement' form (e.g., divorce, separation, bankruptcy). In the event of a breakdown in a relationship of a family, both parties remain jointly and severally liable for the payment of the school fees.
- Families who wish to have separate billing between two parents/guardians or third party must provide the College with the relevant signed authority.
- Where an account is outside the payment terms a student may not be eligible to participate in optional school trips and/or extra-curricular activities.

## **Termination of Enrolment**

- Upon withdrawal from St Mary's College an Exit Form must be completed and handed into the College office. Any refund of fees and levies will be applied as per the Fees, Levies Policy.

## **Concessions**

- St Mary's College is committed to providing an education to all children. We are also aware that some parents find themselves in financial difficulties from time to time. We have a formalised process for fee concessions which are available on application to any parent. Fee concessions are determined on a means-tested basis.
- Concessions are only granted on fees. All levies and camps must be paid in full. Fee Concession on accounts cannot be offered when families opt to pay for additional extra-curricular activities.
- Application forms can be found on our Parent Portal, College office or by emailing [SMARfinance@bne.catholic.edu.au](mailto:SMARfinance@bne.catholic.edu.au)
- Concession must be reapplied for each year and are only offered for a maximum period of 12 months within a calendar year.

## **Enquiries**

- If you require any assistance, please direct your enquiry to the College Finance Secretary at [SMARfinance@bne.catholic.edu.au](mailto:SMARfinance@bne.catholic.edu.au), 4190 2200 or in person at the College office.

## **Digital Device Program**

All students receive a new business grade laptop in Year 7 and Year 10. These laptops remain the property of St Mary's College at all times and must be returned if enrolment is cancelled and at the end of Year 9 and Year 12. All devices are preloaded with the Industry Standard software required to complete an extensive range of curriculum experiences. They are covered with both warranty and insurance. Support is provided with the provision of swap laptops to allow reduced downtime in completing classwork if laptops require repair. As students have access to this technology, digital citizenship is re-enforced through regular training and education.

Outlined in our Conditions of Use of Computer and Internet Resources Policy, student laptops are school property and for school purposes only. For the insurance to be valid, laptops are to be kept in their designated cases. Any damage to the laptop out of the case, accidental or otherwise, is the responsibility of the student and the full cost of repairs/replacement is given to the family. Any student with programs designed to bypass the security systems of our Wi-Fi will have their laptop immediately confiscated and will be working on paper until their laptop is reimaged. The saving of documents is the responsibility of the student to ensure that in this case work, will not be lost.

All classrooms are equipped with modern Interactive Interactive TouchBoards. The Microsoft continuum of office 365 allows for real time collaboration on tasks and assessments to enhance student learning. Research based pedagogical approaches in learning designed to increase student achievement. Blended and personalised learning and off campus access is catered for by the use of cloud-based applications ensuring all students have access to resources at any time and any location globally.

Our wireless network provides 100% coverage across the entire campus, allowing students anywhere, anytime connection to our high-speed internet backbone. The overlapping mesh design of the network allows for seamless transition between areas, providing students the ability to move about the campus without losing their connection.

Staff are continually up-skilling, with regular professional learning in all areas of teaching, with a focus on integrating technology across the curriculum.

The wide range of software provided to students is supported by our trained technicians, who engage at both a classroom level, and with individual users, to train and assist in the use of these applications.

The College employs two full-time technicians who manage the network infrastructure, as well as offering support for student and staff devices, minimising downtime for users of the system.

## **Digital Device Agreement**

Enrolment at the College is conditional upon parents accepting the Conditions of Use of Computer and Internet Resources Policy, including the student's use of the Colleges chosen make and model of device and payment of any applicable charges (e.g. the annual Technology Levy, insurance premium and /or excess, uninsured repairs or replacement costs).



As part of the Transition Program at St Mary's College Maryborough, all parents and students must attend a compulsory Family Laptop Induction Session prior to the start of school. Students cannot participate in their schooling until the Family Laptop Induction session has been attended and all agreements have been signed.

In this session you will meet with our Technology Support Staff to:

- Collect the student laptop.
- Go through the Conditions of Use of Computer and Internet Resources Policy.
- Discuss and sign all College technology agreements (both parents and students).  
Parents are required to sign a Confirmation of Enrolment document acknowledging they have read, accept and support the Conditions of Use of Computer and Internet Resources Policy.
- Participate in the laptop induction – expectations, set up and use, and troubleshooting.

Students learn how to use:

- Outlook and email
- Office 365, OneNote and Teams
- Care of laptop
- Cyber safety.

## **POLICIES & PROCEDURES**

All College policies and procedures are available in an electronic version which is available on our Parent Portal under the forms and documents tab, on the BCE Connect App under the documents tab and on our Website under SMC Polices and Procedures tab. As polices and guidelines change from time to time the electronic version should be used as reference for the most up to date version.



p: (07) 4190 2200 e: [smaryborough@bne.catholic.edu.au](mailto:smaryborough@bne.catholic.edu.au)

[www.smcm.qld.edu.au](http://www.smcm.qld.edu.au)