



**Southern Cross
Catholic College**

Co-educational Prep - Year 12
REDCLIFFE

Parent Handbook

Southern Cross Catholic College

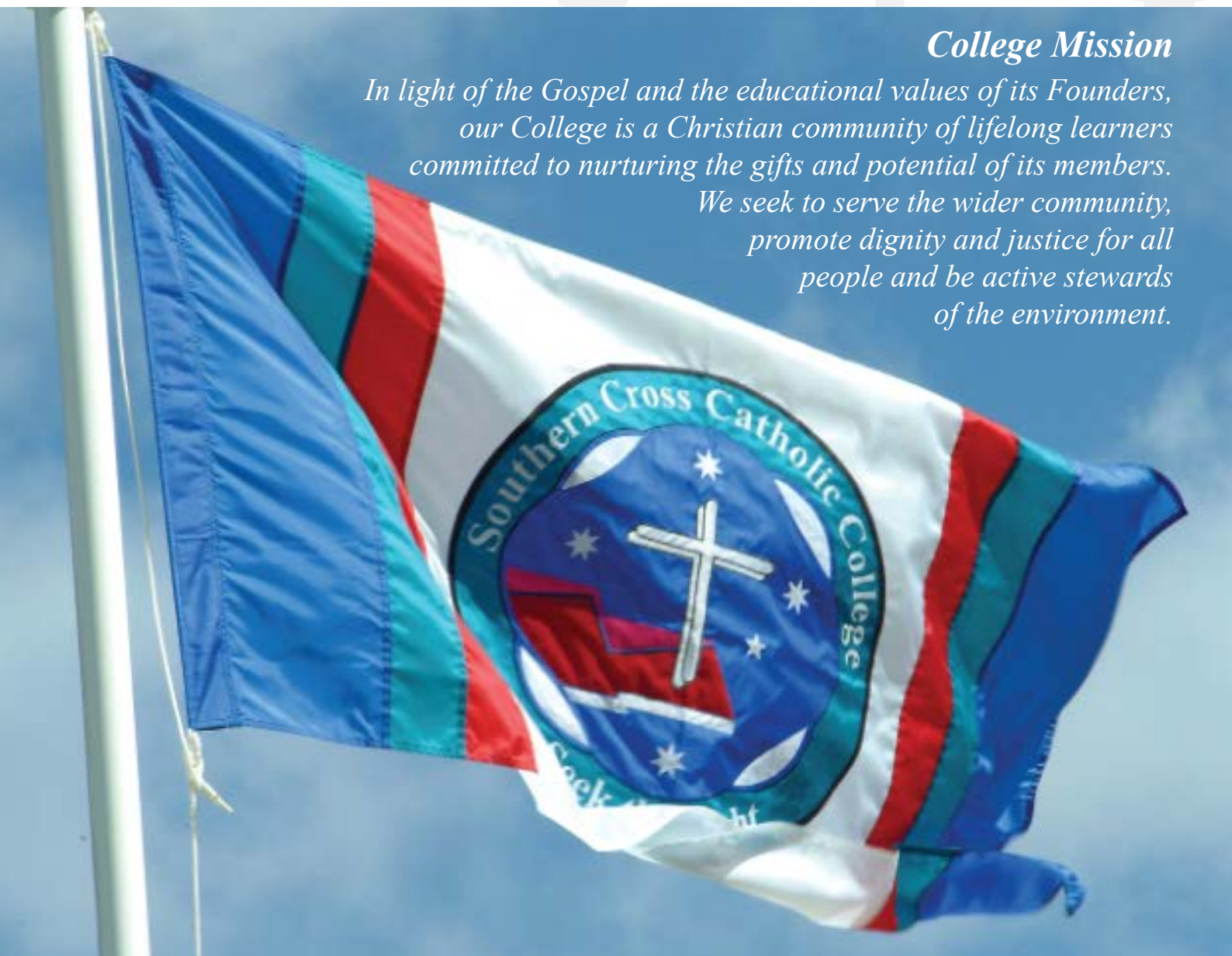


COLLEGE VISION

Southern Cross Catholic College is a learning community, which aspires to growth in knowledge, love and service in the presence of God.

College Mission

*In light of the Gospel and the educational values of its Founders,
our College is a Christian community of lifelong learners
committed to nurturing the gifts and potential of its members.
We seek to serve the wider community,
promote dignity and justice for all
people and be active stewards
of the environment.*



COLLEGE BADGE

The red cliffs and blue shoreline symbolise characteristics of the Redcliffe Peninsula. The cross of Christ is central to the College ethos with the stars of the Southern Cross representing 'light out of the Cross'. These symbols are enclosed by waves representing energy and our seaside location, and the jade circle represents our sense of community.

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PRINCIPAL'S WELCOME

Parents and Caregivers,

Welcome to the community of Southern Cross Catholic College for the 2019 academic year, when if our goals and thorough preparation come to fruition will be another challenging and rewarding year for each of us particularly to benefit and improve outcomes for our students.

We have embraced changes to curriculum and we continue to introduce new initiatives and assist students to make wise choices in their academic pathway. Southern Cross Catholic College continues to examine and analyse student data and to progress priorities to initiate further advancement in all pathways in our curriculum. Our College vision and mission continue to drive our policies and procedures.

This handbook is one of the tools to give parents necessary information regarding College procedures and annual organisation structures and personnel, and complements the student handbook for secondary students. As we aim to be active stewards of the environment we will continue to distribute online publications within the Southern Cross community. Alternatively, this parent handbook is accessible via the College website at www.sccc.qld.edu.au under the Parents Menu tab.

We hope that in providing the information in this handbook, parents and caregivers will gain a better appreciation of the Preparatory to Year 12 focus of the College.

I would be happy to receive suggestions and/or additions for our next publication.

May I also remind you that compliance with the document is part of your agreement when you sign the enrolment form and agree to comply with College policies and procedures.

I commend this handbook to you and look forward to working with you for the success of the education of our children in our valuable environment.

Yours sincerely,



Brett Horton
Principal

PART ONE - ABOUT OUR COLLEGE

A BRIEF HISTORY OF THE COLLEGE

Southern Cross Catholic College is a Catholic co-educational college situated on the Redcliffe Peninsula. The college caters for students in Prep to Year 12 under the administration of Brisbane Catholic Education.

The name of the College takes its inspiration from the constellation of the Southern Cross, which has become a symbol associated with Australia and its heritage. Just as the Southern Cross gains its identity from the amalgamation of several individual stars into one constellation, Southern Cross Catholic College is the result of the amalgamation of the several schools and colleges into one identity.

Southern Cross Catholic College commenced operation in January 1995, following the amalgamation of three secondary colleges (Frawley College, De La Salle Secondary College, Soubirous College) and four primary schools (Our Lady of Lourdes, Our Lady Help of Christians, St Bernadette's and De La Salle Primary).

The establishment and development of these schools were the result of the dedication and commitment of many people. The contribution of the Brigidine Sisters, De La Salle Brothers, Sisters of St Joseph and most particularly, the part played by Monsignor Bartholamew Frawley (until 1983 Parish Priest of Scarborough for 36 years) deserves to be acknowledged.

The College has seen great growth and caters for all students at every stage of learning. Our Four Phases of Learning; Early, Junior, Middle and Senior Years Phases, address learning at each developmental

stage. 2007 saw the Year 7 students take up residence at the Secondary Campus, many years ahead of other Queensland secondary schools. This campus was subsequently renamed the Middle & Senior Years Campus and caters for the learning and teaching of students from Years 7-12. The Middle Years Program includes students from Years 7, 8 and 9, making up a distinct developmental group. This initiative has proved to provide a smoother transition for students from Junior to Middle Years, allowing them to easily adjust as they move from childhood toward adulthood and confront physical, intellectual and social changes.

The College motto is 'Seek the Light'. In line with this motto, Southern Cross Catholic College is an educational community, which is committed to promoting the total development of its students in the light of the Gospel. Students are encouraged to discover their responsibilities in this world and to respond to their experiences in positive and Christian ways.

We have also rejuvenated our commitment to our Lasallian values, demonstrated through our pastoral care for students and staff and a commitment to social justice in the wider community. We are the only Lasallian-associated school in Queensland.

The design of the College badge reflects the College's geographical location, history, educational and religious traditions. The Cross reminds us that the college is part of the mission of the Church existing to present a vision of reality with its origins in the Gospels.



COLLEGE FOUNDERS



Bishop Delany seeing a need to educate the poor in Ireland re-established the Order of the Brigidine Sisters originally founded by St Brigid in the 3rd Century. Their motto is 'Strength and Gentleness'.



Monsignor Frawley was the first Parish Priest of Scarborough. He was largely responsible for the development of Catholic education at Scarborough from the 1940s onwards. Monsignor Frawley lived by the motto, 'It's 95% God's work and 5% your own'.



St John Baptist de La Salle began an Order of Brothers in France to assist with the education of poor boys. He was a leader, not only in the Church, but also in education in the 17th Century. His motto is 'Live Jesus in our Hearts - Forever'.



Saint Mary of the Cross MacKillop began the teaching Order of Sisters called the Brown Josephites. This Order established the first school on the Peninsula at Redcliffe in the early 1900s. The Sisters of St Joseph's motto is, 'Never see a need without trying to do something about it.'



COLLEGE GOALS

- Community
- Excellence
- Service

All members, staff, students and parents strive for Excellence, meaning personal best in all areas. They offer their gifts and talents in Service of each other within the college and wider Community.

COLLEGE BELIEFS

- God is Present
- We are Called

The College Beliefs were formulated from the common threads of the three founding orders - Josephite, Brigidine and De La Salle orders. We believe that God is Present in every person, moment, event and time. All of life is therefore sacred. We are Called to respond to this energising presence as Jesus did in love, service and justice.

COLLEGE MOTTO

“SEEK THE LIGHT”

The motto draws attention to the spirituality, which forms the basis for the name Southern Cross Catholic College. It focuses clearly on Jesus as the “Light of the World”, the guiding light and the inspiration for our lives. The motto, then, is an imperative to seek the light of Christ and the light of learning.

COLLEGE PRIVACY STATEMENT

Brisbane Catholic Education is responsible for the administration of approximately 140 Catholic primary and secondary schools and colleges within the Archdiocese of Brisbane. This Privacy Policy applies to schools administered by Brisbane Catholic Education (BCE) and sets out how each school and the BCE Office (BCEO) manages personal information provided to or collected by it.

BCE is bound by the Australian Privacy Principles contained in the Privacy Act 1988 (Cth).

BCE may from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to schools' operations and practices and to ensure it remains appropriate to the changing school environment. Further information can be found at <http://www.bne.catholic.edu.au/aboutus/Pages/Privacy.aspx>

COLLEGE PRAYER

Let us remember that we are
in the Holy Presence of God.

God, our Creator, bless our College.
We thank you for your many gifts
and place our trust in you.
Inspire us to grow together in your love
and help us to do our best in all things.
May we be generous serving those in need
and always act with strength and gentleness.

Let us always seek the light of Christ. Amen.
Mary, Help of Christians. Pray for us.

COLLEGE SONG

SEEK THE LIGHT

By Michael Mangan

We're gathered here in this place of sun and sand,
Trusted with the care of this ancient land.
Together we're inspired to reach out in hope and faith.
The breath of God is present in the breezes from the bay.

In everything we do, we seek the light.
We're called to live our faith and be a sign.
To guide and inspire us, we have our Southern Stars.
Standing here together, pride within our hearts.
Here at Southern Cross, we seek the light.
We seek the light and then we shine.

(Last time: Shine, shine, shine, shine, shine.
We seek the light and then we shine.)

We're called to follow Jesus in all we do and say.
We look to our founders for who we are today.
Frawley, MacKillop, Delany and De La Salle,
With Mary Help of Christians, they lead us on our way.

We journey on together, in peace and unity.
Everyone is welcomed here with dignity.
We always give our best as we work towards our dream,
We're reaching out to love and serve everyone in need.

COLLEGE CURRICULUM

The core business of Southern Cross Catholic College is learning. We aim to empower our learners to shape, change and enrich our world and give witness to the Gospel message. The curriculum at the College refers to all the experiences which occur within the school environment. The formal, explicit curriculum is the planned, taught and assessed learning of students, whilst the informal or implicit curriculum is inherent in the relationships, interactions, practices, processes, systems, and structures that surround learning.

Southern Cross Catholic College strives to provide all students with a seamless and coherent program of learning from Prep to Year 12. Such a curriculum builds on students' prior knowledge and experiences, becomes increasingly more complex and abstract, and provides authentic contexts for learning as they journey through their schooling. A relevant and meaningful curriculum is future focused and attentive to the needs of today's youth and their world. It is based on the belief that all students are lifelong learners and each person can achieve success in learning.

Learning communities are outcome oriented as they strive for students to achieve the knowledge, skills and attitudes necessary to function as active and effective community members. Teachers in the Early Years Phase (Prep - Year 2) plan and implement a comprehensive classroom learning program developed from the guidelines provided in the Australian Curriculum in the Learning Areas of; English, Maths, Science, History, Geography, The Arts, Health and Physical Education and Technologies. Teachers ensure all students are provided with multiple opportunities to demonstrate the Achievement Standards outlined within the Australian Curriculum in a range of contexts and topics. The students also demonstrate learnings in Religious Education which fulfil the requirements of Brisbane Catholic Education's Religious Education Guidelines.

Learning and Teaching in the Junior Years is developed from the guidelines provided in the Australian Curriculum. The learning areas in the Australian Curriculum are; English, Mathematics, Science, History, Geography, The Arts, Health and Physical Education, Technologies, and Languages other than English (Japanese in Year 6). Teachers ensure all students are provided with multiple opportunities to demonstrate the Achievement Standards outlined within the Australian Curriculum in a range of contexts and topics. The students also demonstrate learnings in Religious Education which fulfil the requirements

of Brisbane Catholic Education's Religious Education Guidelines. Inspired and passionate junior years teachers are committed to knowing their learners and the impact their learning experiences have on their academic, spiritual, physical and social/emotional development.

The Middle Years Phase of Learning incorporates Years 7 to 9. A dynamic curriculum has been created to engage and challenge student perceptions, perspectives and opinions. To achieve this we utilise the ACARA National Curriculum, along with the Brisbane Catholic Education Religious Education curriculum and Queensland Curriculum and Assessment Authority (QCAA) directives. The emphasis throughout the Middle Years is to impart lifelong independent learning skills that will prepare students for the Senior Phase of Learning, with a focus on literacy and numeracy. The mission of staff and students of the Middle Years Phase of Learning is to 'Seek the Light' through Excellence and Success.

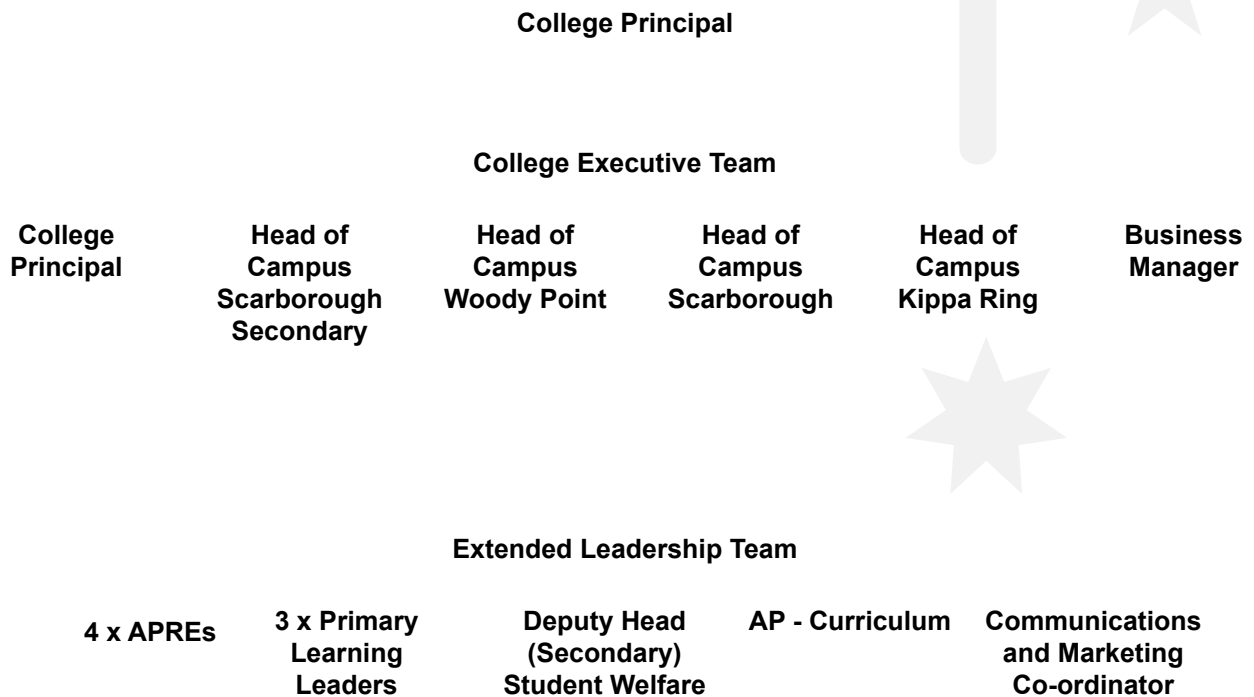
The final Phase of Learning at Southern Cross Catholic College prepares students for entry into the world. Students continue to receive opportunities to contribute positively to the local communities and friendships are sealed for life. As students progress through Years 11 and 12 they are regularly assessed in each of their subjects, with assessment monitored by the QCAA and at the end of Year 12 the Authority issues a Student Education Profile. In the Vocational Education Course, students have the opportunity to work one day per week in a school-based Traineeship or an Apprenticeship, or, to attend a TAFE course or to do structured Work Placement or Work Experience in a Vocational area of their choosing. Students receive the Queensland Certificate of Education, providing they meet the stated requirements.

The development of literacy and numeracy skills is foundational to all learning. The achievement and progress of all students is tracked and monitored in these areas each year, with SMART goals set to improve targets and then ongoing communication between teachers, support teachers and parents to ensure continued student growth. As a learner-centred College, the changing need of students at different stages in their development is catered for effectively.

At Southern Cross Catholic College our aim is to give your children the very best opportunities to mature academically, emotionally, socially, spiritually and vocationally.

COLLEGE ADMINISTRATION STRUCTURE

Administration structure of the College:



COLLEGE GOVERNANCE

Southern Cross Catholic College is a member of the Brisbane Catholic Education community of schools. We uphold this commitment by complying with their policies and procedures. Since the commencement of 2008, the College comes under the governance of our Holy Cross Parish and assumes the responsibility as a Parish College. The Parish Priest meets with the

Principal on a regular basis to ensure accountability, and more importantly, that the religious and spiritual formation is maintained. Ms Pam Betts is the Executive Director of Brisbane Catholic Education and approves many aspects of the school operation, particularly staffing contracts and all areas that require Government compliance.

COLLEGE BOARD

Southern Cross Catholic College Board is based on a pastoral model, not a business or political one. The board is concerned with policy making, overseeing the operations of SCCC and giving support to the principal.

Board members bring different perspectives to the SCCC community.

2018/2019 BOARD MEMBERS

Parents: Mark Frankel (Chair), Alan Johnson, Katrina Graham, Nicole Cosgrove and Dalene Wray
Parish Priest: Fr Bob Harwood
Early and Junior Years Staff: Julie Ward
Middle and Senior Years Staff: Lynette Croft
Principal: Brett Horton
SCCC Business Manager: Michael Cosgrove
Board Minutes Secretary: Trish Young

The annual meeting is conducted in March of each year.

CAMPUS PARENT GROUPS

One aspect of college life the College prides itself on is its sense of community and parent involvement. Due to the uniqueness of campus locations, SCCC has implemented a model of parent involvement where each campus works with their own parent committees to plan and co-ordinate activities such as the Mothers' and Fathers' Day stalls, working bees, parent information sessions and social events. Each campus also has a group of parents who work quietly behind the scenes to look after families experiencing illness or other crises and to also organise class social events.

For whole of College events, an organising committee of representatives from each campus works in consultation with the College and is responsible for the planning and execution of such events.

Parents are encouraged to become involved in their campus parent groups and to experience the real community of parents for which SCCC is renowned.

PART TWO - COLLEGE POLICIES

ACCIDENT REPORTING

Insurance

Each family pays a small insurance fee per student in Term 1 for school care insurance. This is payable regardless of any other insurance families may hold. This fee will include a limited/conditional insurance coverage for injuries sustained by a student at any school activity. This has been arranged through Catholic Church Insurance. Further details are available from the College administration.

If a student is involved in an accident or damage to property occurs, the incident must be reported to a teacher and the situation explained and then investigated. Each campus has an Accident Plan displayed in the staffroom to be followed in the event of an accident.

ASSESSMENT ABSENCES

Middle & Senior Years

For the purposes of assessment students are required to complete a set number of hours of programmed work in any given semester unit as prescribed by the Queensland Studies Authority. Therefore, it is essential that any absences from school be carefully monitored.

Failure to present assignments on the due date, and absence from assessment of written, practical or oral nature, are serious matters. Where a student cannot present himself or herself for an assessment date for a reason known in advance, a note from parents must be given offering an explanation to the teacher concerned. Alternative arrangements may be able to be made. However students are not permitted to sit for tests before the scheduled date. This is due to the possibility of the test integrity being compromised.

Where a student is not able to offer a prior explanation for absence from an assessment item, or day of presentation of assignment, a telephone call from

parents is required on the day. In the case of Year 11 and 12 students a medical certificate is required if the reason for the absence is illness.

Where assignment work cannot be submitted by the due date on account of unforeseen circumstances in the student's life, the student must take it as their responsibility to apply for an extension, using the appropriate form (see Assignment Policy).

Failure by a student to attend scheduled classes or not meeting substantive assessment requirements can result in the College not issuing a result in that subject at the end of the term/semester. Furthermore if a student has not been honest with the ownership of their own work in an assessment instrument, they may forfeit the result for that item. Follow up disciplinary procedures may be incurred.

The final decision on any of these matters remains with the Head of Scarborough Secondary Campus.

ASSIGNMENT POLICY AND HOMEWORK

Early & Junior Years Homework

Good study habits and love of learning are developed in early childhood. Regular homework will be given and needs to be completed to facilitate optimal learning. Establishing a set time for homework maintains the routine.

Homework:

- Helps develop home learning patterns
- Can have a positive outcome in reinforcing basic concepts developed at school
- Should not create undue stress on families
- Is a vehicle of communication between home and school
- Encompasses formal set homework and individual family activities e.g. family excursions, ballet, scouts/guides etc.

Therefore:

1. Regular communication between parents/students/teachers is essential if home learning and school learning are to be compatible, this could take the form of:
 - Parent/teacher conferences
 - Information nights
 - Regular notes/homework diary/planner
 - Telephone calls
 - Regular visits/chats
 - Email
2. The same homework is not necessarily set for all as learning needs differ for individual students.
3. Formal set homework is not assigned on weekends although students may have the opportunity to

complete tasks over weekend breaks as we recognise some of the strains on family life throughout the working week.

4. Homework can be set by the teacher and/or co-operatively by the parent and child. Ways to help your child with basic skills could include any or all sorts of reading, tables and number facts, letter writing or any other sort of writing, playing with a bat and ball etc., researching a topic of interest, watching TV together for information or a critical awareness, drawing, weaving, painting, etc., visits to local places of interest, discussion of faith concepts, family organised prayer, bible readings and discussion.
5. The responsibility for checking homework lies with either the parents, teacher or child, depending on the type of homework undertaken. However, it is a shared understanding that parents will take an active interest in their child's homework.
6. The decision to do or not to do homework always lies with the family when set homework is unable to be completed. Communication is expected and can be in the form of a letter or phone call to your child's teacher.
7. Homework will be monitored regularly by the teacher.
8. Teachers may allocate homework daily, or by means of a weekly contract. Assignments that cover a longer time frame may also be given; these usually include some work done at school and some at home.

Guidelines

YEAR LEVEL	STUDY TIME
Prep	No homework expectation - love of reading and learning to be encouraged
Years 1 & 2	Informal and enjoyable and should include lots of reading – 10 minutes daily
Year 3	Formal modes gradually introduced plus lots of reading - 15 minutes daily
Years 4 & 5	20 minutes home study per night plus reading
Year 6	30 minutes home study per night plus reading

Middle & Senior Years Homework

It is essential that students have a study program, develop a plan and adhere to it. The length of time devoted to other activities such as sport, social events and part-time work should be carefully considered when designing student study programs.

Night study should then consist of:

- a) Going over the work of the day
- b) Doing required homework
- c) Doing advance reading, research and planning for coming commitments
- d) Preparing work for the next day

Guidelines

YEAR LEVEL	STUDY TIME
Year 7	40 minutes of homework per night
Year 8	Approximately 7.5 hours per week
Years 9 and 10	Approximately 10 hours per week
Years 11 and 12	Approximately 15-18 hours per week

1. Assignment Policy – Middle and Senior Years

Assignments are included as an integral part of both learning and assessment programs in most subjects. Absence from school does not remove responsibility for the completion of assignments. Students will have fully met course requirements only when assignments and other tasks are completed, or an exemption from them is granted by the AP - Curriculum and this will occur only in very special cases.

1. Students will be given adequate time to plan and complete assignments.
2. Students will receive clear guidelines about assignments. These guidelines include:
 - a. A clear explanation of the task, purpose and audience will be given in class time and on the cover sheet.
 - b. Details on how to research materials for the assignment.
 - c. A guide to assist completion of the task.
3. For major assignments teachers recognise the following factors:
 - a. Assignments are to have a basis in the subject's class work. An appropriate balance of class-time and home time will be given to complete the assignment.
 - b. Students need access to teacher assistance.
 - c. Syllabus requirements will dictate the length of assignments.
 - d. The length of assignments will usually increase during the course.
4. Teachers maintain an awareness that some students

may come from non-English speaking backgrounds. These students may face a disadvantage when completing the assignment task. Consideration in the form of extra teacher assistance with the task or an alternate task may be given when deemed to be appropriate.

5. On the assignment task sheet there is a clearly stated due date. Where possible, it is preferable for assignments to have built-in stages that allow a drafting and monitoring of the student's progress through the assignment. Where this staged process is used, each stage should have a due date that is checked off by the teacher. Draft copies MUST be attached to the final assignment submitted. All assignments must also have a statement about the authenticity of the work that is signed by the student or the student and parent.
6. It is important that teachers contact parents during the assignment process when it is apparent that assignment work is not making significant or satisfactory progress i.e. as part of the monitoring process no substantial work has been seen and drafts have not been submitted.
7. All assignments will be due on Friday. Academic Co-ordinators will decide the specific time during the day when the assignment is to be submitted (at the beginning of the day or during the lesson). All assignments must be completed and submitted by the due date and time unless exceptional circumstances arise. The due date and time will be written clearly on the front of the task sheet.

8. Assignments must be handed to the teacher or supervising teacher taking that class. In the absence of the teacher the assignment is to be handed to the Academic Co-ordinator at a time designated by the co-ordinator.

a. When the assignment is submitted students will sign a class list indicating the time and date of the submission.

b. Extensions of time beyond the due date may be granted by the AP Curriculum in consultation with the Academic Co-ordinator and the class teacher provided that:

- Applications for an extension are made in writing using the appropriate form, one week prior to the due date where possible. Students are to show evidence of the work already drafted when the application for extension is made.

- A significant reason exists such as extended absence due to illness (medical certificate supplied), bereavement or other circumstances of hardship that would warrant an extension.

(The teacher and subject co-ordinator will consult with the AP-Curriculum in a situation which is unclear or involves a difference of opinion between teacher and the student.)

- Students granted extensions are not penalised for late assignments where an extension to the due date has been granted provided assignments are completed and submitted on or prior to the extended due date.

9. If a student is absent on the day the assignment is due:

a. Arrangements should be made to have the assignment delivered to the teacher during that day. In the case of the teacher being absent the subject co-ordinator is to be handed the assignment.

b. Students should be aware that parents should contact the teacher or subject co-ordinator on the day to explain the circumstances and make arrangements for the assignment to be handed in as soon as possible but no later than on the day the student arrives back at school. Generally significant reasons would need to exist otherwise a discipline would apply. Medical reasons would need to be supported by a medical certificate.

c. At no stage are assignments to be left with the office staff to be handed onto subject teachers or co-ordinators. If the teacher/co-ordinator is unavailable the assignment is to be submitted to the Assistant to the Principal – Curriculum.

d. Students who have been working on their assignment throughout the time provided and have had their work monitored and drafts seen by the teacher will have no reason not to have something ready for submission.

Procedure for ensuring timely submission of assignments:

For students in Years 11 & 12

a. During the week the assignment is due teachers should monitor the progress of each student's assignment daily.

b. If, by the due date of the assignment, the student has not completed their assignment and handed it in to the subject teacher, the student and his/her parents will be informed by phone (with confirmation letter sent home) that the student will be required to remain at the College in the Resource Centre on the following Thursday afternoon (after the assignment was due) for Assignment Support. This afternoon support allows the student time to complete their assignment. (It is not meant as a time for students to receive intensive help from a specific teacher. It is a time for the assignment to be written and submitted.)

c. For Vocational Education students who are unable to be at College on Thursday because of Work Placement commitments, the procedure will be the same with the exception that students must remain at school on Wednesday afternoon i.e. if, by the due date of the assignment, the student has not completed their assignment and handed it in to the subject teacher, the student and his/her parents are informed by phone (with confirmation letter sent home) that the student will be required to remain at the College for Assignment Support. This support allows the student time to complete their assignment. (It is not meant as a time for students to receive intensive help from a specific teacher. It is a time for the assignment to be written and submitted.) The students may attend the Resource Centre at the discretion of the teacher supervising the detention.

d. At the end of the Assignment Support Afternoon, whatever is written is considered to be the student's assignment and collected.

e. The supervising teacher photocopies the work that the student has produced and returns the work to the student. The photocopy is given to the subject teacher/co-ordinator.

f. If the teacher receives no work from the student then NON-SUBMISSION is written on the student's profile.

g. Students should be informed that due to non-submission of the assignment, they have not completed the mandatory aspects of the course (if this is the case) and they may not receive a grade for this subject at the end of the semester. This may also affect the issuing of an OP.

h. If the student then chooses to hand the assignment in at a later date, LATE SUBMISSION is written on the student's profile. However, results are not recorded.

i. This work should NOT be graded. However students may be provided with feedback. The student should be told that they can now be credited with the semester's result.

j. The QSA policy on late submission and non-submission of student assessment in Authority subjects and Authority-registered subjects states that an 'E' grade cannot be awarded where there is no physical evidence for it.

k. If, through non-submission of assessment, a student does not provide the evidence to demonstrate the descriptors stated in the exit criteria and standards, a judgment cannot be made. It follows then that a standard can only be awarded where evidence has been demonstrated and documented.

l. If a student hands in an 'assignment' that is blank with their name on it, they have not reached the criteria required for an 'E' grade.

Decisions about the Level of Achievement for a student who has not completed an assignment:

Whilst the College will not assign an E to a non-submitted piece of assessment, when a decision has to be made about a Level of Achievement, the teacher/co-ordinator looks at the evidence that the student has presented. If the student does not have the same body of evidence as another student, the same grade cannot be granted. e.g. If there are four pieces of assessment and one student receives a B, B, B, B and another student has only completed three of the pieces of assessment, then the coordinator would assign a B to the first student and a B-, C+ or perhaps even a C grade to the second student. The grade would depend on the weight that is given to the particular piece of assessment.

If the piece of work is mandatory and the student does not complete it, this may make the student ineligible for the semester of work. This may then make the student OP-ineligible. If this is the case, the staff member must inform the Curriculum Leader who would then inform the Principal (through the AP Curriculum) and the QCAA must also be informed.

Student: Sam Smith	Result
Test 1	B
Assignment 1	B
Test 2	B
Assignment 4	B
Overall Result	B / HA

Student: Jenny Jones	Result
Test 1	B
Assignment 1	Non submit/late submit
Test 2	B
Assignment 4	B
Overall Result	B- or C+ or C (use Prof judgement) HA- SA+ SA

Please Note: Even though the second student receives a lower level of achievement, this is not because of receiving an E grade for non-submission. It is because there is not the body of evidence to support the awarding of the higher grade.

For students in Years 7-10

a. During the week the assignment is due teachers should monitor the progress of each student's assignment daily.

b. If, by the due date of the assignment, the student has not completed their assignment and handed it in to the subject teacher, the student and his/her parents are informed by phone (with confirmation letter sent home) that the student will be required to remain at the College for Assignment Support. This support allows the student time to complete their assignment.

c. At the end of the afternoon detention, whatever is written is considered the student's assignment and collected.

d. The supervising teacher photocopies the work that the student has produced and returns the work to the student. The photocopy is then given to the subject teacher/co-ordinator.

h. If no work is handed in on Friday, the work completed Wednesday afternoon is deemed to be the assignment and is marked according to the criteria.

i. If the teacher receives no work from the student at all by Friday 8.30am, then NON-SUBMISSION is written on the student's profile. A comment that reflects this should be recorded on the student's report.

j. Students should be informed that due to non-submission of the assignment, they have not completed the mandatory aspects of the course and they may not receive a grade for this subject at the end of the semester.

k. If the student then chooses to hand the assignment in at a later date, LATE SUBMISSION is written on the student's profile. Results are not recorded. A note is made on the student's report.

l. This work should be marked but not graded. The student should be thanked for handing in the mandatory piece of assessment and told that they can now be credited with the semester's result. This would provide the student with feedback for their assignment but a result would not be included on their profile.

BICYCLES

Bicycles are the only form of 'pedal power' permitted within college grounds at the Secondary Campus. During school hours bicycles are to be housed in the appropriate bike racks. Helmets are to be worn at all times while riding bicycles.

All **primary** campuses are engaged in the Moreton Bay Regional Council's Travel Choice program and students are encouraged to safely walk, use bikes, scooters, skateboards or rollerblades as their travel choice to and from school to help reduce road problems around schools. For further information visit www.moretonbay.qld.gov.au/tcsp/

BUS BEHAVIOUR

Students should be aware that the Queensland Transport Code of Conduct for School Students Travelling on Buses has been in effect since 23 January, 2006. The code of conduct for school students travelling on buses is a set of behavioural guidelines developed to assist school bus operators manage the issue of student behaviour.

Every day more than 150,000 Queensland students travel to school by bus. Most of these students are responsible and well-behaved; however, a minority will misbehave.

The actions of this minority might affect the ability of drivers to concentrate, and could affect the quality of the trip. This is of concern to bus operators and the Department of Transport and Main Roads. The safety and comfort of all students when travelling is very important.

To address this, the Department of Transport and Main Roads has developed its code of conduct for school students travelling on buses. To ensure the needs and views of all stakeholders were taken into account, the code was developed in consultation with the Department of Education and the Arts, the Queensland Police Service, bus industry groups, parent groups, principals' associations, unions and non-state school authorities.

On public transport, students should be courteous, polite and seated when possible. When boarding the bus, line up quietly and move in an orderly manner under the guidance of the supervising teachers. Unacceptable behaviour may lead to a student losing his or her right to bus travel for a period. Students are to catch their buses from the designated location that

is supervised by a staff member. If seat belts are fitted on the bus they are to be used. Where buses come into the College grounds students should board them in the grounds and not at nearby bus stops.

Please note Early and Junior Years school children have priority in boarding buses.

CAREER GUIDANCE

The Career Resource Centre is located in the Student Services area on the Secondary Campus. Here students can access a wide range of print and online resources which can assist them in making decisions about career options and the education and training required. Students are encouraged to visit the Careers Resource Centre during morning tea and lunch.

Structured career development lessons are also incorporated into the curriculum for students in the middle and senior years. These lessons give students the opportunity to discover more about themselves and how they learn, to explore opportunities and to make decisions about the best way to implement their career plans.

Helping students to choose appropriate school subjects and post-secondary pathways is an important aspect of the career guidance service. The College works in partnership with parents and provides a number of career and subject information evenings designed to provide essential and current information for parents and students.

Each student in Year 10 is required to attend a SET Plan meeting with his/her parents and a member of staff prior to selecting subjects for Year 11 and 12. Career newsletters which are published in the College newsletter provide a valuable source of current information. Students can access this newsletter and other career information via the College portal.

Throughout the year many guest speakers also visit the College to provide information about career options and further study. The Careers Co-ordinator is available for personal appointments and is able to provide vocational assessment when students are experiencing difficulty with making career decisions. Parents are very welcome to be present at these appointments.

Careers Coordinator
Phone: 3480 3718

CARS AND STUDENT PARKING

Senior students must have written authorisation from parents and submit all details of the vehicle to the Deputy Head of the Secondary Campus before driving to the College. Students are also required to produce proof of having a Driver's Licence and this must be sighted by the Deputy Head.

The College operates a key register and all car keys must be handed to the office on arrival at the College. The keys will be kept in secure storage until completion of classes for the day. The College must be notified of any changes to these details during the year.

Cars are not to be used during school hours without authorisation of a member of senior administration. Students are not permitted to park their car within the school grounds. It is suggested that Sunnyside Road be used.

Student drivers and passengers are to complete a Permission Form giving the signed authorisation of parents/guardians. This form may be obtained from the College Student Services Office.

COLLEGE OR CLASS ABSENCES

When students enrol at Southern Cross Catholic College, they enter into a contract to attend all classes and associated activities as well as all College assemblies and special functions. Attendance will be monitored and recorded. Students are also expected to meet fully any sporting/extra-curricular activities into which they enter.

Early and Junior Years classes commence at 8.30am and conclude at 3.00pm. Middle and Senior Years classes commence each day at 8.30am and conclude at 3.05pm.

Parents/Caregivers are to notify the College of their son/daughter's absence, late arrival or early departure by way of email, telephone call, written note or portal notification. Two or more days absent for illness should be accompanied by a medical certificate. A medical certificate is mandatory if assessment is due. If the College has not been notified of an absence parents will receive an SMS advising their child has

not been marked off the role and to contact the office to provide an explanation.

Parents are strongly urged not to organise family holidays in school time as it can be potentially detrimental to learning and achievement. If this cannot be avoided a letter should be forwarded to the Head of Campus or Deputy Head of Campus with dates of absence.

Middle & Senior Years

Where a student has unexplained/unacceptable absences from class or school, the following procedure will occur:

First Absence

Parent/guardian notified by telephone or text message. Afternoon detentions are normally issued to make up time lost.

Subsequent Absence

Meeting of parents/guardian and student with the Pastoral House Leader arranged to discuss the absences and consequences.

COLLEGE CELEBRATIONS

During the year the College conducts a number of activities/events to celebrate students' achievements and milestones in their education. These are generally held at times when families and students are able to attend, given the constraints of family and work commitments. These are detailed in the College Calendar each year and given forward planning and notice, students are expected to be in attendance. As these are often occasions when guests and dignitaries are in attendance students and parents are expected to be dressed and behave appropriately for the occasion.

Inauguration Mass and Investiture of Student Leaders and Seniors

This is our liturgical celebration to welcome in the new school year and to induct our student College leaders and seniors. Families are welcome to attend.

Students are required to wear formal school uniform and the appropriate regulations are detailed towards the back of this handbook. During all liturgical celebrations it is not appropriate to applaud – it is not a performance but rather a sacred observance.

After the final blessing by the celebrant there may be occasions when he will invite acclamation to thank or congratulate participants.

The induction of leaders and seniors follows the mass and is a formal ceremony. During this celebration we request that calling out or whistling to individuals not occur – it is not socially acceptable behaviour and the church is always a sacred space and as such should be held in reverence. The Master of Ceremonies will invite acclamation at the appropriate time.

Night of Excellence

This is a formal celebration for the College to acknowledge the significant achievements across the curriculum for the year. The program is varied and includes prayer, awards, reports, speeches and presentations of music, drama etc. All staff and students of the Secondary Campus are expected to attend and be in full formal uniform.

Parents and family members are very welcome and encouraged to attend. Dress is to be smart casual, shorts and thongs are not considered appropriate. Socially acceptable behaviour includes acclamation at the appropriate times. The audience is directed by the Master of Ceremonies. All attendees are requested to remain for the entirety of the evening's program. The College endeavours to keep the time frame to approximately two hours.

Year 12 Graduation (Middle & Senior Years) –

This is a formal celebration to farewell and dismiss our Year 12 students and to congratulate them on their completion of their years of schooling. Students wear full formal uniform. Parents and families are invited to attend. Appropriate dress for this special occasion is requested and includes smart dress apparel – shorts and thongs are not appropriate. The celebration offers a time for recognition of the students that is appropriate and respectful.

Completion of Junior Years Phase of Learning (Year 6)

As this is a significant celebration all Year 6 students are expected to attend. Parents and families are welcome to attend. The evening commences at 6:00pm and is concluded by 8.30pm.

The formal celebration commences with a liturgy, including student participation. As this is a religious ceremony it is not appropriate to applaud the students – it is not a performance but rather a thanksgiving prayer and blessing.

Following is the presentation of a Certificate of Completion to each student. The celebration does not have the same significance as the Year 12 Graduation celebration as it is expected that students

are transitioning to our Scarborough Secondary Campus to complete their education. At this time each student is presented to the Principal of the College. Awards are also presented to individual students for achievement in a number of categories. The Master of Ceremonies will then invite acclamation from the audience after each class is presented. Whistling and calling out is not appropriate and often embarrasses our students. Appropriate dress for parents and members of the family is smart casual/dress wear but does not include sports shorts or thongs.

Patron's Day (whole College)

The official patron of Southern Cross Catholic College is Our Lady Mary Help of Christians. The Feast of Our Lady Help of Christians is celebrated on 24 May each year and on this day, (or the closest school day to it if it falls on a weekend), the College gathers together as one to celebrate. This is the only time of the year all students gather in the one place. Students from the primary campuses are bussed to the Secondary campus oval for a liturgy celebrated on the terraces. With nearly 2,000 students, staff and parents in attendance, it is one of the largest single gatherings in any Catholic school throughout the year.

Patron's Day is a day for us to remember our College roots and to gather as one to celebrate. It is an official school day and it is expected that all students will be in attendance. We encourage parents to get involved and help out where needed.

COLLEGE NEWSLETTERS

The fortnightly College Newsletter, which is published every second Thursday, is the primary means of communication with parents as well as students. The objective of a newsletter is to keep the wider school community informed of College events, achievements, changes to staff and curriculum. It also gives the school community the opportunity to acknowledge students and staff for outstanding achievements in all fields. Newsletters are distributed as an e-newsletter and are sent to the contact email address the College has on hand. Extended family members and friends can also subscribe to the newsletter at <http://southerncrosscc.schoolzinenewsletters.com/>

On alternate fortnights, our Southern Star sport newsletter is emailed to parents, along with campus specific updates.

Newsletters are also available on the Parent Portal and on the BCE Connect app.

COLLEGE SPORT

The benefits of participation in sport are well documented. At the Secondary Campus, students have the opportunity to benefit from the participation in sport at various levels.

Middle & Senior Years Sport (Year 7-12)

Southern Cross Catholic College is pleased to be a part of the Junior and Senior District sport competition. Students have the opportunity to play against other schools on Wednesday (Senior Sport Years 10 and 11) and Thursday (Junior Sport Years 7 to 9). This weekly competition offers a diverse range of sports to cater for all students. Middle and Senior Years students are involved in a variety of sport competitions throughout the year as well as annual week-long carnivals such as the Queensland Independent Secondary Schools Netball (QISSN), Confraternity Rugby League, Chantelle Cramb Futsal Cup and the Queensland All Schools Basketball Championships.

Southern Cross is a member of the Sunshine Coast Region and many of our students represent the region at State Championships. The College is also a participating member of SECA (South East Colleges Association) and compete in swimming, cross country and athletics. Annually, we proudly recognise our students who represent at state and national level.

Students have the opportunity to pursue their interests in a range of individual and team sports which include swimming, triathlon, athletics, cross country, basketball, touch, rugby league, rugby union, cheerleading, AFL, netball, futsal and volleyball. The facilities at Southern Cross enhance the sporting opportunities of its students.

Whilst participating in sport, students wear the College sports uniform or the sports strip specific to individual sports. Appropriate College uniform should be worn travelling to and from sporting events. This assists with the identity and unity of the sporting culture which Southern Cross Catholic College is proud to support.

Early & Junior Years Sport (Prep - Year 6)

Years 5 and 6 students participate in interschool competitions which take place on a Friday afternoon. Sports uniform is worn on days scheduled for sport and P.E. lessons. Campuses will advise students of relevant days.

Prep – Year 4 students participate in P.E. lessons as well as year level sporting activities.

Annual carnivals for swimming, athletics and cross country are held throughout the year for Junior Years students from all three campuses. From these

carnivals students are chosen to represent their own campus at District carnivals. By choosing teams from each campus it allows more students an opportunity to participate in representative carnivals. From this level students can be selected in the Redcliffe District teams which can lead to students competing at Sunshine Coast and State levels.

Early Years students participate in a College cross country carnival and a campus athletics carnival.

COUNSELLING

The pastoral care of students is undertaken by all members of staff across the College. The College also has two counsellors who cover all four campuses. They are available for consultation for both students and their parents. At the Early and Junior Years Campuses, referral forms are available at the office or can be obtained through classroom teachers. At the Secondary Campus, students are able to make an appointment by contacting the counsellors through the Student Services Office.

CRITICAL INCIDENT PLAN

A College Critical Incident Plan has been designed to comply with legislation under the Workplace Health & Safety Act 1995 to provide a safe workplace.

A critical incident can be described as any event or circumstance that causes people to experience unusually strong emotional or psychological distress which has the potential to interfere with their ability to function either at the time of the event or later.

This term often denotes disaster or crisis situations affecting many people but it can also refer to traumatic events of a much smaller scale, which can give rise to similar emotional responses.

The document which is specific to each campus attempts to provide a planned but flexible response to a Critical Incident that will facilitate:

- An optimum response at time of incident
- A sense of cohesiveness, control and responsibility within the school community
- A return to normal routines as quickly as possible

A Recovery Plan is essential to the physical and mental wellbeing of the school community. Any critical incident depending upon the severity can cause varying levels of stress to all members of the school community.

The Critical Incident Plan for each campus includes procedures for:

- First aid and emergencies in the playground
- Sign-on register for school visitors
- Register for students and staff arriving and leaving during school hours
- Security of property and assets
- *Evacuation (fire or bomb threat)
- *Lockdown (e.g. cyclonic winds, chemical fumes, aggressive acts, intruders etc)
- Traffic accident
- Response to storm or cyclone
- Critical injury or fatality
- Recovery Plan

*These procedures including a diagram showing evacuation routes and assembly points are posted in every room in the College. Regular practices occur throughout the school year and the Critical Incident Management and Recovery Plan is reviewed each year to maintain currency.

EMERGENCY PROCEDURES

Evacuation and lockdown procedures are in place.

Fire Procedures

In the event of a fire emergency in the school, students will be immediately evacuated to the school oval (at their respective campuses) via practised routes.

Bomb Threat Procedures

In the event of a bomb threat all caution will be exercised, as students are evacuated from the rooms. Dependent upon the nature of the threat students can be evacuated to the oval (at their respective campus) or in the event of inclement weather to the Timothy Peter Centre (Secondary Campus) and respective halls at Woody Point, Scarborough and Kippa Ring Campuses.

Lock Down Procedures

In the event of an emergency, such as unauthorised intruders etc. on the premises, a school lock down will be deployed. If not in class, students proceed to the nearest room.

FEES AND CHARGES

Our fees at a glance (2019)...

Prep – Year 4 \$3,245

Years 5 and 6 \$3,572

Years 7 – 12 from \$5,632 (excludes senior subject levies)

Fees and Levies at Southern Cross Catholic College

As a Catholic College in the Lasallian tradition, Southern Cross Catholic College is proud to offer an affordable holistic education for our students and their families. With the exception of some senior subject levies, our fees cover all compulsory camps, excursions and other activities which students are required to undertake as part of their curriculum.

Confirmation of enrolment

A non-refundable confirmation of enrolment fee of \$110 is payable when a student is offered a position at Southern Cross Catholic College. A maximum of \$220 is payable for new families. This fee confirms the place for the student and covers administration costs in processing the enrolment.

Family discounts

A reduced tuition fee is payable for the second and each subsequent younger child in a family attending the College at the same time.

Our fees and levies include:

Resource Levy inclusions

This levy funds costs associated with classroom learning for all year levels, including digital technology equipment and network support services, most consumables, excursions and incursions. The levy also funds a limited student accident insurance cover for school activities and one copy of the College Year Book per family.

For primary students the levy includes most stationery items and learn-to-swim lessons in Terms 1 and 4 each year. For secondary students, the levy includes day retreats for Years 7 to 11, textbook hire, homework help, Potential Plus enrichment activities, bus transport to Wednesday afternoon inter-school sport and related district sport nomination fees.

The Resource Levy also substantially funds the College's 1:1 laptop program, including provision of "hot swap" devices loaned to students whilst laptops are being repaired and a limited accidental insurance policy (refer to Laptop Policy on website and in Student Handbook for details). The policy does not cover damage caused by carelessness or malicious actions or the total loss of a laptop. Parents concerned about the potential loss of a device are encouraged to investigate their own insurance policy.

All students in Years 7 to 12 are issued with a laptop which is owned by the College. New devices are issued to all Year 7 students and these are swapped for new devices at the beginning of Year 10 which students hold until the end of Year 12. During 2019, every Year 3 and Year 4 student in our primary campuses will be issued with a new laptop which will be stored in their classroom. Students will continue using the same laptop during Year 5 and Year 6. Each of these primary laptops will be mainly used by one student, but may occasionally be used by other students.

Capital Levy

The Capital Levy is a non-tax deductible levy which assists in funding the construction and refurbishment of buildings and facilities in line with the College's Building Master Plan.

Withdrawal of a student

If a student is withdrawn from the College, or enrolment is terminated within the first four weeks of a term, a 50% refund will apply to the tuition fees and resource levy charged for that term. If withdrawal occurs after Week 4 no refund is applicable.

Fees

Fees are charged four times a year. Parents are asked if possible to pay fees by Direct Debit, or to otherwise pay fees in full by the due date (see table over). Fees can also be paid by CentrePay, cash or credit card. Families who need to make other payment arrangements, or who have any fee queries should please contact the College Finance Office on 07 3480 3634 or 3480 3643. Please refer to the "Fee Payment Options" document on our website for additional information.

2019	PRIMARY YEARS			MIDDLE YEARS			SENIOR YEARS		
	Prep - Year 2	Years 3 - 4	Years 5 - 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Student fees and levies:	\$	\$	\$	\$	\$	\$	\$	\$	\$
Tuition Fee Eldest Child	1,956	1,956	1,956	3,020	3,020	3,020	3,144	3,144	3,144
Resource Levy	441	564	513	1,644	1,764	1,884	1,644	1,752	1,644
Camp / Retreat Levy	-	-	255	310	-	-	-	220	-
Family Levies									
Capital Levy	804	804	804	804	804	804	804	804	804
Community Levy	44	44	44	44	44	44	44	44	44
TOTAL FEES FOR CHILD 1	3,246	3,368	3,572	5,822	5,632	5,752	5,636	5,964	5,636
Tuition Fee for Child 2	1,472	1,472	1,472	2,272	2,272	2,272	2,356	2,356	2,356
Tuition Fee for Child 3	587	587	587	908	908	908	942	942	942
Tuition Fee for Child 4+	-	-	-	-	-	-	-	-	-

All students pay the applicable tuition fee, resource levy and camp levy. Family levies are charged only once per family.

NOTES:

- In addition to the above fees and levies, a subject levy of \$155 applies to Year 11 and Year 12 HPE students to help fund the camp associated with these subjects.
- Year 12 Senior Jerseys, Kairos, Formal and Semi-Formal costs are additional.
- All costs associated with instrumental music are charged directly by the private music tutor.
- Fees subject to change.

DUE DATES FOR PAYMENT OF FEES – 2019

- Term 1 - 15th February 2019
- Term 2 - 26th April 2019
- Term 3 - 19th July 2019
- Term 4 - 11th October 2019

GRIEVANCE PROCEDURE

There may be times during the year when you wish to discuss an issue of concern relating to your child or address an incident or procedure within the specific campus or whole College. We urge you to take appropriate action by following this procedure rather than discussing with outsiders or allowing the concern to impact on our ongoing relationship with you.

1. Teacher and/or Co-ordinator

In the Early & Junior Years, the class teacher is the first point of contact for all issues concerning the student. In the Middle & Senior Years, contact the classroom teacher for academic issues and other issues can be discussed with the House Pastoral Leader.

2. Head of Campus

Should you not feel completely satisfied or have an issue to discuss with the Head of Campus please contact the relevant Campus Office outlining your concern. This also gives time for any information or details that may need to be researched or collated from teachers or other students depending on the issue. The Head of Campus will make contact with you to discuss or organise a meeting time.

3. Principal

At any time you are welcome to make contact with the Principal, Mr Brett Horton, to discuss an issue or to have an incident investigated. However, please be mindful that he will need to make contact with the relevant Head of Campus to discuss or have the incident/issue investigated. Please contact Mrs Patricia Young (3480 3632), the Principal's Assistant to make an interview time to speak with Mr Horton. You may wish to write or to email her. Please remember first contact should be with the Campus Head and then if you are not satisfied with the action or response you are welcome to contact Mr Horton.

4. Brisbane Catholic Education

There may be times when you wish to raise a matter relating to the College with the relevant person at Brisbane Catholic Education. Mrs Vyv Menegon is our Area Supervisor and therefore the most appropriate person with whom to make contact. Again, please be mindful that she will need to make contact with the College, usually Mr Horton, to have the facts presented or the matter investigated so it is always appropriate to make the first contact with the College and then if you need to take the matter further to contact Brisbane Catholic Education.

5. Parish Priest

As Governor of the College you may wish to make contact with Fr Bob Harwood at Holy Cross Church.

Again, this should be after first contact with the College.

ID CARDS

All students in Years 7-12 are required to have a student ID card. These are supplied to students under the conditions of Textbook Hire. Lost or damaged cards must be replaced through Student Services Office, at a cost to students. ID cards will need to be used for all transactions through the Resource Centre.

ILLNESS & MEDICATION

If students are unwell, they are to report to the class teacher then to the Student Services Office (Middle & Senior Years), Campus Office (Early & Junior Years). Staff will contact parents if necessary. If parents are not contactable the College will seek appropriate medical attention for the student, if required.

The College does not dispense medication to students. This includes Panadol and other pain-killers. Students who have to take special medication on a regular basis may leave it at the Student Services/Campus Office for safe keeping with written instructions for use. Campus offices keep a medication register.

If your child requires the short term use of medication during school hours, please send a signed permission note to your campus office or student services. All medication must be clearly marked (by the dispensing Pharmacist) with the child's name, dosage and instructions for dispensing. Please note ultimate responsibility rests with the parents. If you have any questions or require further information on College dispensing of medication policies, please contact your campus office.

The College is to be notified if students need / carry an epiPen. An individual health plan is developed for students with serious medical needs. Regular training of staff is conducted for the use of epiPens and response to other medical conditions.

Students are reminded that good health is essential if they are to fully participate in the process of education. Students who are unwell should not attend school until they have regained their health.

Head lice presents as an on-going problem. On detection of head lice, parents are notified and the student must be excluded until the day after treatment has begun. All parents are advised through the newsletter and, at times, class letters are sent so vigilance may be exercised.

LAPTOP COMPUTER GUIDELINES FOR STUDENTS & PARENTS

1. Educational Purposes

- a. Laptop computers issued by the College are to be exclusively used for educational purposes. The laptop computer comes with a complete set of productivity and security applications for student use.
- b. The software loaded on the laptop computers is licensed to the College. Students are not permitted to copy, transfer or delete College software installed by the College.
- c. The College reserves the right to carry out software, hardware and data inspections of laptop computers at any time. Non-educational software and data stored on College laptops will be deleted. This service will incur a cost if reimaging is required.
- d. Students are encouraged to use their laptop computer for homework and assessment tasks. Where an extension is sought to a piece of assessment the loss of data or hardware malfunction cannot be grounds for requesting an extension.

2. Student Responsibilities

The laptop computers are covered by accidental damage protection insurance; however, each student is responsible for keeping their Laptop computer secure and in a safe place in its protective case.

- a. The device may not be personalised by altering the external appearance of the laptop computer or protective case. Students are not to remove, deface or cover-up any identification labels or tags from their laptop computer or bag.
- b. Laptop computers must be charged at home in preparation for the school day. Charging stations are provided in the library and limited access in the classroom. These may only be accessed at the discretion of staff.
- c. When battery life drops below 4 hours students should return their laptop to the laptop help desk to be checked for a possible replacement battery.
- d. While travelling to and from school or transitioning on campus the laptop computer is to be carried in the protective bag supplied. The warranty may be voided where laptops are damaged without being in their College supplied protective case.
- e. The warranty is void if damage occurs when students carry their laptops across water or have them stored in the cargo hold of planes.
- f. Damaged laptops must be reported to the help desk immediately.

3. Parent Responsibilities

- a. Ensure students fulfil their responsibilities as outlined above.
- b. Supervise student use of the computer when at home including their internet use.

- c. Ensure the student has their computer at school each day in full working order, to enable them to participate in learning.

4. Data Backup and Software Upgrading

- a. Students are required to back-up to a Network Drive or online storage space (Onedrive).
- b. Students must ensure that all software updates are conducted when prompted to ensure that all software is kept up to date (e.g. operating system and installed virus software).
- c. Students are to restart their computers on campus at least once a week.

5. Technical Support

- a. Students will be given sufficient local administrator rights to their laptop computer.
- b. In the event of a malfunction during term time, students must seek assistance at the next break in the school day or the following day, if at home, from the laptop help desk on campus. During the holiday periods students should make contact with Dell Pro Support using the phone number (1300 662 087) supplied on the laptop casing.
- c. Should the need eventuate laptops may be reimaged without consultation. Reimaging incurs a cost if it is the result of a deliberate action on the user's behalf.

6. Hotswaps

- a. When a student presents their laptop for repair, it will be replaced by a Hotswap subject to availability.
- b. When a student's laptop is repaired, they are expected to collect it and return their Hotswap within 24 hours of the first notification.

7. Loss, Theft and Physical Damage

- a. All instances of loss, theft or physical damage must be reported to the relevant House Pastoral Leader before going to the laptop help desk. Reporting should occur immediately.
- b. Student laptop computers are covered by warranty and accidental damage protection. This does not cover malicious damage, loss, theft, general wear and tear and only covers limited accidental damage.
- c. **All instances of loss, theft or physical damage are the responsibility of the student. The cost of repairs and replacement can be as high as \$1,500.**

8. Classroom Usage

- a. Student laptop computers are to be brought to school each day. The classroom teacher / supervisor will manage the use of the laptop computers in the classroom and in other educational spaces. Laptops will be monitored during class time.
- b. No student is to take out or use a laptop computer without the permission of the classroom teacher / supervisor.

c. When in use, the laptop must be placed on a table or desk, not on laps. The laptop should not be carried around whilst the screen is open.

9. Ownership

a. Laptop computers remain the property of Southern Cross Catholic College, Scarborough. Students have use of the laptop computer whilst they are enrolled at the College. If students leave the College before the end of Year 12 the laptop computer, protective case and accessories must be returned in good order at the time of termination.

Breach

A breach of the Laptop Policy will be taken seriously and may result in disciplinary action. Examples of possible consequences include;

- Loss or restriction of access to digital technology
- Confiscation at lunch
- Formal disciplinary action for breach of the Student Behaviour Code
- Suspension

Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

Policy Update

This policy will be updated as necessary. All attempts will be made to adhere to the above policy, but particular circumstances (such as technological advancements) may require the Principal to depart from the stated policy.



LATE ARRIVAL / EARLY DEPARTURE PROCEDURES

Punctuality is an expectation for all students attending the College. We would therefore appreciate your support to ensure your child's timely arrival at school each day. Being late to school impacts on your child's learning and also can cause disruption to the rest of the students while your child is settling in for the day. Students at the Secondary Campus who arrive late or leave early must check in and out using the ALLE System in Student Services.

- Students scan their ID card
- Complete the steps outlined
- Present parent/ caregiver's permission note
- Student Services will print out your receipt.

Parents of primary students must sign students in or out at the front office if they are late or leaving early. Students have a responsibility to ensure they arrive on time every day. If students are late to school on a regular basis a letter will be issued to parents asking for an explanation. Any student who arrives after the commencement of classes (E&J Years) and PC (Middle and Senior Years) is considered late and will be marked accordingly on the class roll. Parents who wish to collect their child during the school day, must report to the office and sign out the child. Parents will be issued with an Early Departure Slip which must be given to the teacher upon collection of their child. Students who depart early from school are marked accordingly on the class roll.

LEAVING THE COLLEGE GROUNDS

No student is to leave the College grounds during normal school hours without permission from parents/ carers and the College.

PARENT PARTNERSHIP AND PARTICIPATION POLICY

Policy

Catholic schools have a responsibility to engage and support parents in active partnerships and participation in the life of the school community.

Introduction

"Catholic schools are founded on Christ and are at the service of students, the church and society." Parents are recognised as having the primary role in the education of their children.

The home and the school have distinct and overlapping roles in relation to the education of children.

Rationale

The Archdiocesan report on the Queensland Bishops' Catholic Schools Research Project states: "Partnership is a key theme for Catholic Schools. Parents and schools are mutually responsible for the maintenance and development of their partnership. This relationship depends on the acceptance of mutual responsibility and recognition of each other's family heritage, culture, experiences and skills that each bring to the relationship. Such partnerships need to be based upon mutual respect. Schools and parents share a common goal – the holistic development of their students."

Parents, staff and pastors have differing responsibilities within the school community. In the area of policy making parents, staff and Priests are partners.

Consequences

Organisation

- Parents are engaged in active participation in the life of the school e.g. liturgical life, teaching and learning, pastoral care, policy making, resourcing and other forms of voluntary assistance;
- Open reciprocal communication is essential in developing the partnership within the school community;
- Parents are an integral part of the school renewal process, which serves the functions of both review and future planning in Catholic schools;
- The responsibility of policy making collaboratively belongs to the Priest, staff and parents. The responsibility of policy implementation rests with the principal in collaboration with relevant groups. The recommended model for policy making by the Queensland Council of Bishops is the pastoral model of the school board;
- Parent groups play a vital role in promoting the interests of parents in respect to the education of their children in Catholic schools;
- Parents support their Catholic school financially, however, no family should be excluded on the grounds of financial hardship;
- Schools demonstrate appropriate accountability and transparency in leadership, education, pastoral care and financial areas;
- Schools have in place an appropriate procedure for responding to parental concerns.

Teaching and Learning

- Parents are involved appropriately in the curriculum directions and educational strategies of the school;
- Schools inform parents of curriculum practice and educational programs;
- Schools report regularly on all aspects of students' development and progress.

Relationships/Partnerships

- Catholic schools are faith communities within the broader context of the Church in which parents, staff and Priests participate in roles of shared leadership;
- Staff, parents, pastors and the wider community seek to enhance relationships in service to the mission of the school.

INSTRUMENTAL MUSIC

Southern Cross Catholic College has a strong commitment to the teaching and learning of musical instruments. A wide range of instruments are taught within the College and these can be found listed below.

Specialist teachers come into the College weekly to teach students in a group or in private practice. The school does have limited instruments for hire, otherwise we'll recommend places to hire or buy your own. All students are given the option to sit for instrumental music exams when the teacher thinks they are at an appropriate standard.

Through the Instrumental Music Program students have a chance to participate in ensembles that are often invited to perform within the College or local community. Concerts are also held regularly, which help the children gain confidence in their ability as a performer. Regular performance dates include the Inauguration Mass, Patron's Day, Open Day and Night of Excellence.

Instruments offered within the College

- Piano/keyboard
- Strings – Violin, Viola, Cello, Double Bass
- Woodwind – Flute, Oboe, Clarinet, Saxophone, Bassoon
- Guitar – Acoustic, Electric, Bass
- Brass – Trumpet, Trombone, French Horn, Tuba
- Percussion/Drum kit
- Voice – all types

Ensembles

- String Ensembles
- Wind Ensembles
- Percussion Ensembles
- College Bands
- Vocal

Instrumental Music Coordinator:

Mr Steve Petersen

Phone: 3480 3651

PROCEDURE FOR PARENTS TO MEET WITH TEACHERS

Early & Junior Years

Many formal and informal opportunities exist for parents to discuss issues relating to their child(ren) and their education. The College encourages parent participation and the co-responsibility for the education of our students. Informal discussions are welcomed at appropriate times. Before school is often a very busy time for teachers as they need to welcome all their students and to be well prepared for the day's activities. A more suitable time could be at the end of the school day. Formal discussions will require an appointment with the teacher and these may be made through the campus secretary or with the individual teacher. These discussions may relate to personal issues relating to the student or the student's educational progress.

In accordance with Government regulations, parent-teacher-student conferences are offered on two occasions throughout the year – timing varies between each campus. In consultation with individual teachers telephone conversations at appropriate times and discussions via email are encouraged.

Middle & Senior Years

Formal and informal conversations relating to your child's progress and individual needs are encouraged. The College encourages parent participation and the co-responsibility for the education of our students.

Informal discussions are welcomed at appropriate times. Often teachers are involved in committee or department meetings or campus prayer and briefings before and/or after school.

A more suitable time could be arranged by telephoning the teacher concerned to organise an appointment, or in cases of emergency, contact the campus office to speak with the appropriate classroom or pastoral care teacher.

Matters relating to a student's academic progress in a particular subject are generally discussed with the individual subject teacher, whereas matters of a personal nature are discussed with the pastoral care teacher for that class or with the House Pastoral Leader.

In accordance with Government regulations formal parent-teacher-student conferences are organised twice a year and parents are strongly encouraged to attend. In consultation with individual teachers, discussions via email may be arranged.

RELIGIOUS EDUCATION

Religious Education at Southern Cross Catholic College comprises two distinct but complementary dimensions – teaching people religion and teaching people to be religious in order to develop in their own faith formation. Both provide an opportunity for all involved in our community to grow in an understanding and appreciation of the Catholic faith.

Class Program

Teaching our students religion is an educational activity focussed on the specific teaching and learning of religion and utilising a range of learning processes and resources. In our College, teaching religion occurs mainly in the classroom and the major emphasis is to ensure the development of religious literacy in our students to enable them to better participate in a critical and effective way in the life of their own faith communities and in the wider society.

The Archdiocese of Brisbane recognises the interconnectedness between growth in appreciation of religion and faith development. The Religious Education Curriculum aligns the Religion Curriculum P-12 and the Religious Life of the School P-12. Both these dimensions work together to bring fullness to the religious life of our College.

Religious Life of the College

Teaching people to be religious is identified with the religious life of our College and is purely a faith development activity focussed on nurturing the religious, spiritual and faith growth of students.

There are four distinct components that comprise the religious life of our College and therefore the faith development of our students: Religious Identity and Culture, Evangelisation and Faith Formation, Prayer and Worship and Social Action and Justice.

Our College community works hard to ensure the Religious Life of the College is alive, engaging and dynamic. Beyond our College, the family, parish and local community have an important and shared responsibility to nourish the faith development of students. We form a team – supporting one another in guiding the children towards living relationships with God, themselves and others.

Prayer and Worship

Opportunities for prayer and worship form an integral part of school life and are celebrated in class, campus and college contexts. Liturgies celebrate special occasions, while camps afford a unique environment to sense the Sacred. The school day is punctuated with moments of prayer.

In coming together with the parish community, we strengthen our links through worship, and celebrate the College beliefs that 'God is present' in every person, event and moment, and that 'We are called' to develop fully in harmony with the rest of creation. The campuses also pray together at assembly. You and your family are always welcome to join our celebrations, as this is one way we build a strong community.

Pastoral Care

Pastoral care involves the whole College community; students, staff and parents. We all 'look after' one another. In particular, staff are committed to caring for the students in their care. The Student Council Committees promote attitudes of service and organise appropriate events such as Student Socials. Birthdays and reception of the Sacraments of Initiation are celebrated within the community. Awards are also presented to affirm effort, improvement and celebrate success.

Sacramental Programs

Since it is through the Sacraments of Initiation (Baptism, Confirmation and Eucharist) that one enters into the life of the Catholic Faith Community, it is fitting that the parish be responsible for the Sacramental preparation of our children, intimately involving the parents and supported by the College.

As we draw our strength from our Patron Mary Help of Christians and our four Founders; John Baptist de La Salle, Mary MacKillop, Daniel Delany and Monsignor Frawley, Southern Cross Catholic College's long history of association with church in Australia gives us a sense of direction and purpose.

REPORTING

The College has the responsibility to report to parents on the progress and level of achievement of students. In late 2004, the Australian Government enacted the Schools Assistance (Learning Together – Achievement through Choice and Opportunity) Act 2004. Some of the government requirements relate specifically to reporting student progress and achievement. It is mandatory that schools provide to parents:

- Opportunities to meet with their child's teacher at least twice a year;
- Two written reports each year, including assessment against achievement levels of subjects studied. This is to be reported using a five-point scale;
- Information on their child's achievement relative to the child's peer group;
- The National Assessment Program for Literacy and Numeracy (NAPLAN) reports on Years 3, 5, 7 and 9.

In Prep and Year 1, parents will be provided with a report in plain language on learning progress (Early Learning Record). In Years 2 to 9 schools must report progress against the Standards of the QSA QCAR Framework in each Key Learning Area. For Year 10 to Year 12, criteria based assessment and moderation processes are used to indicate progress in each of the Senior Syllabus General Objectives. For students with specific learning needs, a report showing achievements against the student's individual learning plan will be made available to parents.

RESOURCE CENTRE (LIBRARY)

Each SCCC campus has its own Resource Centre, or Library. The library is a comfortable and friendly place where students can read, study, play games and use computers. In addition to a collection of over 50,000 quality books and periodicals, the library has a large collection of audiovisual materials and teacher resources to enhance learning. The collection is stored on an online data base named Oliver. Students and their parents have access to this database from home and can therefore conduct searches for material at any time and any place. The library provides areas for class research and reading, and is also open before and after school, at recess and lunchtime for school-related and recreational use. The library is central to implementing, enriching and supporting the teaching and learning program of the College. Library staff work collaboratively with teachers to empower students to be independent learners who can use a variety of resources and technologies.

Middle and Senior Years students can access a range of online resources, student guides and reading links via the school intranet. The library also provides a wide range of relevant resources and services to satisfy the varied reading abilities and interests of its users. The library coordinates reading challenges, literature festivals, book fairs, book clubs, computer clubs and special events such as Book Week. Parents and friends of the College are welcome as visitors and volunteers at the library.

RESOURCE HIRE

Students in Years 7 – 12 are involved in the textbook hire scheme, which allows students the use of up-to-date books in all subjects where necessary. Students should ensure that books are handled carefully and returned in a respectable condition. Replacement costs must be met by students for lost or abused items.

The textbook hire fee is included in the general levy and this levy also incorporates the cost of graphics calculators for each Year 9 – 12 student.

SCHOLARSHIPS/ BURSARIES

The College is fortunate to offer a number of scholarships and bursaries to financially assist students and parents across a range of activities. Many of these are financially supported by generous individual benefactors. Each has criteria to be fulfilled.

The Monsignor Frawley Scholarship

This scholarship is offered to one Year 10 student to assist them and their family financially with senior schooling. It consists of a bursary for half tuition fees for Years 10, 11 and 12 provided the student maintains a good academic and behaviour standard.

Divakaran Scholarship

Introduced by the Divakaran family in 2007 this scholarship is awarded to up to three Year 11 students to financially assist in offsetting their senior schooling fees. The Divakaran family make an annual financial contribution and the College sets the criteria as to how the scholarship is awarded. The scholarship is named in honour of Special Minister Santha Divakaran, a Queen of Peace parishioner and community volunteer who shared a strong vision and belief that education is the pathway to opportunity and liberty.

Sporting Donations

Donations are given on request to students who are successful in selection for state and national school sporting teams. Parents and students are invited to apply to the College through their campus head.

PURSUIT OF EXCELLENCE SPONSORSHIP

These sponsorships are to reward those students in our community on their commendable achievements. The College is always open to sponsorship by members of the community to assist our students to achieve their goals.

Target Audience

Southern Cross Catholic College families seeking financial assistance to support students in their pursuit of excellence.

Principles of the Sponsorship

The College likes to recognise and support SCCC students in their achievements, pursuits of excellence and leadership in their chosen fields. This can be done by way of a financial sponsorship to individual students and SCCC teams and groups.

Eligibility

To be eligible for the individual financial sponsorship, the student must represent their chosen field at a national or international competition or event (i.e. representing the State of Queensland or Australia). The legitimacy of the event would be qualified by being an accredited competition or high profile event.

To be eligible for the team/group sponsorship, the SCCC team must represent SCCC in their chosen field at a national or international competition or event (i.e. they are representing the State of Queensland or Australia).

Each individual sponsorship is valued at \$150. Each team/group sponsorship is valued \$500.

Applying for the Sponsorship

Please advise your Head of Campus of your application in writing.

Please provide details of the event and copies of any documentary evidence. It is preferable that all applications must be received at least one month prior to the competition or event. Applications will be considered retrospectively.

The College will reply in writing as to whether the application has been successful and the sponsorship has been granted. Monies will be awarded by way of cheque.

The successful applicant may be called upon to participate in post event feedback to the SCCC school community.

OUTSIDE SCHOOL HOURS CARE

Outside School Hours Care operates at both the Scarborough and Kippa Ring campuses. Hours of care include 6.30am to 8.30am and 3.00pm to 6.30pm. Parents are encouraged to use these facilities, either on a regular or casual basis. Please phone the Director, Joanne Harding on 0447 112 215 or email kipparingoshc@bne.centacare.net.au for more information regarding enrolment procedures and fees.

SMOKING

The College is a non-smoking zone for all. Students are not to smoke at school or at College sponsored events and excursions or when travelling to and from school. Smoking and purchasing cigarettes is against the law for minors and there are specific laws about smoking in the workplace. The Smoke

Free Workplaces School OH&S Standard contains requirements about smoking in schools. The College's policy states that there is to be no smoking, by anyone, within the school buildings and grounds.

SUBSTANCE ABUSE - ZERO TOLERANCE

It is the policy of the College that student use of alcohol and all forms of illegal drugs are unacceptable. This applies to all College events, functions or activities which occur during or outside school hours. Transgressors of this policy will be dealt with in accordance with College and Brisbane Catholic Education procedures. These procedures focus on the relevant legal, health and educational issues.

STUDENT BEHAVIOUR SUPPORT

In the light of our Mission and Vision Southern Cross Catholic College provides all students with opportunities to develop positive behaviours and self-discipline in a safe, supportive, learning environment where mutually respectful relationships are the defining features of our dynamic, Christ-centred community.

Positive student behaviour support is considered to be an integral part of all learning and teaching experiences. Learning becomes rich, real and relevant when individuals, in all their diversity, experience connectedness and feel valued and safe.

It is acknowledged that a diverse range of personal, social, cultural, family, technological and religious influences can impact on the relational and behavioural responses of students at any given point in time.

The Melbourne Declaration on Educational Goals for Young Australians (2008) recognises that schools play a vital role in promoting and improving the educational goals for all students. The National Safe Schools Framework (2011) provides schools with the following vision: "All Australian schools are safe, supportive and respectful teaching and learning communities that promote student wellbeing". In light of these influences, our College seeks to develop appropriate behaviours and respectful relationships that are infused with gospel values.

The Southern Cross Catholic College Student Behaviour Support Plan aligns with Brisbane Catholic Education's 'Student Behaviour Support Policy 2012'.

Southern Cross Catholic College is committed to positive, proactive practices in support of student behaviour. Our plan is based on the belief that young people in Catholic schools are on a journey to spiritual, social, emotional, physical, psychological and intellectual development.

Formation in appropriate behaviour and respectful relationships in our College occurs in a safe, supportive community where students are provided with models of Christ-centred living; where they can learn from their mistakes and build and restore right relationships in a climate of safety, acceptance and reconciliation.

COLLEGE BELIEFS

Our belief at Southern Cross Catholic College is that a “comprehensive whole-school approach provides pastoral care, protection of students, student behaviour support and fosters social and emotional wellbeing” (Brisbane Catholic Education 2011).

Beliefs about Learning

The five core assertions, identified by Brisbane Catholic Education, underpin the way in which learning and teaching are planned, organised and enacted at Southern Cross Catholic College:

- The focus is on the whole person;
- To be successful, creative and confident;
- Learning and living are inextricably linked;
- Learning and teaching prepares students for global responsibilities;
- Behaviour is learned and therefore needs to be taught and practised consistently.

At Southern Cross Catholic College, we educate the whole person in community: created in the image and likeness of God individuals develop spiritually, physically, socially, emotionally, morally and cognitively. Southern Cross intentionally implements a curriculum based on the Gospel and educational values of our Founders.

Our school demonstrates these commitments when we:

- Provide caring and safe environments;
- Recognise the individuality and dignity of each student and member of the school community;
- Foster life-giving relationships within the school community.

We reflect the above through:

- The ways in which we foster the dignity, self-esteem and integrity of each person;
- The quality of relationships within our College and the pastoral care of each person;
- The promotion of inclusive practices related to race, socio-economic circumstances, culture, gender, religion, physical and cognitive abilities and mental health and wellbeing.

Beliefs about Behaviour

Our College believes in providing high-quality student support through our Student Behaviour Support Plan, supported by Brisbane Catholic Education’s Student Behaviour Support Policy and Student Behaviour Support: Guidelines, Regulations and Procedures. This Plan helps to foster and cater for all students within our diverse community. Southern Cross Catholic College Student Behaviour Support Plan is intended to promote the good order and safety of our school community. This Plan aids to foster self-discipline and responsibility, so that our students progressively grow in their capacity to exercise moral judgement, democratic values and a concern for the common good.

*“A safe school is one in which the total school climate allows students, teachers, administrators, staff and visitors to interact in a positive non-threatening manner that reflects the educational mission of the school while fostering positive relationships and personal growth”
(Boucher 2005, p. 56).*

WHOLE SCHOOL EXPECTATIONS

Southern Cross Catholic College STAR Rules

- * **Stay Safe**
- * **Take Responsibility**
- * **Actively Learn**
- * **Respect Self, Others and the Environment**

RIGHTS AND RESPONSIBILITIES

In the light of Gospel values, we each have the following rights and responsibilities as members of the Southern Cross Catholic College community.

Remember:

A “**RIGHT**” belongs to me. We **ALL** have the same rights. There are **NO** rights without responsibilities.

“RESPONSIBILITIES” are things that I should do without being told. Some of these things I should do for others, and some of these I should do for myself.

“RESPONSIBILITIES” ensure everyone’s **“RIGHTS”**.

A full list of parent, student and staff responsibilities can be found in the Student Behaviour Support Plan on the College website.

SCHOOL WIDE BEHAVIOUR PEDAGOGY

Consequences for inappropriate student behaviour

Prior to any activity students must be informed of the expected behaviour. If problem behaviours occur it must first be decided if it is a Minor or Major Behaviour, with the following agreed understanding:

Minor Behaviour – behaviour handled by the witnessing staff member at the time it happened;

Major Behaviour – behaviour referred directly to Pastoral Leader or Campus Leadership Team via Campus Procedure.

Individual classroom teachers and teachers on playground duty will be primarily responsible for dealing with minor behaviours. When applying consequences for unacceptable behaviours, they should be:

- Supportive
- Fair
- Logical
- Consistent

When responding to a problem behaviour, staff members ensure that students understand the relationship between the problem behaviour and the College expectations. The method staff use to achieve this is to:

- Define the expectation or College rule;
- Discuss how their behaviour differs from the expectation or College rule;
- Discuss the possible consequences of the behaviour;
- Identify and teach the replacement behaviour.

When applying consequences, the individual circumstances and actions of the student and the needs and rights of the community members are considered at all times.

MINOR BEHAVIOURS

Minor behaviours are those that:

- Do not seriously harm others or cause you to suspect that students may be harmed;
- Do not violate the rights of others in a serious way;
- Are not part of a pattern of problem behaviours;
- Do not require involvement of specialist support staff, Pastoral Leader or administration.

Minor behaviours may result in the following consequences:

- A minor consequence logically connected to the problem behaviours such as complete removal from an activity or event for a specified period of time, partial removal, individual meeting with the student, apology or restitution;
- Re-teaching of expected behaviour.

MAJOR BEHAVIOURS

Major behaviours are those that:

- Significantly violate the rights of others;
- Put others/self at risk of harm;
- Are minor behaviours repeated regardless of intervention;
- Require the involvement of Pastoral Leaders or Campus Leadership Team.

When major problem behaviours occur, staff members state the major problem behaviour and remind the student of the expected school behaviour. The witnessing staff member refers the student to the Pastoral Leader or Campus Leadership Team. A written notification will be required within a reasonable timeframe.

Major problem behaviours may result in the following:

- Conference with pastoral, curriculum or campus leader; re-teaching of expected behaviour; a restorative process with peer or staff member; time in the office, alternative lunchtime activity, loss of privilege, restitution, loss of break time; parent contact, referral to the Guidance Officer or ST:IE; time out, detention, suspension or exclusion from school;
- ***Students who engage in very serious problem behaviour such as major violent physical assault, or the use of weapons can expect to be recommended for exclusion from school following an immediate period of suspension.***

Anti-Bullying and Harassment

Southern Cross Catholic College does not tolerate bullying or harassment in any form. All members of the College community are committed to ensure a safe and caring environment that promotes personal growth and positive self-esteem for all.

The following principles reflect our Vision, Mission and Relationships Policy which underpin our processes and procedures in dealing with matters of bullying and harassment:

- The approach will be pastoral, aiming at resolution, deserving of justice, compassion and forgiveness, and taking the safety of all students into consideration.
- The focus of the process will be educative and promote personal growth and supported by year level specific programs and strategies.
- The process will be consistent from Prep - Year 12, taking into account age and individual needs.
- Appropriate levels of communication to stakeholders will be maintained with respectful confidentiality.
- Incidents of unacceptable behaviour will be documented and monitored, and this procedure will be consistent across all campuses.
- Consequences will take into consideration the circumstances of the stakeholders and the maintenance of a safe campus.

Definitions

Bullying is deliberate, hurtful behaviour, repeated over time, where it is difficult for those being bullied to defend themselves.

Harassment and intimidation are forms of bullying, usually non-physical in nature, where a person is repeatedly treated badly by a stronger group or individual owing to membership of a social group (racial, religious, sexual).

Examples of Bullying

- Verbal: put-downs, name-calling, teasing, gossip, hurtful phone calls, racist remarks, threats;
- Physical: hitting, kicking, pushing, holding, tripping;
- Emotional: unreasonable and continued exclusion from a group, taking or damaging property, spreading rumours by verbal, written or electronic means;
- Cyber: text, emails, chat rooms, blogs.

Our Common Procedure

All reported incidents of bullying and harassment are taken seriously and will be investigated. Reported incidents may come from parents, students, staff and friends of the College. A full description of College procedure and typical consequences is published in a parent information brochure available at each campus.

STUDENT HEALTH

The following Time Out information is issued by the Queensland Government and authorised by Queensland Health. The information outlines important time frames for the exclusion of students from school due to health related concerns. We take the health of our students extremely seriously and ask for parental support with regards to the relevant exclusion periods.

Time out

Some medical conditions require exclusion from school or child care to prevent the spread of infectious diseases among staff and children.

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and child care centres to meet the requirements of the Public Health Act 2005.

Condition	Exclusion of case (person with infection)	Exclusion of contacts ¹ (person exposed to the case with the infection)
Chickenpox (varicella)	Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in non-immunised children, and less in immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded. Exclude any pregnant woman who is, or is presumed to be, susceptible.
Cold sores (herpes simplex)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible.	Not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.	Not excluded.
Cytomegalovirus (CMV)	Exclusion not necessary.	Not excluded.
Diarrhoea ² and/or vomiting <small>Excluding: - amoebiasis - cryptosporidiosis - cryptosporidiosis - giardiasis - ischaemic colitis - viral gastroenteritis - bacterial gastroenteritis - the local unit medical</small>	Exclude until there has not been a loose bowel motion for 24 hours. Exclude staff whose work involves food handling until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with loose bowel motions in the same centre or a single case in a food handler notify your nearest public health unit.	Not excluded.
Diphtheria	Exclude according to public health unit requirements.	Exclude according to public health unit requirements.
Enterovirus 71 (EV71) Neurological disease	Written medical clearance is required confirming the virus is no longer present in the child's bowel motions.	Not excluded.
Glandular fever (Epstein Barr virus (EBV), mononucleosis)	Exclusion not necessary.	Not excluded.
Haemophilus influenzae type b (Hib)	Exclude until the person has received appropriate antibiotic treatment ³ for at least four days.	Not excluded. Contact a public health unit for specialist advice.
Hand, foot and mouth disease	Exclude until all blisters have dried.	Not excluded.
Head lice	Exclusion is not necessary if effective treatment is commenced prior to the next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	Not excluded.
Hepatitis A ⁴	Exclude until a medical certificate of recovery is received and until at least seven days after the onset of jaundice.	Not excluded. Contact a public health unit for specialist advice about monitoring or treating children in the same room or group.
Hepatitis B	Exclusion not necessary.	Not excluded.
Hepatitis C	Exclusion not necessary.	Not excluded.
Human immunodeficiency virus (HIV/AIDS)	Exclusion not necessary.	Not excluded.
Influenza and influenza-like illness	Exclude until well.	Not excluded.
Measles ⁵	Exclude for four days after the onset of the rash.	Immune contacts are not excluded. Susceptible contacts should be excluded until 14 days after the onset of the rash in the last case occurring in the facility. Immunosuppressed children or staff should be excluded (regardless of their vaccination status) until 14 days after the onset of the rash in the last case occurring in the facility.

Time out

Condition	Exclusion of case (person with infection)	Exclusion of contacts (person exposed to the case with the infection)
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics ¹ .	Not excluded.
Meningitis (viral)	Exclude until well.	Not excluded.
Meningococcal infection ²	Exclude until appropriate treatment has been completed.	Not excluded. Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case.
Molluscum contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for nine days after onset of swelling.	Not excluded.
Norovirus	Exclude until they have not had any diarrhoea or vomiting for 48 hours.	Not excluded.
Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)	Exclusion not necessary.	Not excluded (pregnant women should consult their medical practitioner).
Pertussis ³ (whooping cough)	Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing.	Contact a public health unit for specialist advice about excluding unassociated and incompletely vaccinated contacts.
Poliomyelitis ⁴	Exclude for at least 14 days from onset of symptoms and case has recovered. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious ⁵ .	Not excluded unless considered necessary by public health unit.
Ringworm, tinea, scabies	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Rosacea	Exclusion not necessary.	Not excluded.
Scarlet fever	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded (female staff of childbearing age should check their immunity to streptococci with their doctor).
School sores (Impetigo)	Exclude case until has received appropriate antibiotics for at least 24 hours. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours. Wiping or crusty sores on exposed areas should always be covered with a watertight dressing until at least 24 hours post antibiotics commenced and for as long as practical.	Not excluded.
Shigellosis	Exclude until diarrhoea has stopped and two samples, taken at least 24 hours apart, have tested negative.	Not excluded.
Streptococcal sore throat (including scarlet fever)	Exclude until well and has received antibiotic treatment ¹ for at least 24 hours.	Not excluded.
Thrush (candidiasis)	Exclusion not necessary.	Not excluded.
Tuberculosis (TB) ¹	Written medical clearance is required from Queensland Tuberculosis Control Program to return to child care/school, confirming child is not infectious.	Not excluded.
Typhoid ¹ , paratyphoid	Exclude until diarrhoea has stopped and two consecutive samples, taken at least one week apart, have tested negative.	Not excluded unless considered necessary by public health unit.
Whooping cough – see pertussis		
Worms	Exclude if loose bowel motions present.	Not excluded.

Footnotes

- The definition of 'contact' will vary between diseases and is sometimes complex. If concerned, contact your local public health unit.
- Diarrhoea: the definition is two or more consecutive loose motions that are looser and more frequent than normal or escapes a child's nappy.
- Doctors should notify the local public health unit as soon as possible if children or staff are diagnosed with these conditions.
- Appropriate antibiotic treatment: the definition will vary between diseases. If concerned, contact your local public health unit.
- Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be not infectious.
- For additional information please refer to the National Health and Medical Research Council publication 5th Edition – *Staying Healthy – Preventing infectious diseases in early childhood and educational care services* http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/nhmm_staying_healthy_childcare_5th_edition_0.pdf
- or the Queensland Department of Health website at <http://www.health.qld.gov.au/odgh/index/default.asp> for fact sheets about various communicable diseases.
- For an electronic copy of this poster http://www.health.qld.gov.au/ph/documents/cdc/timeline_poster.pdf

For further information contact your nearest public health unit at <http://www.health.qld.gov.au/cdcg/contacts.asp>



Great state. Great opportunity.

STUDENT LEADERSHIP

At every stage throughout the P-12 journey, opportunities exist for students to display leadership. Formal acknowledgement of student leadership is made in Year 12 and Year 6. In Year 12 a small number of students are chosen as leaders to fulfil designated roles (College Captains and House Captains). In Year 6, all students are given the opportunity to accept the responsibility that authentic leadership requires.

Year 6 Student Leadership

The formal appointment of Year 6 leaders occurs in Term 2 after students have had time to demonstrate their leadership capabilities, and class teachers have been able to assess the leadership within the group.

During Term 2, students may, or may not, choose to submit a written application to become a leader. In the application, students state what they will bring to the role, the contribution they hope to make to the community, and how this may be achieved. They describe how they intend to be a role model for other students.

Leadership badges are presented at the discretion of the class teacher, with the support of the Head of Campus, based on the quality of the submission along with observations of student behaviour, and are not determined by a prescribed number of students. Should students receive a negative response to their application, they may discuss this with their teacher, in order to modify their submission so that a badge may be given in the future. In this way, it is hoped that leadership will be seen as an honour and privilege to be earned, not a right.

Once leaders, students are obligated to fulfil certain responsibilities. These may include maintenance and handing out of lunchtime sporting equipment; leading weekly assemblies and doing special jobs at special occasions throughout the year.

In the event that appointed leaders do not abide by their commitment and College expectations, they will lose their leadership status and badge. Opportunities will be available for them to earn back their position.

Through this process, the College endeavours to discharge its educative function by developing the understanding of authentic Christian leadership in our young people who are leaders of the future.

Year 12 Student Leadership

The secondary campus' vertical Pastoral Care structure provides students of all ages with opportunities to demonstrate leadership capabilities.

Year 11 students participate in a Formation program

to help them prepare for Year 12 leadership. Included in this program is a series of workshops and a year level retreat which focuses on leadership formation. At the end of Year 11 College Student Leaders are appointed after a thorough selection process has occurred.

The College Student Leadership Team comprises College Captains, House Captains and Prefects.

The College Student Leaders at Southern Cross Catholic College have a significant role to play in supporting and promoting the mission and goals of the College where faith and educational excellence are reconciled. It is important that the Student Leaders see themselves as being in cooperative partnership with our teachers and the Catholic community and seek to support the Lasallian charism in dynamic ways. As young people they are encouraged and supported to develop skills in building positive relationships based on those modelled by College staff as they develop into young people ready to "Seek the Light".

STUDENT PLANNERS

- Each student in Years 4 - 12 receives a Student Planner at the commencement of the academic year. It is expected that homework, assignment due dates and other school happenings will be recorded in the planner
- The student planner is to accompany the student to school each day, be kept tidy and be free of graffiti and offensive language. Teachers may ask to see a student planner and if it is not being kept as expected, the student could be asked to have it replaced at his or her own cost.
- In Semester 1, Years 7 and 8 students will need to have their planner signed by a parent each evening and from Semester 2, at the end of each week.
- Students in Years 9 - 11 will need to have their planner signed off by a parent at the end of each week.
- There is a space for parents to write a brief message to the Pastoral Care or classroom teacher should that be necessary.
- Pastoral Care teachers will check planners on a weekly basis.
- Junior Years students will need to have their planner signed on a regular basis by a parent. Classroom teachers will sign planners each week.

STUDENT USE OF MOBILE PHONES AND OTHER DIGITAL DEVICES

The College recognises the importance of digital devices in social and educational environments, however there should be no reason for students to have their mobile phone switched on whilst they are in class. Sufficient landline phones are accessible to students in emergency situations, should the need arise. Phone messages from parents left at Student Services or at the campus office during office hours will be forwarded to students, immediately if necessary.

During school hours (8.35am - 3.05pm, except morning tea and lunch) students are not to use their digital devices. Students who have their phones switched on or who access them during class time will have them confiscated. These phones will be returned to students at the end of the day by the Deputy Head of Campus.

The College discourages any student from bringing a mobile phone, MP3 player, electronic music device, iPod, iPhone etc to school and prohibits the use of these during school hours. The safety and security of such items cannot be guaranteed.

Mobile phones are not to be used during regular class time, but may be accessed at break times. For the safe-keeping of mobile phones and personal stereos/music devices, they may be handed in at Student Services or to the Deputy Head of Campus who will store them in the safe.

For emergency situations a phone is available at Student Services.

Consequences for irresponsible electronic equipment usage:

- Students using electronic equipment in class (when not sanctioned by the teacher) will be required to surrender the equipment to the teacher. It can then be collected from the Deputy Head at the end of the day.
- Subsequent occurrences may mean stronger sanctions will apply as deemed appropriate. Parents may be required to collect such items from the Deputy Head.

STUDENT PROTECTION PROCEDURES

Student protection and wellbeing are paramount in Catholic Schools. Our commitment to the protection of students is based in our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment for all. All students have the right to expect that the school will always act to protect them from any kind of harm.

Southern Cross Catholic College's Child and Youth Risk Management Strategy has been developed in compliance with our obligations under the Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulation 2011 to promote and protect children and young people. Southern Cross Catholic College is a systemic Catholic School in the Archdiocese of Brisbane which is administered by Brisbane Catholic Education ("BCE").

Student Protection staff within the Brisbane Catholic Office have a role in assisting schools to discharge their Student Protection responsibilities. Two Student Protection Officers with a background in social work and human services assist schools and Brisbane Catholic Education Office personnel in the identification and management of cases of student harm. Student Protection services are available to students in our schools and their families.

Student Protection staff within the Brisbane Catholic Education Office also carry out an educative role in relation to staff Student Protection training and other Student Protection strategies.

Please visit <https://sccc.qld.edu.au/student-protection.php> for Student Protection information and our Student Protection processes.



Information for Families

A commitment to the protection of students

Our Catholic Ethos

While promoting and providing a safe and supportive learning environment is an essential function for all schools, we have particularly strong and clear reasons for doing this as Catholic schools.

In Catholic Education the desire to protect children and young people is based upon the belief that each person is made in the image of God and that the inherent dignity of all should be recognised and fostered.

For us, making the school a place of safety, a nurturing community of care, is an essential part of our ethos and underpins our commitment to the protection of students. We strive to ensure a culture where all acknowledge and understand that student protection is the responsibility of everyone.

Important in developing this culture is the education of our students about personal safety strategies and a focus by our schools on the safety and wellbeing of students being at the centre of every preventative and protective action they take.

We believe that student protection is an integral part of student wellbeing and that this focus can inspire hope and a positive vision for the future for our students.

How can all members of school communities work together to ensure that students are protected?

- In all matters to do with the protection and wellbeing of students the whole school community must work together cooperatively for the most effective outcome.
- It is recognised that parents/carers are the primary educators and carers of their children and they are encouraged to work in partnership with the school in these important tasks.
- The importance of supporting parents/carers in their efforts to protect their children from harm is acknowledged.
- All members of the school community work together to empower students through modelling appropriate behaviour and teaching them about personal safety strategies.
- All staff participate in student protection professional learning in order to assist them to understand their legal, policy and pastoral responsibilities and to respond appropriately to student protection concerns.
- All schools have selected staff members nominated to act in the role of Student Protection Contacts (SPCs). Students know they can go to an SPC with any concern about something happening at school or away from school.
- This contributes to making Brisbane Catholic Education schools safe, pastoral environments in which students feel able to seek help if they feel they are at risk.

Pastoral, policy and legal responsibilities

In fulfilling its pastoral, policy and legal responsibilities, Brisbane Catholic Education and the schools it administers and supports:

- Comply with all relevant Queensland child protection legislation
- Develop, maintain and support a student protection policy and related processes which reflect the pastoral and legal responsibility of school staff
- Provide specialist support personnel and resources at a system and school level
- Develop and maintain relationships and partnerships with relevant statutory, government and non-government agencies in the support and protection of students
- Adhere to relevant internal and external regulatory accountability requirements
- Meet the current professional expectations of schools in Australia.

All students have a right to expect that the school will always act to protect them from any kind of harm.

Enquiries/Contacts

For enquiries in relation to Brisbane Catholic Education's student protection processes, please contact your school Principal.

The Archdiocese of Brisbane Catholic Education Council's *Student Protection Policy* can be assessed on line at www.bne.catholic.edu.au

And/or contact:

Professional Standards and Student Protection, Brisbane Catholic Education Office
GPO Box 1201, Brisbane 4001 | Ph. (07) 3033 7409 | Email. studentprotection@bne.catholic.edu.au

Further Information

Legislation which underpins student protection in Queensland Catholic Schools

- Child Protection Act 1999
- Education (Accreditation of Non-State Schools) Act and Regulation 2001
- Education (General Provisions) Act 2006
- Working with Children (Risk Management and Screening) Act 2000
- Education (College of Teachers) Act 2005

www.legislation.qld.gov.au

Assistance can be accessed on the following telephone numbers:

Queensland Police Service

- Police – Emergency (free call) – 24 hours.....000
- POLICE LINK.....131 444

Domestic and Family Violence Support Services

- DVConnect Womensline – 24 hours1800 811 811
- DVConnect Mensline – 9am – 12pm1800 600 636
- Immigrant Women's Support Service..... (07) 3046 3490

Department of Communities - Child Safety and Disability Services

- After Hours Service (free call) – 24 hours.....1800 177 135

Legal Services

- Legal Aid Queensland1300 651 188
(Request to speak to someone in the DV Unit)

Support Services

- Centacare Catholic Family and Community Services3252 4371
- Parentline1300 30 1300
- Kids Helpline (free)1800 551 800
- Statewide Sexual Assault Helpline (free)....1800 010 120 (women)
.....or 1800 600 626 (men)
- Lifeline Crisis Counselling Line – 24 hours.....13 11 14

Child protection assistance/resources can be accessed online at:

- www.childsafety.qld.gov.au
- www.dvconnect.org.au
- www.police.qld.gov.au
- www.napcan.org.au
- www.parentline.com.au
- www.kidshelp.com.au
- www.police.qld.gov.au/programs/cscp/personalsafety/children
- www.cybersmart.gov.au

STUDENT INTERNET ACCEPTABLE USE POLICY

Student Use

Students may use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational and personal information needs.

College staff acknowledge the need to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

With worldwide access to computers and people also comes the availability of material that may not be considered of educational value. On a global network, it is impossible to control all materials, and a user may discover inappropriate material. Southern Cross Catholic College believes the educational value of the information and interaction available on this worldwide network outweighs the risks users may procure material that is not consistent with the educational goals of the College.

Student network users have been granted the privilege of accessing the Internet to facilitate educational growth in technology, information gathering skills, and communication skills.

Acceptable Use:

The purpose of the network connection to the Internet is to support research and education in and among academic institutions in Australia and the world by providing access to unique resources and the opportunity for collaborative work. The use of an Internet account must be in support of education and research and consistent with the educational objectives of the College. Transmission of any material in violation of any Australian Federal or State regulation is prohibited. This includes, but is not limited to:

- copyrighted material
- threatening or obscene material
- material protected by trade secret.

Privileges:

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The Administration will deem what is inappropriate use and that decision is final. Also, the Information Technology Coordinator may close an account any time as required while any breach of this policy is investigated. Administrators, faculty, and staff may request the Information Technology Coordinator

to deny, revoke, or suspend user accounts.

Student Responsibilities

The use of a student account must be in support of their education and consistent with the educational objectives of the College.

While exercising their privileges to use the Internet as an educational resource, they shall also monitor and accept the responsibility for all material received. Student users are not to use the network for wasteful or frivolous purposes.

Student users:

- have the responsibility of keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the network from entering the school via the Internet, and to report all violations
- are responsible for maintaining the integrity of the electronic mail system
- are to be responsible for all mail received
- are to make only those contacts leading to some justifiable educational growth
- are to not knowingly receive electronic mail containing pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the hardware on school premises
- are to report all inappropriate materials (solicited or unsolicited) to the supervising staff member.

Student users may not:

- copy, change, or transfer any software provided by the school, faculty, or another student without permission from the originator
- copy copyrighted software owned by Southern Cross Catholic College. It is generally illegal to copy any software which has a copyright. The use of illegally copied software is considered a criminal offence and is subject to criminal prosecution
- intentionally introduce a computer virus
- deliberately use the computer to annoy or harass others, eg making accessible any obscene, abusive, or threatening messages or sending offensive, racist or sexist messages
- intentionally damage the system, damage information not belonging to you, misuse system sources, or allow others to misuse system sources
- tamper with equipment except as directed by the teacher
- use the network for financial or commercial gain
- attempt to bypass network security
- disclose their home address, telephone number, credit card or PIN number
- allow anyone else to use their account or give their password to anyone else
- use another student's account or tamper with their account
- bring Southern Cross Catholic College into disrepute
- use the Internet for political purposes

All files and programs on the computer belong to someone. Student users may not erase, modify, rename, or make unusable anyone else's files or programs.

Student users are expected to abide by the generally accepted rules of network etiquette. These include the following:

- being polite, ie not writing or sending abusive messages to others
- using appropriate language, ie not swearing, using vulgarities or any other inappropriate language
- not revealing personal address or phone number or those of students or colleagues
- accepting that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail and messages relating to or in support of illegal activities may be reported to the authorities.

Misuse of Privileges and Consequences

All users are held responsible for their actions and activity, as outlined in the Responsibilities Section. Unacceptable use of the network in any instance will result in the suspension of all user privileges while the matter is investigated by the Administration, Information Technology Coordinator and the Network Manager. Reinstatement of privileges will be made at the discretion of the Administration.

Security on any computer is a high priority, especially when the system involves many users. If any user feels he/she can identify a security problem on the internet, the Information Technology Coordinator or Network Manager must be notified. Users should not demonstrate the problem to other users. Users should not use another individual's account without written permission from that individual. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history or problems with other computer systems may be denied access to the Internet.

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the other networks that are connected to the internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses, and also includes the unauthorised deletion of computer system or application software.

All instances of breaches of security and vandalism will be strictly dealt with. This initially will mean loss of Student Privileges and other action as deemed necessary by the Administration.

Students are advised the email and/or internet correspondence is not privileged or confidential. From time to time, communications may be monitored by the Information Technology Coordinator and Network Manager to assure that internet use is in support of the College's goals.

SUN-SMART POLICY

Rationale

- Queensland has the highest rate of skin cancer in the world. Two out of every three Queenslanders will develop some sort of skin cancer in their lifetime. Research suggests that at least two thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first 15 years.
- Over exposure to the sun presents a serious health risk. Students must therefore be educated as to the need for suitable sun protection and protected from over exposure to the sun whilst at school.

Aims

- To educate students as to suitable sun smart protection strategies.
- To encourage children and teachers to protect themselves from the harmful effects of the sun.
- To increase student and community awareness of skin cancer.
- To develop student behaviours which reflect responsible decision-making about sun protection.
- To provide a sun safe school environment.
- To encourage students, parents, teachers and staff to wear protective clothing, hats and sunscreen during high-risk times such as lunch times, sports, camps and excursions.
- To ensure our uniform follows the guidelines established by the Anti-Cancer Council.

Responsibilities & Implementation

- SCCC Sun Smart Policy is to be included as part of our SCCC Uniform Regulations and Parent Handbook.
- All students will be required to wear an approved SCCC hat throughout the year.
- Staff will act as role models by following sun smart practices when outside.
- Children, on primary campuses, without SCCC hats will not be permitted to play outdoors.
- On the Secondary campus, students without SCCC hats will be restricted to designated areas.
- Children and staff will be actively encouraged to wear a broad-spectrum water resistant sunscreen (SPF15+ or higher) when involved in outdoor activities.
- SCCC supports the wearing of UV protection sunglasses by all students and staff. (Australian Standard 1067).
- Whenever possible, outside activities on hot days should be scheduled before 11.00am and after 2.00pm.
- The SCCC College Leadership Team will provide adequate shade structures for students as practicable; particularly over high density play areas such as sand pits and play equipment.

- Each primary class will be supplied with a pump bottle of sunscreen for student use.
- The College newsletter and College assemblies will be used to highlight and reinforce the SCCC Sun Smart Policy. In Middle Years and Senior Years, the Sun Smart Policy will also be published annually in the student diaries.
- Sun smart activities and ongoing sun protection education will form part of the curriculum at all year levels at the College.
- Parents are asked to encourage children to be aware of the dangers associated with exposure to the sun and support the efforts of the school to ensure protection for children.

TUCKSHOP

Tuckshop operates at the College to serve the nutritional requirements of its students. Trading days for each campus are:

Secondary: Daily

Woody Point (Prep - Year 6): Thursdays and Fridays - first and second breaks

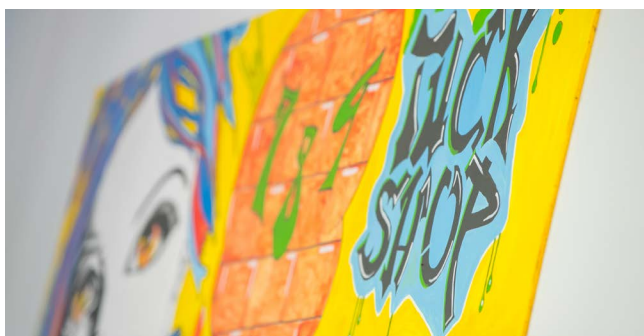
Scarborough (Prep - Year 6): Daily - first break only

Kippa Ring (Prep - Year 6): Wednesdays, Thursdays and Fridays - first and second breaks.

For the Early & Junior Years Campuses (Prep - Year 6), orders may be written on paper bags and placed for first or second recess, using separate paper bags. Correct money, placed inside each bag is appreciated. If insufficient money is tendered, a substitute food item will be provided. Orders may also be placed online via Flexischools (www.flexischools.com.au).

At each recess, food is delivered to the Early and Junior Years classrooms for distribution. A tuckshop price list is forwarded to all families at the beginning of each year.

The Campus Tuckshop Convenors depend on voluntary parental help to operate the tuckshop. If you are able to assist in this capacity, please advise the relevant Head of Campus.



TRANSPORT

Southern Cross Catholic College students are encouraged to use the local public buses for transport to and from home. Hornibrook Bus Lines and Kangaroo Bus Lines operate to and from Sandgate, Bald Hills, Bracken Ridge, Caboolture, Morayfield, Burpengary, Deception Bay, North Lakes, Kippa Ring, Mango Hill, Clontarf, Redcliffe, Margate, Petrie, Kallangur, Scarborough and Woody Point.

When travelling on these bus lines students must abide by the code of conduct, as set down by Queensland Transport, and with most buses now with security cameras on board, both operators have strict behavioural guidelines all students must adhere to.

Hornibrook Bus Lines – School Services

Visit www.hornibrook.com.au and click the 'School Services' tab

T: 07 3284 1622

Kangaroo Bus Lines – School Services

Visit www.kangaroobuslines.com.au

T: 1300 287 525

UNIFORM REGULATIONS

Prep – Year 6

- Early and Junior Years students can only wear the SCCC Sport hat. NO HAT NO PLAY;
- Uniforms must be of an appropriate size and are to be worn in the intended manner;
- Hair should not fall over the eyes or below the top of the collar otherwise all hair should be tied back using hair ties in school colours;
- All hair ties or head bands should be of school or natural hair colours;
- Dread locks, rats' tails, mullet, undercut, bowlcuts, tracks etc are not acceptable. Hair should be of a student's natural colour. Obvious and excessive colouring of hair is not acceptable;
- All students are expected to maintain a high level of personal hygiene;
- Only jewellery listed here is permitted to be worn by students:
 - o a watch
 - o a small gold/silver cross or Christian medal on a neat, simple chain
 - o girls – 1 pair of small plain simple studs/sleepers in lower ear lobe only
 - o boys – 1 pair of small plain simple studs/sleepers in lower ear lobe only.

Early and Junior Years Uniform Variation Process

Students who do not comply will be issued with a Uniform Infringement Notice signed by the Head of Campus. Should genuine and reasonable

circumstances prevent a student from wearing the correct uniform, a letter of explanation should be written by parents to the relevant teacher. A time frame will be negotiated with parents as to how long the variation to the uniform will be acceptable.

College Sport

Students who volunteer to participate in College team sports i.e. netball, football, basketball, etc, will be issued with a team uniform, however particular items of clothing may need to be purchased from the Uniform Shop. Teams will be advised of requirements before the season commences.

PLEASE CLEARLY PLACE THE NAME OF THE STUDENTS ON ALL UNIFORM ITEMS

Uniform Shop Hours

Monday: 2 pm – 4.30 pm

Thursday: 8 am – 10.30 am

Friday: 8 am – 11.30 am

Purchases from the Uniform Shop can also be made via phone on 3480 3623, via email at scccuniform@bne.catholic.edu.au or purchases can be made and paid for online through the College website – www.sccc.qld.edu.au.

The Uniform Shop is open five days per week in January prior to commencement of the school year.

Early Years Uniform: Prep - Year 3

GIRLS	BOYS
<p>SUMMER Sports polo shirt Sports skort or shorts Sport socks Sports hat College coloured hair accessories Black leather jogger (no canvas)</p> <p>WINTER VARIATION Red College jumper College tracksuit Navy blue stockings/tights</p>	<p>SUMMER Sports polo shirt Sports shorts College sports socks College sport hat Black leather jogger (no canvas)</p> <p>WINTER VARIATION Red College jumper College tracksuit</p>

Junior Years Formal Uniform: Years 4 - 6

GIRLS	BOYS
<p>SUMMER Checked Blouse Culottes Crossover tie Formal socks Sports hat College coloured hair ribbons Black leather lace-up polishable shoe OR 'Lynx' style leather shoe suitable for formal and sports uniform</p> <p>WINTER VARIATION Red College jumper Navy blue stockings (optional) College scarf (optional)</p>	<p>SUMMER Striped shirt Shorts Black leather belt Grey anklet socks Sports hat Black leather lace-up polishable shoe OR 'Lynx' style leather shoe suitable for formal and sports uniform</p> <p>WINTER VARIATION Grey Trousers Red College jumper College scarf (optional)</p>

Junior Years Sports Uniform: Years 4 - 6

GIRLS	BOYS
<p>SUMMER Polo shirt Sports shorts or skorts College sports socks College sport hat College coloured hair accessories Black leather jogger (no canvas)</p> <p>WINTER VARIATION Red College jumper College tracksuit Navy blue stockings/tights</p>	<p>SUMMER Polo shirt Sports shorts College sports socks College sport hat Black leather jogger (no canvas)</p> <p>WINTER VARIATION Red College Jumper College Tracksuit</p>

Year 7-12

- At morning tea and lunch, students must wear the College formal hat, except on Wednesday when the sports hat may be worn with the sports uniform.
- College Sport hat is to be worn with sports uniform on sports excursions.
- Ties are mandatory for all girls and for boys in the Senior Years (Years 10 - 12).
- Girls formal skirts are to be worn at knee length.
- Students in Years 7 – 12 wear the formal uniform every day except for Wednesday when they may wear the Sport uniform. If students have PE on any given day they are required to change into their Sports uniform and change back after their lesson is finished.
- Hair should not fall over the eyes or below the top of the collar otherwise all hair should be tied back using hair ties in school colours.
 - o Loose hair is to be pinned back;
 - o Long hair tucked behind the ears is not permitted;
 - o All hair below the top of the collar is to be tied back by a College hair tie in a tidy manner. A maximum of two sections tied back by a College hair tie is permitted;
 - o Hair should be of a student's natural colour. Obvious and excessive colouring of hair is not acceptable;
 - o Hairstyles which are not permitted include dread locks, rats' tails, mullets, undercuts, bowl cuts, tracks, less than a 3-blade cut and hairstyles with significant contrasting sections. The Head of Campus/Deputy Head of Campus will make decisions regarding the appropriateness of hairstyles beyond this description.
- All students are expected to maintain a high level of personal hygiene.
- Boys are to be clean shaven and the wearing of side burns are acceptable provided they do not extend below the lower ear lobe.

- No coloured nail polish is to be worn. No acrylic, gels or false nails are to be worn.
- No makeup is to be worn, this includes fake tan.
- No visual body or facial piercings are allowed except for the lower ear lobes. Students will be requested to remove other piercings immediately. No allowances will be made for curing times.
- Clears are not permitted and they are not to be used as substitutes for piercings.
- Students are not allowed to wear clears in the healing process, post piercing.
- Tongue studs are not permitted.
- Tattoos are not permitted.

Only jewellery listed here is permitted to be worn by students:

- o a watch
- o a gold or silver cross or Christian medal on a gold or silver, fine chain
- o girls – 1 pair of small plain simple studs (max. 5mm in diameter) or sleepers (1mm or 2mm in diameter) in lower ear lobe only
- o boys – 1 pair of small plain simple studs (max. 5mm in diameter) or sleepers (1mm or 2mm in diameter) in lower ear lobe only
- Students are expected to wear their full uniform to and from school without variation.
- If students wear their uniform out of school hours they must wear the full uniform in its entirety and in the appropriate manner or change out of it completely.
- Formal hat is to be worn with College formal uniform

Middle Years Formal Uniform: Years 7 - 9

GIRLS	BOYS
<p>SUMMER Checked blouse Skirt Girls tie Formal socks Formal hat College coloured hair accessories Black leather lace up polishable business style school shoe (no platforms or soft ballet style lace-up shoes. 'Vans' or other polishable street/skate shoes are not acceptable).</p> <p>WINTER VARIATION Red College jumper Navy blue stockings/tights College scarf (optional)</p>	<p>SUMMER Striped shirt Grey shorts Black leather belt Formal knee-hi socks Formal hat Black leather lace up polishable business style school shoe. ('Vans' or other polishable street/skate shoes are not acceptable).</p> <p>WINTER VARIATION Long grey trousers Red College jumper College scarf (optional)</p>

Senior Years Formal Uniform: Years 10 - 12

GIRLS	BOYS
SUMMER White blouse Skirt Girls tie Formal socks Formal hat Black leather lace up polishable business style school shoe (no platforms or soft ballet style lace-up shoes. 'Vans' or other polishable street/skate shoes are not acceptable). Blazer for formal occasions	SUMMER White shirt Grey shorts Boys tie Black leather belt Formal knee-hi socks Formal hat Black leather lace up polishable business style school shoe. ('Vans' or other polishable street/skate shoes are not acceptable). Blazer for formal occasions
WINTER VARIATION Blazer Red College jumper (may only be worn under the blazer) Navy blue stockings/tights College scarf (optional)	WINTER VARIATION Long grey trousers Blazer Red College jumper (may only be worn under the blazer) College scarf (optional)

Sports Uniform: Years 7 - 12

GIRLS	BOYS
GENERAL Sport polo shirt Sport shorts Sport socks Sport hat White leather/vinyl/acrylic jogger - no canvas shoes	GENERAL Sport polo shirt Sport shorts Sport socks Sport hat White leather/vinyl/acrylic jogger - no canvas shoes
WINTER VARIATION College tracksuit Red College jumper	WINTER VARIATION College tracksuit Red College jumper

College Sport

Students who volunteer to participate in College team sports i.e. netball, football, basketball, etc, will be issued with a team uniform, however particular items of clothing may need to be purchased from the Uniform Shop. Teams will be advised of requirements before the season commences.

PLEASE CLEARLY PLACE THE NAME OF THE STUDENTS ON ALL UNIFORM ITEMS

Uniform Shop Hours

Monday: 2pm-4.30pm
Thursday: 8am-10.30am
Friday: 8am - 11.30am

Purchases can also be made via phone on 3480 3623, via email at scccuniform@bne.catholic.edu.au or purchases can be made and paid for online through the college website - www.sccc.qld.edu.au
The Uniform Shop is open five days per week in January prior to commencement of the school year.

VISITOR SIGN-IN

All visitors, including parent helpers, are requested to sign in and out so that in the event of an evacuation the College is able to account for all personnel. Visitors are asked to wear a visitors' badge so students are able to identify the legitimacy of all people on each campus. The Principal, or someone so authorised (usually any teacher) can warn the parent/visitor about their behaviour and ask them to leave the school premises. If they do not leave when asked and have no other right to remain on the property they

commit an offence and the police could be called to remove them. Parents may also be warned if they are behaving (or continue to behave) in a manner that is not considered reasonable or appropriate by the Principal then consideration may need to be given to the future enrolment of their child at the College. The Executive Director of Brisbane Catholic Education has the ultimate responsibility to exclude a student from a Brisbane Catholic Education school.

WORKPLACE BULLYING, HARASSMENT AND SEXUAL HARASSMENT

All employees of the College have been inserviced in and are familiar with the Brisbane Catholic Education guidelines for the Prevention and Elimination of Workplace Bullying, Harassment and Sexual Harassment. These guidelines cover administrators, teachers, school officers, students, parents and other community members.

Bullying by parents or visitors to the College can include threats (verbal or physical), litigation or media exposure. It is important that the staff member is supported in this event. Enrolment in non-governmental schools is through a contractual arrangement between the parents and the College. Criminal and civil legal proceedings can be brought against someone who threatens or assaults a member of the College's staff. Non-governmental schools are not public places – they are private property. Consequently, any person who is on school property without permission and who remains after being asked to leave is trespassing.

The principal, or any staff member acting with the principal's authority, can ask someone to leave the grounds. The impetus of these rules is the safety and security of the students and the need for the school

to protect itself from potential claims from strangers injuring themselves or others on College property.

The College may refuse entry to parents, guardians and other visitors during school hours, if for example; a person was behaving in a violent or objectionable manner towards a staff member, or student (including their own child).

A principal, or someone so authorised (usually any teacher) can warn the parent/visitor about their behaviour and ask them to leave the school premises. If they do not leave when asked and have no other right to remain on the property they commit an offence and the police could be called to remove them.

Parents may also be warned if they are behaving (or continue to behave) in a manner that is not considered reasonable or appropriate by the principal then consideration may need to be given to the future enrolment of their child at the College. The Executive Director of Brisbane Catholic Education has the ultimate responsibility to exclude a student from a Brisbane Catholic Education school.

SOUTHERN CROSS LEADERSHIP AND MIDDLE MANAGEMENT

Principal

Brett Horton

Middle & Senior Years

Christopher Campbell
Janelle Doohan
Paul Corfield
Jason Spiteri

Head of Scarborough Secondary Campus
Deputy Head of Scarborough Secondary - Student Welfare
Assistant to the Principal Scarborough Secondary - Religious Education
Assistant to the Principal Scarborough Secondary - Curriculum

Early & Junior Years

Renae Collier
Alish Conley
Aynslee Bale
Matt Rowlands
Vanessa Hall
John Brown

Head of Scarborough Campus
Head of Kippa Ring Campus
Acting Head of Woody Point Campus
Assistant Principal Religious Education, Scarborough Campus
Assistant Principal Religious Education, Kippa Ring Campus
Assistant Principal Religious Education, Woody Point Campus

Curriculum

Kate Mellor
Anthony Young
Bradley Banney
Oladipo (Dipo) Kolade
Nicole Sergiacomi
Susan Werber
Kevin O'Dwyer
Tim Clark
Chris Gaffney
TBA

Curriculum Team Leader

Mathematics
Religious Education
Science
The Arts
English and LOTE
Humanities and Social Science
Health and Physical Education
Technologies
Inclusive Education

Justin Gooderham
Darryl Nelson

Sport Program Leader
Careers and Vocational Education Program Leader

Pastoral

Necia Freeman
Yvonne Malan
Craig Cook
Tim Bermingham
Grant Shepherd

Pastoral Team Leader Year 7-12

Pastoral Leader - Frawley House
Pastoral Leader - Delany House
Pastoral Leader - La Salle House
Pastoral Leader - MacKillop House

SOUTHERN CROSS COLLEGE ADMINISTRATION

Office Hours

Administration Office Hours: 8.00am - 4.00pm

Term Dates

Term 1 Wednesday 30 January - Friday 5 April (10 weeks)
Term 2 Tuesday 23 April - Friday 28 June (10 weeks)
Term 3 Monday 15 July - Friday 20 September (10 weeks)
Term 4 Tuesday 8 October - Friday 6 December (9 weeks)

Scarborough Secondary Campus (Year 7 to 12)

Address: 307 Scarborough Road, Scarborough, Qld 4020
Postal Address: PO Box 121, Scarborough, Qld 4020
Telephone: (07) 3480 3600
Fax: (07) 3480 3666
Email: psscaborough@bne.catholic.edu.au

Woody Point Campus (Prep to Year 6)

Address: 84 Collins Street, Woody Point, Qld 4019
Telephone: (07) 3883 1988
Fax: (07) 3284 2373
Email: pwoodypoint@bne.catholic.edu.au

Scarborough Campus (Prep to Year 6)

Address: 299 Scarborough Road, Scarborough, Qld 4020
Telephone: (07) 3480 3670
Fax: (07) 3880 0135
Email: pscarborough@bne.catholic.edu.au

Kippa Ring Campus (Prep to Year 6)

Address: 110 Nottingham Street, Kippa Ring, Qld 4021
Telephone: (07) 3204 7300
Fax: (07) 3204 7891
Email: pkipparing@bne.catholic.edu.au

WHO'S WHO IN THE COLLEGE

Principal

Brett Horton
3rd Floor, Admin Building
307 Scarborough Road
Scarborough

Principal's Assistant

Trish Young
3rd Floor, Admin Building
307 Scarborough Road
Scarborough

Heads of Campus

Scarborough Secondary Campus (Years 7-12)

Chris Campbell
Ground Floor, Admin Building
307 Scarborough Road
Scarborough

Woody Point Campus (Prep - Year 6)

Aynslee Bale
Admin Building
84 Collins Street
Woody Point

Scarborough Campus (Prep - Year 6)

Renae Collier
Admin Building
299 Scarborough Road
Scarborough

Kippa Ring Campus (Prep - Year 6)

Alish Conley
Admin Building
110 Nottingham Street
Kippa Ring

Deputy Head of Scarborough Secondary Campus

Janelle Doohan
Ground Floor, Admin Building
307 Scarborough Road
Scarborough

Assistant to the Principal – Religious Education (APRE)

Scarborough Secondary Campus

Paul Corfield
Ground Floor, Admin Building
307 Scarborough Road
Scarborough

Woody Point Campus

John Brown
Admin Building
84 Collins Street
Woody Point

Scarborough Campus

Matt Rowlands
Admin Building
299 Scarborough Road
Scarborough

Kippa Ring Campus

Vanessa Hall
Admin Building
110 Nottingham Street
Kippa Ring

Assistant to the Principal – Curriculum

Scarborough Secondary Campus

Jason Spiteri
Ground Floor, Admin Building
307 Scarborough Road
Scarborough

Primary Learning Leader (Prep - 6)

Catherine Lunney
Admin Building Scarborough Primary Campus
299 Scarborough Road
Scarborough

Michelle Logan
Admin Building Kippa Ring Campus
110 Nottingham Street
Kippa Ring

Jennie Lane
Admin Building Woody Point Campus
84 Collins St
Woody Point

WHO'S WHO IN THE COLLEGE

Ancillary Staff

Teacher Librarian

Bianca Morschel
Resource Centre
Scarborough Secondary Campus
307 Scarborough Road
Scarborough

Library Assistants

Karen Valentine
Resource Centre
Scarborough Secondary Campus
307 Scarborough Road
Scarborough

Teacher Librarian

Resource Centre
Kippa Ring Campus
110 Nottingham Street
Kippa Ring

Teacher Librarian

Danielle Boyington
Resource Centre
Scarborough Primary Campus
299 Scarborough Road
Scarborough

Teacher Librarian

Maria Vicsai-Stones
Resource Centre
Woody Point Campus
84 Collins Street
Woody Point

Assistant to Head of Scarborough Secondary Campus / Enrolments Officer

Patricia Burchard
Ground Floor, Admin Building
307 Scarborough Road
Scarborough

Student Services Secretary

Angela Breen
Student Services
307 Scarborough Road
Scarborough

Textbook Hire

Jo Draper
307 Scarborough Road
Scarborough

Campus Secretaries

Front Office

Kerran Jocelyn
Louise Farenden
Fiona Guy
Mary Heckelmann

Scarborough Secondary
Woody Point Campus
Scarborough Campus
Kippa Ring Campus

WHO'S WHO IN THE COLLEGE

College Staff

Business Manager

Michael Cosgrove
3rd Floor, Admin Building
307 Scarborough Road
Scarborough

Finance Assistant

Finola Molloy
3rd Floor, Admin Building
307 Scarborough Road
Scarborough

Finance Assistant

Sonya Carloff
3rd Floor, Admin Building
307 Scarborough Road
Scarborough

Finance Assistant

Cherie Peschek
3rd Floor, Admin Building
307 Scarborough Road
Scarborough

Co-ordinator of Communications & Marketing

Majella Thompson
3rd Floor, Admin Building
307 Scarborough Road
Scarborough

Communications & Marketing Assistant

Melanie Moneger-Burrows
3rd Floor, Admin Building
307 Scarborough Road
Scarborough

Buildings & Facilities Officer

David Butler
3rd Floor, Admin Building
307 Scarborough Road
Scarborough

Co-ordinator of Information Systems

Michael Knowles
307 Scarborough Road
Scarborough

IT Technician

Scott Fraser
307 Scarborough Road
Scarborough

IT Technician

Neal McArthur
307 Scarborough Road
Scarborough

Print Room

Latha Guiotto
2nd Floor, Print Room
307 Scarborough Road
Scarborough

Uniform Shop

Maria Elliott, Nadine Kaiser & Melanie Moneger-Burrows
Ground Floor
307 Scarborough Road
Scarborough

College Pool

299 Scarborough Road
Scarborough

College Groundsman

Hugh O'Donnell
Reece Palmer
Frank De Stradis
John Devlin
Adrian Murray

Tuckshop Convenors

Stacey Moore	Scarborough Secondary
Karen Pitts	Woody Point Campus
Sue Woo	Scarborough Campus
Kath Cocker	Kippa Ring Campus

Tuckshop Assistant

Nadine Kaiser	Scarborough Secondary
Melanie Moneger-Burrows	Scarborough Secondary

IMPORTANT DATES - 2019

Term 1

January 30
January 31

February 8

April 5
April 19
April 21
April 22

Term 1 commences Prep - 6, Year 7,11,12
Term 1 commences Year 8, 9 and 10

Inauguration Mass and Investiture of
Student Leaders

End of Term 1
Good Friday
Easter Sunday
Easter Monday

Term 2

April 23
April 25

May 6
May 14, 15, 16
May 24

June 28

Term 2 commences
ANZAC Day

Labour Day Public Holiday
NAPLAN Testing
Patron's Day

End of Term 2

Term 3

July 15

August 12

September 3, 4
September 20

October 7

Term 3 commences

Ministerial Show Holiday (Student Free Day)

Year 12 QCS Tests
End of Term 3

Queen's Birthday Holiday

Term 4

October 8
October 21

October 29
October 30

November 4
November 12
November 14

November 15
November 29

December 6

Term 4 commences
Consistency of Teacher Judgement Day,
Verification/Panel Meetings/and
Professional Development Day
(Student Free Day)
Night of Excellence
Sports Awards

Year 12 Exam Block commences
Year 12 Formal
Year 12 farewell assembly & graduation
evening
Final Day Year 12
Final Day for Years 10 and 11

Final Day for Prep - Year 9
End Term 4