St Teresa’s Parent Assistance Guide

SCHOOL PHONE: 5474 0022
EMAIL: snoosaville@bne.catholic.edu.au
POSTAL ADDRESS:
PO Box 1592 Noosaville DC 4566

UNIFORM SHOP
Tracey Murray
trmurray@bne.catholic.edu.au

CAFE
Lorna O’Connell
looconnell@bne.catholic.edu.au

COLLEGE RECEPTIONISTS
Christine Morris/Sharon Levey
Christine.Morris@bne.catholic.edu.au
slevey@bne.catholic.edu.au

ADMINISTRATION
Nicky Burgess
nicole.burgess@bne.catholic.edu.au

- Notify school of absentees (Parent Portal or email)
- Notify school of extended holidays/absences

- Uniform fittings and orders
- Calculator purchase
- Alterations
- Marine equipment collection

- Cafe Menu
- Supply purchasing
- Co-ordination of volunteers

- Call Direction
- Student Messages
- General Enquiries

- Call Direction
- General Enquiries
- Counsellor Inquiry
- First Aid requirements
PASTORAL CARE TEACHERS

Pastoral care queries
Homework and assignment queries

INSTRUMENTAL MUSIC COORDINATOR
Brad Smith
bsmith40@bne.catholic.edu.au

Lesson schedule
Instrument selection
Music camps/ performance coordination

VOCATIONAL EDUCATION & TRAINING
Rose Calland
rcalland@bne.catholic.edu.au

Vocational Education Pathways
Work placement
Apprenticeships / Traineeships
TAFE and other Agencies

SPORTS CO-ORDINATOR
Paul Stacey
Psstacey@bne.catholic.edu.au

Co-ordination of Sunshine Coast, Interschool sporting representation.
Co-ordination of all extra curricular sporting teams

LEARNING SUPPORT
Clare Waterworth
cmwaterworth@bne.catholic.edu.au
Sharon Wilson
sharon.wilson@bne.catholic.edu.au

Individual Education Plans for Ascertained Students
Special Learning needs of students
Co-ordination of Teacher aides
GUIDANCE COUNSELLOR
Sue Kraljevic and Jo Patrick
5474 0022

• Student counselling
• Parenting support
• Wellbeing support
• Mental Health
• Child protection
• Career guidance

COMMUNICATIONS OFFICER
Margit Cruice
margit.cruice@bne.catholic.edu.au

• Compilation of College newsletter
• Maintenance of College website
• Promotion of the College and related events
• Maintain Parent Portal

LIBRARY
Champagnat Learning Centre
Teacher Librarian—Deb McGhee
dmcghee@bne.catholic.edu.au

• Coordination of resources for both teachers and students
• Debating/ Academic teams
• Homework Centre

STUDENT SERVICES
Cathy Hunt
chunt6@bne.catholic.edu.au

• Student Inquiry
• Class rolls
• Lost property
• Excursion schedules
• Vaccination Programs

IT SUPPORT
Julian Wood/Mitch Saunders
jdwood@bne.catholic.edu.au
Mitchell.Saunders@bne.catholic.edu.au

• Apple Mac repair management
• Mac Book insurances claims
Assistant to Principal
CURRICULUM DEVELOPMENT
Elizabeth Sutton
emsutton@bne.catholic.edu.au

Assistant to Principal
STUDENT DEVELOPMENT
Lee Elvy
lelvy@bne.catholic.edu.au

STUDENT DEVELOPMENT LEADERS
Year 7  Kerry Eleison
kerry.eleison@bne.catholic.edu.au
Year 8  Amanda Murray-Salter
amurraysalter@bne.catholic.edu.au
Year 9  Todd Massingham
tmassingham@bne.catholic.edu.au
Year 10 Lucienne Camenzuli
mcamenzuli@bne.catholic.edu.au
Year 11 Matthew Webb
Matthew.webb@bne.catholic.edu.au
Year 12 Paul Dionysius
pdionysius@bne.catholic.edu.au

- Overall responsibility for the development of staff excellence in Teaching and Learning in the College
- QCS and NAPLAN preparation, implementation and review
- Assisting with the integration of academic/pastoral focus
- Assisting with excellence in Teaching and Learning to monitor student performance

- Day to day student management
- Reporting—SPT Interviews
- Subject changes (7-12)
- Student Data Management
- College Academic Awards
- Oversee PSDE

- Wholistic Development of Student - Spiritual, Pastoral, Academic, Physical and Social
- Behaviour Management
- Student Personal Development
- Pastoral Care Program
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**COLLEGE PRINCIPAL**
Mr David McInnes
David.mcinnes@bne.catholic.edu.au

- School Mission and Vision
- Strategic Planning
- School policy and procedures
- Unsatisfactory resolution of complaints or concerns

**DEPUTY PRINCIPAL**
Carmel O’Brien
cajobrien@bne.catholic.edu.au

- Daily organisation of College
- High level behaviour management
- Concerns or positive feedback about staff
- School policy and procedures

**ASSISTANT TO PRINCIPAL**
RELIGIOUS EDUCATION
Marcus Pojtek
mpojtek@bne.catholic.edu.au

- Prayer resources
- Teresean spirituality
- RE curriculum
- Co-ordination of charitable school events, masses and liturgies

**ASSISTANT TO PRINCIPAL**
CURRICULUM DEVELOPMENT
Ursula Witham-Young
uwitham-young@bne.catholic.edu.au

- School curriculum issues
- Academic performance issues
- Pathways / Study options