

STCC Parent Handbook 2027

Dare the Dream

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FROM THE PRINCIPAL



Welcome to the 2026 academic year, the 23rd year of faith and learning ministry at St Teresa's Catholic College, Noosaville.

Collectively we look forward to an exciting and productive year where each and every student is stretched in their learning, wellbeing and faith development. The College deeply values parent partnership as an integral aspect of maximising student outcomes. The opportunity to work with families to provide the best holistic outcomes for their children, is indeed a privilege and a joy.

The foundational focus for the College this year is from
our Marist tradition: In the way of Mary, which holds a
particular relevance as we seek to instil in our students
and community a sense of compassion, understanding and empathy for others. Marcellin Champagnat was a strong advocate of building community and ensuring that all play an active role in serving community and young people.

In this year of "In the way of Mary" we seek to emulate St
Teresa's and St Marcellin's model of walking gently with others in all aspects of our lives and recognising the extraordinary place of Mary within our rich faith traditions. We pursue our dreams with courage, trusting in faith that God walks with us. The scripture reference which encapsulates this in our context is: "Let it be done to me according to your will" (Luke 1:38)

Additionally, the Marist Schools Australia theme for this year is: "Full of Grace: transform the world with God's love". This theme is a pertinent reminder that our Christ story started with Mary saying "yes", yes to an unknown but with a sense of faith and trust.

In the words of Br Tony Clark the "Full of Grace" theme represents that "We live in a world that longs for peace and understanding, where fear and division can often overshadow hope. Yet grace shows us another way. It invites us to be bridge-builders where there are walls, to show understanding where there is judgement, and to choose love even when it feels easier to walk away. Grace is God's love in action: listening deeply, serving humbly, washing feet, kneeling in honour of the dignity of others, and rising with the conviction to stand for those who are powerless."

In the 2026 academic year College staff look forward to supporting and challenging our students to see God and goodness from within the silence of their hearts. To be contemplative and considered in all they do. To be prepared for all that comes their way. No doubt they will need our combined support in this undertaking!

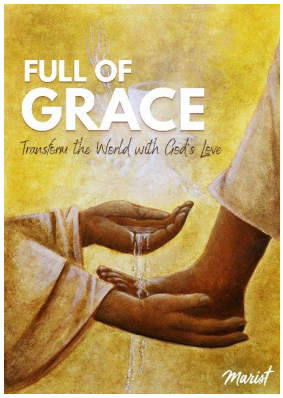
This Parent Handbook provides a compendium of policies and procedures that underpin the work of the teachers and students at the College, one that I trust will allow parents to be actively involved in the education of their children, within the realistic midst of the busyness of our lives.

The handbook also provides the framework on which ongoing home and College communication is based - working together, for the benefit of our children.

My very best wishes to all our families for a fulfilling and productive year ahead.



Sam Anderson
College Principal



Our Vision

Our Vision is that St Teresa's Catholic College is an authentic Christian community where Gospel values are evident and lived out in relationships and practices between students, staff and parents. The spirit of the College is that of a family which provides a safe and positive learning environment. There will be equity of opportunity for all to achieve their full potential. It will provide a quality education rich in values and resources, which are in keeping with contemporary educational needs.

Patron Saints

St Teresa's Catholic College celebrates the feast days of our patron saints, St Teresa of Avila and St Marcellin Champagnat.

St Teresa of Avila



Feast Day: 15 October

Born: 1515

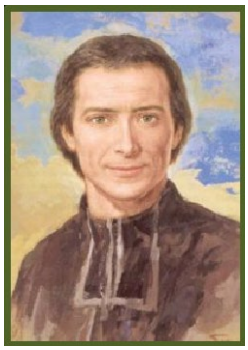
Died: 1582

St Teresa of Avila is one of the greatest teachers of the spiritual life in the history of the church. St Teresa was born in Avila, western Spain. While still a child, less than 9 years old, she read the lives of some martyrs that inspired her with the desire for martyrdom, so much so that she tried to run away from home in the hope of dying as a martyr and going to heaven: "I want to see God," said the little girl to her parents. At the age of 20, she entered the Carmelite convent of the Incarnation, in Avila, in religious life she assumed the name Teresa of Jesus.

Three years later, she became seriously ill, so much so that she was in a coma for four days, seemingly dead. In the struggle against her illnesses the saint also saw the fight against weaknesses and resistance to God's call: I wanted to live," she said. This struggle sent her on a journey to living a more authentic religious life.

St Teresa of Jesus reformed the Carmelite tradition and went on to become one of the most significant spiritual thinkers and writers of Western Christianity. The Carmelite communities she founded were small groups of sisters who lived a poor and strictly disciplined lifestyle, with emphasis on contemplative prayer. In 1970 Pope Paul VI named her the first woman 'Doctor of the Church'.

Marcellin Champagnat



Feast Day: 6 June

Born: 1789

Died: 1840

Joseph Benedict Marcellin Champagnat was born in Marlhes, France in 1789. At the end of the French Revolution, he entered the seminary and was ordained a priest for the Archdiocese of Lyon. In 1816, the newly ordained Marcellin Champagnat, consecrated to Mary, felt a personal call by God to found a religious community of Brothers who would bring the message of Jesus' love to neglected young people. In 1955 Marcellin Champagnat was declared Blessed by Pope Pius XII. He was canonised by Pope John Paul II on April 18, 1999. Today his passionate spirit, daring vision and persistent work are embodied in the mission of Marist Brothers and lay people living on five continents.

St Teresa's Prayer

Let nothing disturb you,
Let nothing frighten you,
All things are passing.
God never changes.
Patience attains
All that it strives for.
Those who have God
Find they lack nothing.
God alone suffices.

Sub Tuum

Sub tuum praesidium
confugimus, confugimus,
Sancta Dei Genitrix,
Sancta Dei Genitrix.

Nostras deprecationes,
ne despicias, ne despicias
in necessitatibus nostris,
Sed a periculis cunctis
libera nos semper,
Virgo gloriosa et benedicta.

Sub tuum praesidium
confugimus, confugimus,
Sancta Dei Cenitrix,
Sancta Dei Genitrix.

College Song

Planting the seeds that continue to grow,
Foundations of strength for our dreams.
A river that winds its way out to the sea,
We're travellers, a part of this journey.

Dare the dream, the guiding light,
As you walk along beside me.
Dare the dream, to fly so high,
So I can do what I believe.

Dare the dream, to touch the sky,
We are travellers on this journey.
Dare the dream, our guiding light,
At St Teresa's, we dare the dream.

Give strength when we're troubled,
To keep the dream alive.
Just follow the light from within.

We know God will guide us
Each step of the way,
With faith, hope and love let's begin.

Dare the dream, the guiding light,
As you walk along beside me.
Dare the dream, to fly so high,
So I can do what I believe.
Dare the dream, to touch the sky,
We are travellers on this journey.
Dare the dream, our guiding light,
At St Teresa's, we dare the dream.

Let nothing disturb you
Let nothing frighten you
All things are passing
God never changes
Patience attains all that it strives for
Those who have God find they lack
nothing God alone suffices.

Dare the dream, the guiding light,
As you walk along beside me. Dare the
dream, to fly so high,
So I can do what I believe.

Dare the dream, to touch the sky,
We are travellers on this journey.
Dare the dream, our guiding light,
At St Teresa's, we dare the dream.

Sonia Petrack

Term Dates

Semester One

Term 1	Year 7 & 12	Wednesday 29 January – Friday 4 April
	Year 8 – 11	Thursday 30 January – Friday 4 April
Term 2	Tuesday 22 April – Friday 27 June	

Semester Two

Term 3	Monday 14 July – Friday 19 September	
Term 4	Commences	Tuesday 7 October
	Year 12	Friday 21 November
	Year 10 & 11	Friday 28 November
	Year 7 – 9	Thursday 4 December

College Timetable

Before School Duty	7.50 – 8.05am
House Group	8.05 – 8.20am
Block 1	8.20 – 9.20am
Block 2	9.20 – 10.20am
Break	10.20 – 10.50am
Block 3	10.50 – 11.50am
Block 4	11.50 – 12.50pm
Break	12.50 – 1.20pm
Block 5	1.20 – 2.20pm
After School Duty Bus Duty B Bus Duty A	 2.20 – 2.35pm 2.20 – 2.45pm

Pastoral Board Members

Chair:
Mrs Kelly McKendry

Parent Representatives:
Ms Louise Parry
Mrs Ann-Maree Pitot
Mr Terry McDonald
Mr Ben O'Brien

Ex-Officio:
Mr Sam Anderson
Fr Jason Middleton
Mr Mark Roberton
Mrs Ronel Scheepers

Executive Officer:
Mrs Caraline Preston

2026 Staff

Leadership Team

Mr Sam Anderson	College Principal
Mrs Kellie Barker	Deputy Principal
Mr Aaron Heffernan	Assistant Principal - Learning & Teaching
Mrs Jacqueline Warren (leave)	Assistant Principal - Mission & Identity
Mrs Amanda Murray	Assistant Principal - Mission & Identity
Mr Juan Gonzaga	Assistant Principal - Wellbeing & Engagement
Ms Sue Kraljevic	Guidance Counsellor
Mr Rob Graham	Business Manager

Leadership Team Support

Caraline Preston	Principal Executive Assistant
Jess Airdrie	Executive Administration Officer
Lisa Sloman	Student Learning Development Officer
Ainslee Robinson	Guidance Counsellor

Program and Learning Leaders

Benjamin Brown	Secondary Learning Leader
Jarrod Brown	Sports Coordinator

Heads of House

Taryn Smith	Avila
Emily Gloury	Cana
Kerry Eleison	La Valla
Sharon Lucht	Penola
Hailey O'Brien	Pomona

Leaders of Learning

Christine Winderlich	English
Jackson Greene	Health & Physical Education
Paul Baker	Humanities
Geraldine Pettit	Languages
Ronel Scheepers	Mathematics
Patrick Finch	Religious Education
Kelly Kilah	Science
Matt Patrick	Technologies
Sarah McNamara	The Arts

Teachers
Sarah Bailey
Michelle Bowles
Kellie Brazier
Chantal Bullock
Belinda Byrne
Alfiero Cardona
Adam Collins
Ingrid Cramer
Madeleine Damaris
Nicole Ennis (leave)
Sarah Gellie
Joel Green
Fiona Greenway
Adriana Henrique
Jessica Maker
Hope Matters
Todd Massingham
Celine Menuet
Samantha Meyer
Tania Nash
Tait Niddrie
Carel Prinsloo
Jarrod Purdy
Anja Reuthe
Elizabeth Robertson
Courtney Rowden
Ronel Scheepers
Brad Smith
Jeff Tickner (leave)
David Tomba
Eliza Trompf
Michael Wallden
Rachel Western
Paul Ziakis

Support Teachers Inclusive Education
Clare Waterworth

Support Staff

Chris Lysaght	Campus Minister
Margot Lloyd	Lab Technician/WHS Officer
Tianah Gesell	Arts Assistant
Zoe Clark	Hospitality Support
Chris Demou	Industrial Tech Support
Anita Sandanasamy	Science Lab Technician

Learning Services Aides
Taleeha Bernhagen
Victoria Bodell-Brown
Chanelle Beesley
Michelle de Boer
Heath McHarg
Sophie Katsouris (leave)
Tori Clark
Rhiannon McAlister
Bernie Patterson
Elisa Pezzato-Ludlow
Lorrae Sheridan

Indigenous Liaison Officer
Kerry-Ann Bates

Champagnat Learning Centre

Debra McGhee	Teacher Librarian
Vicky Francis	Library Officer
Johanne Harrington	Library Technician
Leigh Schwenn	Library Officer
Lindy McKelvie	Library Officer

Pathways

Meegan Ford	Pathways Assistant
Rosemary Bartley	Pathways Assistant

Administration

Jodie Ebbels	College Secretary
Kristie Perryman	Student Administration
Carlee Harrison	Student Administration
Georgia Applegate	Student Administration
Christine Santifort	Finance Secretary
Kim Centra	Fees and Finance Officer

Information Technology

Rickie-Lee Hubbucks	Head of IT
Reuben de Boer	IT Technician

Terrace Café

Cindy Harris	Café Convenor
Suzi Salter	Café Support
Tameson Godfrey	Café Support

Grounds and Maintenance
Matthew Duncan
Simon Mikkelsen

Staff email addresses can be found in the Staff Directory on BCE Connect.

BCE Connect:

Introduction to BCE Connect | Parent Handbook BCE Connect BCE Connect is Brisbane Catholic Education's secure platform that serves as a central hub for school-related communication and family engagement. It is designed to keep parents, carers and school staff connected with their school community. Available as both a mobile app and through a web browser, BCE Connect provides easy access to important school information, updates and communication in one convenient place. While BCE Connect can be accessed on the web, we are proudly mobile first, giving families the best possible experience through the app. The mobile app offers secure login using biometric authentication, such as fingerprint or facial recognition, along with real-time push notifications to help you stay informed wherever you are. Your BCE Connect experience is tailored to your family's needs. You can log absences for one or more children, access school information, view important updates, and receive communications relevant to your family, all from a single platform. If your children attend different BCE primary or secondary schools, BCE Connect brings everything together in the one place, making it easier to stay informed and connected without needing multiple apps or accounts. Designed with families in mind, BCE Connect is secure, simple to use, and built to support your day-to-day school journey. Whether you choose to access BCE Connect through the mobile app or a web browser, it helps make staying connected with your school easier than ever. BCE Connect: Your ultimate school companion.

House Information

Avila House

Patron:	St Teresa
Gubbi Gubbi Word:	Wandangu (climbing)
Motto:	Striving for Excellence
Floral Symbol:	Red Banksia
Patron Saints Day:	15th October
Symbols:	Arrow and Book

Cana House

Patron:	Mary our Good Mother
Gubbi Gubbi Word:	Bu'ra'nga (Hear, Listen, Know)
Motto:	Live in Fullness
Floral Symbol:	Purple Gem
Patron Saints Day:	1st January
Symbols:	Water, Cross, Jars

La Valla House

Patron:	Marcellin Champagnat
Gubbi Gubbi Word:	Bomga-guriman (waves, of the sea)
Motto:	Strive and Persist
Floral Symbol:	Blue Westringia
Patron Saints Day:	6th June
Symbols:	Heart

Penola House

Patron:	Mary MacKillop
Gubbi Gubbi Word:	Gawun (care, care for)
Motto:	Together we achieve
Floral Symbol:	Eucalyptus
Patron Saints Day:	8th August
Symbols:	Cross

Pomona House

Patron:	Nano Nagle
Gubbi Gubbi Word:	Yirinaa (light in colour)
Motto:	Shine your light
Floral Symbol:	Gold Wattle
Patron Saints Day:	26th April
Symbols:	Lantern

Tuition Fees

- General tuition fees are quoted as an annual amount and billed each term. Fee statements are sent home in the first couple of weeks of each term. Payment terms are 14 days from this date. Exact quotes cannot be supplied for Year 11 & 12 students until subjects have been decided upon.
- Payment should be adequate and regular. Full term payments are required by the due date each term.
- If fees can't be paid in full within 14 days of the statement being issued, parents/carers are to pay fees via a direct debit system, whereby an amount is deducted from your bank account or credit card each fortnight/month. Application for a direct debit request is available from the office. Cash, cheques and major credit cards are accepted. Please quote your customer number if paying by internet banking.

Below is the College's preferred method of payment listed in preference order

1. **Direct Debit** – a nominated amount from payee's bank account into College account weekly, fortnightly or monthly.

2. **BPay** – Details appear on the remittance slip of family statement. This method of payment should be used for those wishing to pay fees each term.

3. **BPoint** - fees can be paid via the Bpoint link provided on BCE Connect.

4. **Electronic Funds Transfer (EFT) Fees** can be paid via EFT using the following bank account details:

   Bank: CBA
   BSB: 064-786
   Account: 100016378

   Please use your account number/name as a reference.

5. **Cash, Credit Card, cheques** are all accepted at College Administration. To avoid delay please supply statement upon payment.

Application for concession on school fees must be received by the end of March. Any application for concession received after this period may not be applied until the following term.

Levies

- **Capital Levy** is a compulsory levy charged per family. It is used to meet current and future commitments for building projects. This levy is not tax deductible.
- **Community Levy** is a compulsory levy charged per family. It is used to fund various projects around the College that benefit the whole school population.
- **ICT/Subject/Camp Levy** covers a variety of charges including subject and resources expenses, compulsory school camps and retreats, school magazines, ID cards, insurance, whole school sports days, year level and house activities, iPads, laptops, software, licensing, IT technical support.
- **VET Levies** are charges for VET Certificate courses and must be paid before the course commences.
- **Voluntary Levies –** In 2025 a voluntary donation of $360 per family will be included on your invoice. These levies are tax deductible as they are a voluntary levy. These funds are used towards Capital Building Works ($200) and to purchase resources for our College library ($160)
- **Co-Curricular Activities** - The College offers a variety of extra-curricular activities such as netball, rugby, water polo, film club, music and drama ensembles, dance troupe and more. Refer to the Sports and Arts Handbooks for further information. These activities need to be paid for prior to the commencement of the activity. Approval must be given by the parent/carer for any child to participate in any activity.
- **Instrumental Music (optional)** - The College offers a number of ensembles as well as private and group instrumental lessons. Lessons are invoiced based on 8 lessons per term and must be paid for by the second week of each term. Refer to the Arts Handbook for further information. The cost of instrumental/vocal lessons is $35.00 per half hour session/individual. The cost of group lessons is $25 per half hour lesson. Parents are required to pay tuition fees for 8 lessons in Terms 1 and 4, and 9 lessons in Terms 2 and 3 (e.g. 8 weeks x $35 = $280; 9 weeks x $35 = $315).

BULLYING AND HARASSMENT PROCEDURES AND POLICY

Brisbane Catholic Education (BCE) believes all individuals in BCE schools have the right to feel safe, supported and free from the fear of bullying, harassment, intimidation and victimisation.

The vision for St Teresa's Catholic College is one of an authentic Christian community where Gospel values are evident and lived out in relationships and practices. The spirit of the College is that of a family which strives to provide a safe and positive learning environment for all.

Students

Bullying and harassment have no place at St Teresa's Catholic College.

Bullying is defined as repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more

persons (National Safe Schools' Framework, 2011).

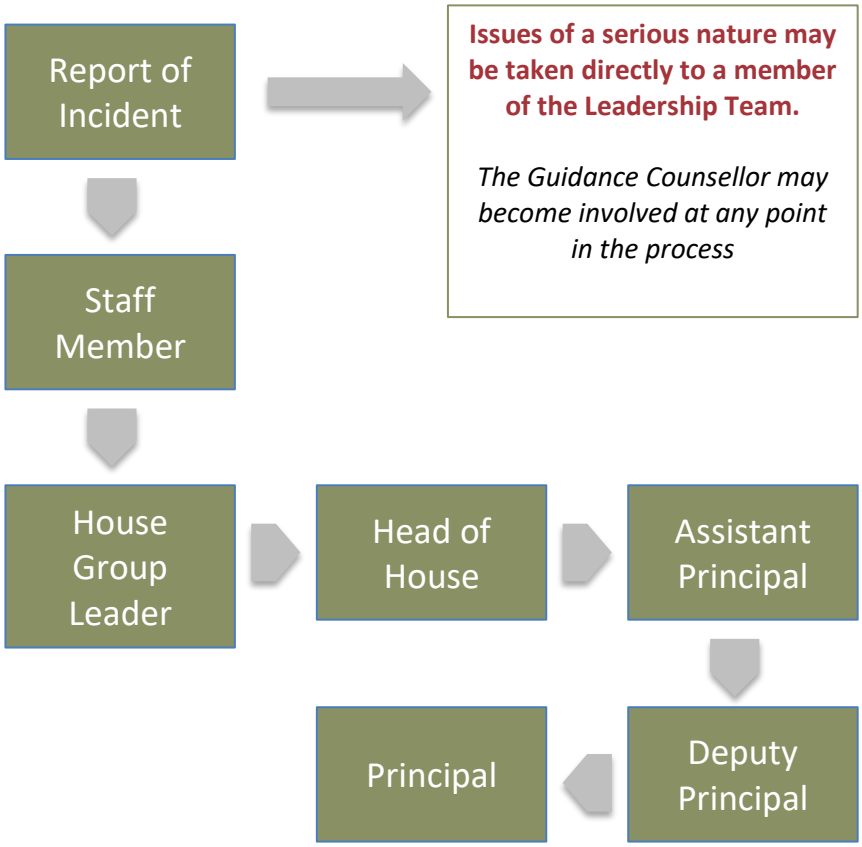
In line with Brisbane Catholic Education documents, Preventing and Responding to Student Bullying in Schools Policy and Preventing and Responding to Student Bullying in Schools Guidelines and Procedures, the College believes the most effective approach to address bullying is a whole-College approach that includes prevention programs, early intervention strategies, intervention procedures, restoration of wellbeing, and clear procedures agreed to by all and consistently implemented.

Young people need to know that bullying and being bullied, regardless of whether it is physical, verbal, covert, psychological or cyber bullying, are unacceptable and that there are adults who can, and will, support them to be empowered in order to bring about positive change.

Being informed is the first step towards eliminating bullying and harassment. Class, small group and one-to-one discussions provide invaluable avenues for addressing the area of bullying and harassment.

Staff are also encouraged to regularly refer students to the student protection posters displayed throughout the College in order to ensure students are aware of both the College position on bullying and harassment, and the reporting processes available to them and their families. The Bullying and Harassment Prevention brochure is located on BCE Connect and Student Portal. Staff are encouraged to discuss the use of the anonymous STYMIE program for all within the College.

The flowchart on the next page outlines the steps that may be taken when a student/parent/carer report bullying to a St Teresa's Catholic College staff member. Staff are required to respond to all reports of bullying. The response will vary depending on previous reports and the nature of the current incident and may include discussion, interviews, monitoring procedures, notifying parents/carers, internal suspension and exclusion.



WHO SHOULD I SPEAK WITH

Who should I speak with

CHAMPAGNAT LEARNING CENTRE - LIBRARY

Champagnat Learning Centre (CLC)

Teacher Librarian Debra McGhee
Library Officers: Vicky Francis
Leigh Schwenn
Lindy McKelvie

CLC Hours:
Monday – Thursday 7.30am - 3.30pm
Friday 7.30am - 2.20pm

Homework Centre
Monday – Thursday 2.20pm - 3.20pm
No Homework Centre on Friday

Students sign in and out of the Homework Centre at the CLC Circulation Desk.
Learning Services and CLC staff supervise Homework Centre and assist students with

assignments, homework tasks, etc.

Teachers may volunteer to work in the Homework Centre to support student success. Individual teachers may choose to offer tutorials with students on particular afternoons and advertise this option to students.

Student Learning and Mentoring (SLAM)

Senior students volunteer to assist other students in a range of subjects. Students can sign up at the library for a SLAM mentor today.

CLC Services:

Students can:

- Read and relax
- Borrow books, textbooks, equipment, etc
- Attend research and literature lessons
- Enjoy entertaining events and activities
- Play games at lunchtime
- Use Oliver to locate resources in the library
- Use Oliver LearnPath Guides for assignment tasks

CHAMPAGNAT CUP

Rationale

From 2018 St Teresa's commenced a new tradition by incorporating all facets of our College (Ministry, Academic, Wellbeing and Sporting) life. The idea is to engender House Spirit within our College and acknowledge student achievement. The winning House, at the completion of a series of events is awarded with the Champagnat Cup and an excursion.

The Champagnat Cup will be presented to the winning House and House Leaders at the Student Leadership handover assembly. Marcellin Champagnat represents everything about the idea behind this cup. All students within the House will be able to contribute to the Cup points in various capacities.

COLLEGE RETREAT AND CAMP PROGRAM

Faith and Learning Enrichment

Knowledge & understanding, skills and attitudes are developed daily in classroom lessons. The ability to demonstrate and build these learnings beyond the classroom is the basis of the following enrichment opportunities. Contemplative retreats complement the action (mission) undertaken in the camps.

YEAR GROUP	RETREAT / CAMP	THEME	TIMING	DURATION
7	Camp Retreat	Relationships	Term 1 Term 2	3 Days 1 Day
8	Reflection Day Retreat	Identity/Teamwork	Term 1 Term 4	1 Day 1 Day
9	Camp Retreat	Resilience	Term 2 Term 4	4 Days 1 Day
10	Retreat Reflection Day	What Now?	Term 3 Term 4	1 Day 2 Days
11	Camp Retreat	Leadership	Term 2 Term 3	3 Days 1 Day
12	Retreat	Purpose	Term 2	3 Days

ELECTRONIC DEVICES

The use of electronic devices and access to e-mail and internet services (College devices and services) at St Teresa's Catholic College Noosaville are provided to students to support their educational and administrative needs. These College devices and services are necessary educational tools and must be used in a responsible manner. We can never anticipate all possible advances and uses of technology and therefore students who are unsure about their usage should seek clarification from a teacher as soon as possible.

This Policy is intended to inform parents and students of our College's expectations when students are using the devices and services provided by the College and when using their personal equipment to communicate to or about members of the College community. If a student acts in a way that is against the contents of the policy, he or she will be subject to consequences according to the College's Behaviour Policy and if necessary, offending material may be supplied to the police.

The College reserves the right to capture, store and review all internet browsing and emails across our College network. Devices may be taken or accessed if it is believed that:

- There has been or may be a breach of the College rules or policy
- There may be a threat of harm to a student or others or system security.

Students issued with College owned laptop/iPad computers

All students and families are responsible in the following ways for the device issued:

- To care for the device to the best of their ability.
- To keep the device secure and protect it from any malicious damage.
- To bring the device to school each day in readiness for use in the classroom – this includes having the battery charged and electronic files effectively managed.
- To return the device (and any inclusions such as power cords and carry case) in good order when leaving the College.
- To advise IT staff immediately of any damage, lost, stolen device.

Cybersafety requirements

The College will investigate and take action where this kind of bullying occurs in school and outside of school when it causes significant harm to the relationships between students and or teachers or is

criminal in nature.

1. When using the College devices and services students will:

- ensure that communication through internet and email services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- ensure that copyright permission is gained before electronically publishing the works or drawings of others.
- always acknowledge the creator or author of any material published.
- ensure that College services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

2. When using the College services (or similar personal equipment) students will not:

- disable settings for virus protection, spam and filtering that have been applied by the College and not attempt to evade them through use of proxy sites.
- allow others to use their personal accounts.
- deliberately use the electronic identity of another person to send messages to others or for any other purposes.
- enter 'chat' or 'social networking' internet sites without the permission of a teacher.
- use unauthorised programs or intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member.
- damage or disable computers, computer systems or networks.
- disclose personal information about another person (including name, address, photos, phone numbers).
- distribute or use information which is copyrighted without proper permission.
- take photos or video of members of the College community without their consent.

3. When using College services students will never knowingly initiate or forward emails or other messages containing:

- a message that was sent to them in confidence.
- a computer virus or attachment that is capable of damaging recipients' computers.
- chain letters and hoax emails.
- spam, eg unsolicited advertising material.

4. When using College services or non College services students will never send or publish either through internet sites, e-mail or mobile phone messages:
unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.

- threatening, bullying or harassing material or make unreasonable demands.
- sexually explicit or sexually suggestive material or correspondence.
- false or defamatory information about a person or organisation.
- the College name or crest without the written permission from the Principal.

Students need to be aware that all use of internet and email services can be monitored and traced to the accounts of specific users. The misuse of College services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

EVACUATION AND EMERGENCY PROCEDURES

To maintain compliance with Workplace Health and Safety legislation, STCC is required to conduct an emergency evacuation and lockdown drill once every school term. These procedures are explained to students at the start of the school year. For attendance records to be checked accurately following an evacuation, it is important that students who arrive late, or leave campus early, sign in/out at Student Administration. For the same reason, if you (as a parent/carer) are visiting campus for a performance, meeting, cafeteria shift or assembly, it is important that you also sign in/out at College Administration.

The following will be emphasised to students:

- Avoid panic.
- Order is more important than speed.
- Fire drills are not for fun, they are to save lives.

In addition, the St Teresa's Fire Evacuation procedure is also emphasised to students:

- When the alarm is sounded stop and look at your teacher for direction.
- The teacher will direct you to the assembly area.
- Once at the assembly area line up in your House Group class and sit down in alphabetical order.
- Do not move out of line until you are dismissed.

Assembly areas will be indicated to students at the start of the school year.

GUIDANCE AND COUNSELLING SERVICE

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

The College Guidance Counsellors, Sue Kraljevic and Ainslee Robinson are available to meet with students, parents/carers and staff to talk about concerns. This is a confidential service. An appointment can be made directly by email (see the St Teresa's Catholic College website) or by leaving a message with office staff by phoning 5474 0022.

GRIEVANCE

The resolution of conflict between members of the College is vital to the wellbeing and success of all within our community. All procedures should be characterised by Christian values in line with the College Mission statement.
These procedures are designed to address general concerns. Where a solution to a concern might require entering a formal process e.g. allegations of child abuse or teacher inability, other procedures are already in place.

- All personal matters, such as concerns regarding student, parent/carer or staff relationships should be initially raised with the appropriate College staff member.
- If the matter relates to an individual student and/or an issue of everyday class operation, the student's House Group Leader will be the first point of contact. If the matter relates to a particular subject, the student's subject teacher will be the first point of contact.
- For all other matters please contact the College office to be directed to the appropriate level of contact.
- The College Guidance Counsellor and/or the Parish Priest are available for pastoral support.



Complaint Management Flowchart



BCE Student, Parent and Guardian Complaints Management policy



Student Protection Record of Complaint Form

ICT AND DEVICE POLICY, GUIDELINES AND USE



ICT and Device Policy, Guidelines and Use Agreement



Acceptable use of Computer and Internet Resources Consent Form

LEARNING AND TEACHING



Assessment Handbook



Curriculum

Career Pathways

Career education is embedded within the Years 7-12 personal and social curriculum where students are encouraged to make considered choices as they develop their understanding of themselves, others and the world of work.

During their time at St Teresa's Catholic College students will be provided with many opportunities to explore possible career pathways that meet their individual needs and hopes. Every student is an individual and so is their career journey. It is important that students actively engage in this journey and access the opportunities available to them.

Students are encouraged to talk to staff members, parents/carers, extended family members, friends and other adults about the world of work; participate in casual or part-time work, work experience, work placement, the Individual Career Plan, the SET Planning process in Year 10 and review in Year 11 and 12; attend Career Expos and TAFE, university and other educational provider Open Days; explore and consider a traineeship/apprenticeship, enrolment in a VET or university course while at the College; become familiar with overseas exchange experiences; read the College Newsletter; develop a resume and portfolio of achievement; and map possible career pathways as they consider their career journey.

The Secondary Learning Leader, Benjamin Brown and VET & Work Transition Leader, Aaron Heffernan work collaboratively to ensure students are well-supported in their career journey. The Secondary Learning Leader focuses on academic progress and pathways, providing guidance on subject selection, tertiary applications, and career planning. The VET & Work Transition Leader specialises in preparing students for vocational pathways, including apprenticeships, traineeships, and workplace transitions. Additionally, Guidance Counsellors Sue Kraljevic and Ainslee Robinson are available to assist students in developing their understanding of career pathways. Together, these roles provide comprehensive support to ensure every student at St Teresa's Catholic College can explore diverse opportunities and make informed decisions about their future.

Individual Career Pathways

The Middle and Senior School offer a rich, relevant and holistic curriculum that is student-centered, dynamic, flexible and challenging. Students are individually mentored in understanding how they learn and identify their individual learning needs as well as the skills required to pursue their chosen learning pathway. Students work collaboratively with their House Group Leaders (HGLs) and other teachers to create an Individual Career Pathway (ICP) designed to ensure a successful transition into life beyond school.

Academic excellence is an ever-present goal for both staff and students. This excellence is consistently achieved through a curriculum that is both rich in diversity and broad in its depth of study, and with the support and guidance of highly qualified, professional teaching staff. The College curriculum is tailored to ensure that each individual student has the opportunity to achieve to their full potential. Gifted and talented students are given the opportunity to undertake challenging and stimulating extension programs, while students with special learning needs receive extra learning support and attention.

At St Teresa's, each student will collaborate with their House Group Leaders (HGLs), teachers and parents to develop an Individual Career Pathway (ICP) tailored to their individual learning needs. The objectives of the ICP set out below:

- Regular dialogue with HGLs and parents about academic performance, wellbeing and learning needs
- Target Setting days where students set learning, wellbeing and ministry goals for the year ahead
- Diagnostic profiling of students' skills including communication, teamwork, problem solving, planning and organising, self-management, learning and technology
- Assist with subject selection in both the Junior and Middle School, leading to further subject selection and pathway discernment into the Senior School
- An opportunity for students to reflect on their College experience and seek strategies for individual improvement across their learning and wellbeing
- Data management of student profiles including learning performance, wellbeing and goal setting. Student and BCE Connect to access the development of each pathway through Middle and Senior School.
- Using the ICP to create a portfolio for prospective employers and application for tertiary and post-school study

Homework (practice, preparation or extension)

Secondary school students should be working towards becoming independent learners (Cooper et al., 2006; Marzano & Pickering, 2007). At the secondary school level, student homework is associated with greater academic achievement provided the amount and type of homework aligns to the developmental stage of the student (Review of Educational Research, 2006).

Guidelines have been established for the regular completion of homework during the week. Students are advised to be proactive in using their homework time productively. The recommended amount of homework is:

Year 7:	45 minutes/night
Years 8 & 9:	1 hour/night
Year 10:	1 ½-2 hours /night
Year 11 & 12:	2-3 hours/night

Homework for senior students is not restricted to a schedule and will vary from subject to subject. In general, Years 11 and 12 students should expect a considerable homework load in their senior years and should be committed to completing two to three hours of homework or revision each night. The foundations for an effective homework timetable are established in the early years of secondary school and then built upon. Habits take time to develop and become a part of the daily routine.

Effective Homework Hints

Many students find it difficult to effectively complete homework. The following are some useful hints for students:

- Set aside a quiet place for homework. Ensure there is a comfortable seat, enough space and good lighting.
- Do not work in the same room as the television and avoid distracting or loud music.
- Do not work with your phone or other distractions nearby.
- Set aside a regular time for homework each day and try not to let anything interfere with that time – develop a weekly planner.
- Divide the work into smaller tasks and complete one task at a time. Prioritise your work to ensure deadlines are met.
- Concentrate on the task in order to achieve maximum benefit from the time available.
- Reading of information should always be accompanied by some activity such as note-taking, summarising, drawing diagrams, writing from memory or self-testing.

LEARNING ENRICHMENT PROGRAMS

The aim of the College's co-curricular program is to encourage all students to develop their interests and talents to the fullest. St Teresa's seeks to offer a broad range of activities including various sporting, cultural and community programs. Staff members are encouraged to participate and offer students opportunities in a range of sporting, cultural, spiritual and academic pursuits. These may include:

Spiritual Opportunities

See Jacqueline Warren for further info

- Liturgies
- Parish Masses
- Sacramental Program
- Game Changers
- Community Service
- Fundraising Initiatives
- Social Justice and Action

Academic Opportunities

See Deb McGhee for further info

- Rostrum and Lions Youth of the Year
- Public Speaking
- Tournament of Minds teams – Language & Literature; Science, Engineering and Social Sciences
- Readers' Cup teams
- Book Week activities
- Chess Competition
- Debating Teams

Cultural Opportunities

See Sarah McNamara for further info

- Vocal Group
- Rock Bands
- Concert Band
- Dance Troupe
- Instrumental Music lessons
- Drama Performance Troupe
- Eisteddfods
- Graphic Design Workshops
- String Ensemble

Sporting Opportunities

See Jarrod Brown for further info

- AFL
- Athletics
- Basketball
- Cricket
- Cross Country
- Equestrian
- Football (Soccer)
- Mountain Biking
- Netball
- Oztag
- Rugby League
- Rugby Union
- Swimming
- Touch Football
- Volleyball
- Qld Representative School Sport (QRSS)



Arts Handbook



Sports Handbook

Music Handbook

LEARNING SERVICES

Learning Services at St Teresa's Catholic College is committed to inclusive education where there is equity of opportunity for all to work towards their full potential. The service works to enhance the education of all students.

St Teresa's embodies the understanding that lifelong learners actively seek information and support according to their needs. It is this understanding that enables students to access services and opportunities available at St Teresa's in order to experience further educational success.

The Learning Services Team comprises the Support Teachers: Inclusive Education, Guidance Counsellors, Student Learning Aides, Mathematics Mentor, Teacher Librarian and Staff. Partnership and collaboration are at the heart of Learning Services. The Learning Services Team works with students to determine how best to meet their individual and collective needs. Student Learning Aides work in the Learning Services Centre, in classrooms and in the Champagnat Learning Centre.

PARENT GENERAL INFORMATION

Absences and late to school

Our College has a responsibility to record student attendance and respond to instances of irregular attendance. It is important for our College to investigate the patterns and underlying causes of non-attendance so that appropriate strategies addressing the specific type of absenteeism can be implemented. Staff and families, will work together to ensure all students meet the school expectations of 90% or above attendance and zero unexplained absences.

- All absences must be acknowledged by lodgment of a BCE Connect notification via the College Website on the day of absence or a phone call to the College office from a parent/guardian
- The College should be notified of any extended absences, so staff can be informed and, where appropriate, work can be organised
- If the student is to be taken out of school for **5 days or more** for any extraordinary reason during term time, parents/guardians should communicate with the Principal by letter and complete a Student Absence Leave Notification form. This form can be obtained from BCE Connect.
- Any absence of **3 days or more** due to illness must be accompanied by a Medical Certificate.
- If the student has a regular appointment which falls inside school hours a Student Appointment form needs to be completed. This form can be obtained from BCE Connect.

Absence Notification Form



Appointment Notification Form

Sign in Process

- If a student is expected to arrive after 8.05am they are considered late. A parent/guardian needs to sign the student in at front admin or call the office before the student arrives to notify the College of the late arrival. Failure to do this will result in a student receiving a detention for being late to class, as per the College behaviour management policy and an 'unexplained' absence recorded.

Sign out Process

- In an endeavour to minimise disruptions to teaching and learning at the College parents/guardians are discouraged from making appointments for students during any school day.
- If an appointment is made during the College day, this needs to be communicated to the Deputy Principal using an Appointment Notification Form (available in documents on BCE Connect) at least the day before the appointment. If the appointment form is not received 24 hours prior to the student signing out permission will not be granted for students to sign out unless a parent/guardian presents at the College Office. This is regardless of whether the student can drive themselves or not.
- **A Parent/Guardian must present at the College office** to sign the student out if they need to leave the College during the day and be present to sign the student back in. If a student has their driver's licence and the form has been completed in a timely matter, then they are permitted to leave the College and drive themselves. This needs to be indicated on the Appointment Notification Form. All other students need to have a parent/guardian present at the College office to sign them out.

Assembly

Students participate in House Assemblies, Year Level Assemblies and Whole College Assemblies. The extended College community will be formally notified whenever items to be celebrated may be of special interest to parents/carers. On formal occasions, all students are required to wear complete formal uniform.

Buses

Buses operated by CDC service the areas from which College enrolments are drawn. Contact CDC on (07) 5476 6622 for specific route information, and departure and return times. Their website Sunshine Coast Schools | CDC Queensland also provides useful information. Parents/Carers have a contractual relationship with CDC, but the company may address issues of concern with the College. Student behaviour on buses should be in line with College expectations as outlined in the STAR matrix.

Parents/Carers are asked to support College policy in relation to bus behaviour by regularly reinforcing the following general rules:

- Students must obey the instruction of the bus driver at all times.

- Students must remain seated from when they first embark until they disembark.
- No part of a student's body is to protrude outside the bus.
- Student noise is to be kept to a conversational level (e.g. no yelling, shouting, screaming, whistling).
- Food and drink are not to be consumed on the bus.
- Objects are not to be thrown inside or from the bus (e.g. food, sports equipment, other student's belongings).

Non-Government Schools Transport Assistance Scheme

Non-Government Schools Transport Assistance Scheme is payable to parents/carers whose son/daughter takes an approved bus service to school. The weekly bus fare must be in excess of $30 per family. This service is administered through the Queensland Catholic Education Commission. Applications are available twice a year, early in Semester 1 and 2, from the QCEC website. Rebates are generally to families in June/July and December/January. Further information is available from the Catholic Education Commission on 3316 5800. More details can be found at:

https://www.schooltransport.com.au

Café

The Terrace Cafe caters for healthy food options for students and staff from:

Before School: 7.30am – 8.00am

First Break: 10.20am -10.50am

Second Break: 12.50pm -1.20 pm

Vending Machine open daily

No accounts will be kept in the Cafe. All purchases must be paid for using the Student ID Card, linked to their Monitor account. This card acts like a debit card and can be topped up at any time.

Cafeteria Convenor, Cindy Harris, is very appreciative of parental help. A great way to be involved in College life and learn new skills.

Communication

The College values the partnership with parents/cares and staff maintain communication with parents/carers through phone calls, interviews, letters, emails, Facebook, (College system) SMS notifications and formal reporting processes such as Student-Parent-Teacher Meetings.

Staff are encouraged to limit communications to the hours of 7am to 5pm on workdays, and parents can expect a response to communications to a staff member within 48hours (workdays). Messages from parents/carers of an urgent nature will be relayed to students, however, non-urgent messages or messages of a social nature are discouraged. The College cannot guarantee delivery of messages received after 2.00pm.

The College Newsletter is published three times per term, with a link to the newsletter emailed parents and accessible through BCE Connect. The College Newsletter contains important

information for the College community and outlines activities that may be of interest to students and families. It enables regular communication with families.

Parents/Carers are required to keep records up to date with the office or by visiting BCE Connect and updating accordingly.

Contact Details

45 Sea Eagle Drive, Noosaville Qld 4566
PO Box 1592, Noosaville DC Qld 4566
P: (07) 5474 0022
E: snoosaville@bne.catholic.edu.au
w: www.stteresa.qld.edu.au

Office Hours
Term Time
Mon - Fri 7.30am - 3.00pm

School Holiday Time
Mon - Fri 9.00am - 2.30pm

Dental Van

The Dental Van visits the College annually and examines the teeth of those students in Years 7-10 whose parents/carers wish to take advantage of this service. Forms are issued for this purpose prior to the visit.

Excursions

Excursions may be organised by subject teachers or co-curricular staff. Permission slips for excursion will normally be sent electronically via email. Parents/Carers are asked to assist staff by promptly giving permission or not for each excursion. It is the responsibility of the Parent/Carer to ensure medical details for the student are kept up to date at the College, particularly for when the student is on an excursion. Most excursion charges are included in Subject levies and will appear on the

Term Fee Statement. There may be an occasion when parents/carers may be asked to meet the cost of an additional excursion/s. Permission is required for each excursion. A summary of past excursions and permissions can be found on BCE Connect.

Students without permission will be unable to attend the excursion.

Illegal and Illicit Substances

Students may not smoke, vape (use e-cigarettes), or drink alcohol at any College function such as on camps or evening excursions, whether in uniform or out of uniform. Illegal substances, tobacco, e-cigarettes/vaping devices, or alcoholic drinks must not be brought onto the College grounds. There

are very serious penalties for a breach of these rules.

The use of illegal drugs by any student on College grounds is reportable to the Police. Any student who sells or supplies drugs to other students will have their enrolment reviewed. Students who possess or use illegal drugs while in College uniform will be dealt with by the College Student Protection Contacts.

Immunisations

OZCare staff attend the College each year to administer free immunisations. Parents/Carers will be advised of times and dates when available.

Insurance

Personal Property

The personal property of students is not insured by the College against theft, damage, loss etc. Parents/Carers are encouraged to discuss with their insurance company the suitability of their Householder's Policy in relation to covering their child's possessions when at the College and on College activities.

The College takes no responsibility for lost or stolen items.

Student Accidents

The College has a Student Accident Protection Plan (School Care), providing a range of capital benefits with predetermined amounts dependent on the injury. It is advised that parents/carers have their own private health insurance.
If your student has an injury at the College, please contact the Business Manager.

Lockers

Students are provided with a locker to store their school bag and other belongings. Padlocks are issued for use on these lockers. It is a requirement of each student to padlock their locker at all times. The College accepts no responsibility for lost, stolen or damaged property.

Care of Locker Area

Students have a responsibility to look after the locker that has been allocated to them and may be required to pay the cost of any necessary repairs.

Guidelines for Students

- Students must keep to the locker allocated to them.
- Bags, mobile phones and other personal possessions are to be stored inside locked lockers.
- Students will be issued with a padlock. Replacement padlock costs $15.
- Lockers must be padlocked, during and after school hours to ensure that the student's belongings, and College resources and library books, are protected. Failure to do so will result in student's reimbursing the College for lost resources.

If you lose your padlock you can purchase a new lock for $15 or a second-hand lock for $5 from student administration.

Lollies

Lollies and **chewing gum** are not to be brought to school. Students who bring cough drops should inform their teacher/s. Students occasionally sell confectionery for fundraising purposes. This occurs only with the express permission of the College Leadership Team.

Lost Property

All items of clothing should be labelled. Personal items of value such as calculators should be engraved with the student's name. Misplaced possessions found at the College are taken to Student Administration where Lost Property is stored. Named items will be returned to students. Unnamed articles that are not claimed will be stored, and then disposed of if they remain unclaimed for a significant period of time.

Textbooks issued to students must be returned to the College at the end of the school year. **Students who have lost or damaged any books borrowed from the College will be required to pay the replacement cost of the book/s.**

Mobile Phones and Headphones

Students mobile phones must be kept in their lockers throughout the day. Students can check their mobile at their locker during break times if necessary. Students are not to use their mobile phone during class time or in general playground areas unless instructed to by a teacher. Earphones or headphones are not to be worn at any time throughout the College day unless instructed to by a teacher.

Mobile phones and headphones will be confiscated from students if these expectations are not followed and will be stored at student reception until 2.20 pm.

Student Drivers

Legally, the College is not responsible for students whose parents/carers allow them to drive to College or to be passengers in cars driven by other students. Any insurance against accident or injury depends on the vehicle insurance and is determined by Common Law. For the purpose of excursion, camps or retreats, transport is usually arranged for students to travel as a group. As a general rule, the College would require all students to use this form of transport.

The College is not obliged to provide a parking space for students on school grounds and as such no provision is available for student parking.

The College policy regarding students driving to other venues is as follows:

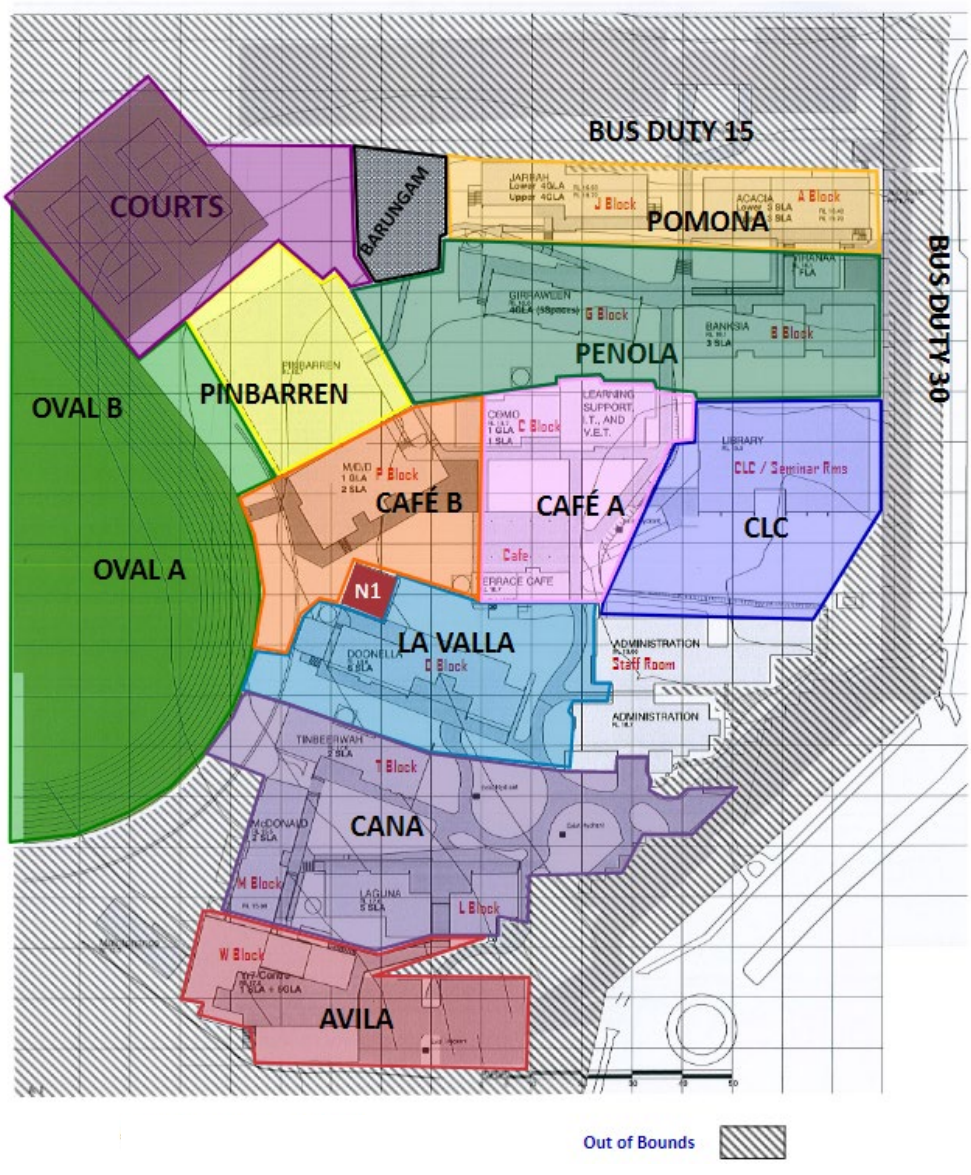
1. as some of our senior students are at an age, which allows them to drive, it may also be permissible for them to drive their own cars to other venues on occasions.
2. those students who have provided a letter of permission from their parents, to travel as a passenger to other venues should be listed on the information sheet.
3. the driving of fellow students to other venues is not seen by the College to be a defacto transport arrangement and the College does not accept liability for drivers or passenger.

Sun Protection

Whenever students are not in class, they must wear the approved College hat which protects the face, neck and ears and are advised to apply a SPF50+ broad spectrum sun cream for skin protection which is available at Student Administration. Students are encouraged to wear a t-shirt/rash shirt or other protective clothing when involved in water activities.

Supervision

Teachers commence supervision in the College grounds at 7.50am. Parents/Carers are requested not to deliver their children to the College prior to this time, as they are not officially supervised. Teachers are rostered on playground duty throughout the day. To ensure the safety and security of students and their equipment, students are required to stay in the College boundaries during school hours.



Students are dismissed at 2.20pm and can be collected from outside the Administration Centre or walk to the bus bay to catch a bus home. Buses leave the College shortly after that time.

General supervision ceases at 2.55pm. If a student is not collected by this time, they are asked to report to the front office administration so that parents can be notified. The front office closes at 3pm each day.

If students are involved in an after-school activity a teacher will remain with them until they are collected by a parent/guardian. In the event that emergency contacts cannot be contacted the College will make contact with the local Police.

Telephone

Telephone access for students is available at Student Administration.

Textbooks

At St Teresa's Catholic College, the policy with our Textbook Hire Scheme is to provide textbooks free of charge for all students in all subjects to borrow during the school year. The Textbook Hire Scheme is managed through the College library. It provides the textbooks, workbooks and novels for students to borrow throughout the school year.

This provides your sons and daughters with access to a range of excellent subject information at no cost to the family. We do our best to ensure the textbooks provided are in good condition, and are not damaged in any way, including torn pages or graffiti, and are mould free.

Should your daughter or son receive a textbook with damage or in less than good condition, it is his/her responsibility to take the textbook immediately to the CLC and speak to the Textbook Convenor, Mrs Francis.

If at any stage during the school year, a textbook is damaged or lost, students must also see Mrs Francis immediately. In this situation, the cost of the textbook is invoiced to the family and the textbook is replaced.

Book Care and Loan Conditions for Students

- Avoid damage
- Use your book. Books become marked when you leave them in your bag/locker.
- Keep texts flat or upright in your school bag, ensuring the pages are not being bent or damaged.
- Place textbooks in a plastic bag that can be sealed to help prevent and minimise damage from rain, liquid substances and food.
- No graffiti.
- If you receive a textbook with damage it is your responsibility to take the textbook immediately to the CLC.
- Parents/Guardians will be charged the replacement cost for mistreatment, graffiti, food or drink damage to your textbook.
- As necessary bring your book to the library for repairs.
- **You are responsible for the book you borrow**
- Never swap or give your book to anyone to take home or use when you are not there.
- Do not leave your book in any classroom.

- Always return your own books. Do not give to your teacher or friends to return.
- Parents/Guardians will be charged the replacement cost for books that are lost or not returned.

Textbooks on Student Portal

Did you know that the majority of our textbooks are available at the Student Portal as a PDF?
Also available are PDF copies of TEXT TYPES and SENIOR TEXT TYPES which are useful writing guides for students and the STUDENT'S MANUAL which is a guide to assignments, exams and it is packed full of practical information.
Go to the Student Portal, select Textbooks on the very left of the screen, choose your year level and then the textbook you wish to access.

Library staff can help students with all textbook requirements.

Travel

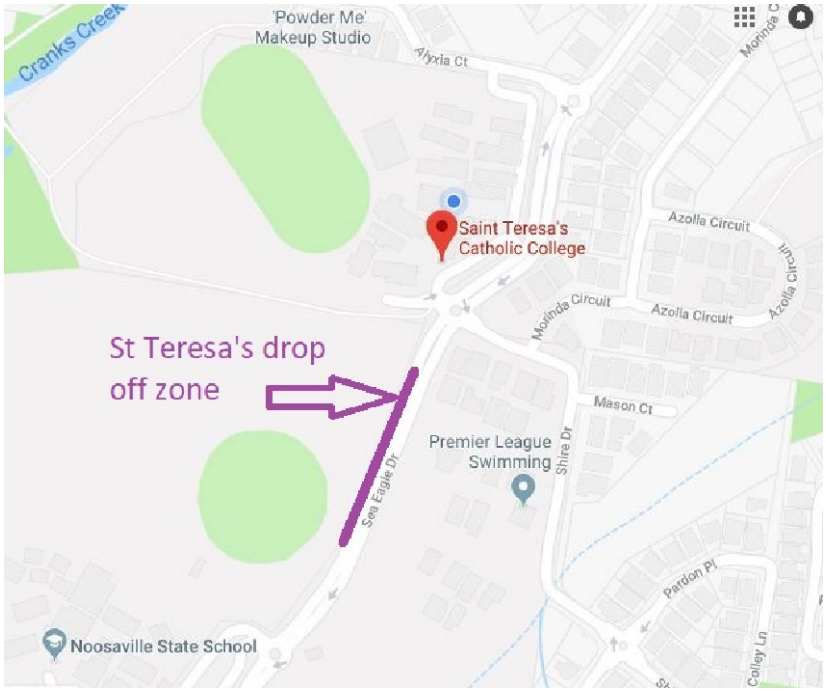
While travelling to and from school, students are ambassadors for their College and are expected to behave accordingly.

- Bikes must be ridden carefully and considerately, bearing in mind the laws of the State. Doubling is against such laws. Approved helmets must be worn.
- Designated crossings must be used when crossing roads and students are expected to comply with Crossing Supervisor's directions.

Car Travel

It is important that drivers obey the speed limit on and approaching the College grounds.

- Set down areas are available to allow students to alight and/or be collected. Please do not leave your vehicle unattended in these areas or stop in the middle of the road, as this obstructs traffic flow.
- Parking outside the Administration Centre is available for parents/carers and visitors to the College.
- Disability Parking Spaces at St Teresa's are only to be used by parents/carers who may have to exit a vehicle to assist their child with a disability. These designated car parks on private property are temporary drop off/pick up zones for people who have a Department of Transport Disability permit.

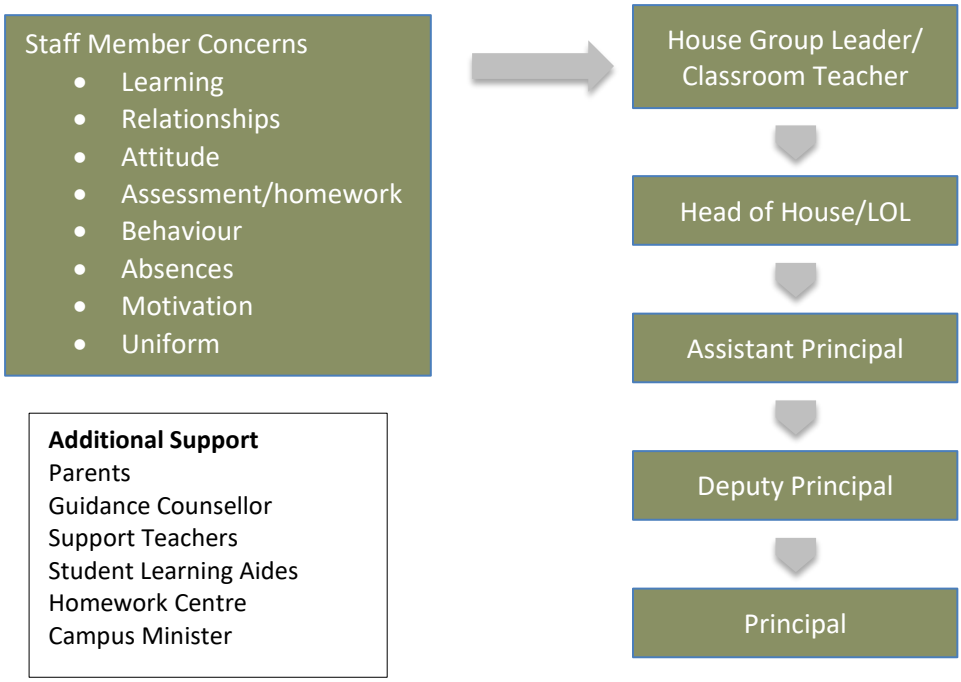


Visitors

For security reasons, visitors to the College are required to report to front Administration to be signed in and obtain a Visitor Identification Badge.

PASTORAL CARE

Pastoral Care at St Teresa's Catholic College is the responsibility of those who form its community. House Group leaders work closely with their House Group class to establish a prayerful classroom environment and develop positive relationships within the class. They work with those in their care to foster a sense of pride in belonging to St Teresa's and wider community, and a desire to present their House Group classroom as an exciting learning environment. House Group leaders monitor student progress and discuss student progress with parents/carers. The following flowchart indicates the process of support available to students and families when concerns arise. Concerns may be about assignments, attitude, relationships, absences etc.



Prayer

The House Group Leader is responsible for the establishment of a prayerful classroom atmosphere. Students prepare and share prayer in morning House Group class, and are expected to be familiar with the St Teresa's Prayer and College Song.

Religious Education (RE) teachers work with their RE classes in developing prayerful experiences which are relevant to particular events in the life of the College or specific times in the Catholic Church calendar.

PRIVACY POLICY

The Privacy Policy applies to all schools administered by BCE and BCE Offices (BCEO), and sets out how each school and BCEO collects, holds, uses, and discloses personal information.

The Policy includes information about how to address any concerns regarding compliance with the policy.

The Privacy Policy is accessible anytime on the College website under the BCE Policies tab.

STUDENT AWARDS

Academic Excellence and Academic Effort

Each semester, the College recognises students deserving of an award for outstanding academic achievement. In Years 7 – 10 academic award categories are:

- Gold
- Silver
- Bronze

In Year 11 and 12 outstanding academic achievement recognises those students who achieve results placing them in the top 5% of their subject cohort.

Academic Excellence – Years 7 - 10

Award	**Year 7 & 8** Calculated on 11 subjects	
Award/Grades	A's	B's
Gold	9 - 11	2 - 0
Silver	8 - 6	3 - 5
Bronze	0 - 5	6 - 11

Award	**Year 9 & 10** Calculated on 8 subjects	
Award/Grades	A's	B's
Gold	6 - 8	0 - 2
Silver	3 - 5	3 - 5
Bronze	0 - 2	6 - 8

Note: A Year 9 & 10 student with a C+ or lower in any subject will not be eligible to receive an award.

Academic Excellence Criteria – Year 11 and 12

Award	**Year 11 & 12** Calculated on individual subject result per subject Unit
Outstanding Academic Achievement	Student results placing them in top 5% of subject cohort

Endeavour Excellence - All Year Levels

Endeavour Awards are awarded to students whom demonstrate consistent adherence to the College reportable Work Habits. Each semester, teachers report on student commitment to

- Preparation and Organisation
- Completion of Homework and Assignments
- Class Time Management
- Behaviour

The scale employed for reporting on the above is

- Consistently (C)
- Sometimes (S)
- Generally (G)
- Rarely (R)

The criteria for College Endeavour Awards is (across ALL subjects);

- Gold – > 90% Consistently (C)
- Silver – > 80% Consistently (C)
- Bronze – > 70% Consistently (C)

Note: A student with Sometimes or Rarely will not be eligible to receive an award.

Champagnat Awards - Years 7 - 11

This award recognises a student in Year 7 - 11 from each House Group who exemplified an outstanding St Teresa's student A student who always met and exceeded College expectations within the classroom, outside of the classroom and in the wider community.

Subject Awards

Year 12 – Awarded to the highest achieving student in each subject.

Year 11 – Awarded to the highest achieving student in each subject.

College Major Awards - Year 12

The following Major Awards are given to Year 12 students at their graduating assembly: Australian Defence Force Long Tan Youth Leadership & Teamwork Award, All Round Excellence, All Round Excellence, Christian Leadership, Contribution to the Spirit of the College, Excellence in The Arts, Outstanding Academic Achievement, Outstanding Effort in Studies, Outstanding Service, Performing Artist of the Year, Principal's Recognition Award, Senior Sportsperson, Senior Sports Spirit, Vocational Education and Training Award.

Co-Curricular Sports Awards

Each year, the College recognises students for outstanding sporting achievements at the annual Co-Curricular Awards. School sport includes:

- College Carnivals (Athletics, Swimming and Cross Country)
- Interschool sports and competitions while representing the College

- Sports affiliated with the Queensland Representative School Sport (QRSS) program, including selection at North or Noosa District, Sunshine Coast, Queensland and Australian levels.

Team Sports Awards:

Coaches Award - a discretionary award recognising a student's effort, attitude, development, sportsmanship, teamwork and contribution to the team.
Best and Fairest - a discretionary award recognising a student for outstanding or consistently strong performance throughout the season. The recipient must also have upheld the College Code of Conduct and received no suspension for misconduct during the season.

Major Sports Awards:

Sports Person of the Year:

Awarded to a student who has demonstrated outstanding sporting achievement throughout the year across College Carnivals, interschool sport and/or QRSS-affiliated sports, while consistently displaying:

- **Leadership and Dedication:** Demonstrating commitment and leadership in school sport and at school.
- **Sportsmanship:** Conducting themselves with good sportsmanship on and off the playing area.
- **Respect:** Showing respect for coaches, referees and teammates.
- **Positive Example:** Setting a positive example through their performance and attitude.
- **Good Standing:** Maintaining good behaviour and standing within the school community.

The Sports Person of the Year award is presented to six students across the following categories:

- Junior Male - Years 7-8
- Junior Female - Years 7-8
- Intermediate Male - Year 9-10
- Intermediate Female - Years 9-10
- Senior Male - Years 11-12
- Senior Female - Years 11-12

Sport Spirit Person of the Year

The Sport Spirit Person of the Year award recognises students who best embody the seven foundations of STCC by demonstrating family spirit, drive and passion in striving for success, comprehensive and consistent involvement in College sports days, supporting their teammates and always giving their best.

The Sports Spirit Person of the Year award is presented to three students, one in each category:

- Junior - Years 7-8
- Intermediate - Years 9-10
- Senior - Years 11-12

Team of the Year

The Sports Team of the Year award recognises and may be presented to a College team that demonstrates one or all of the criteria:

- **Notable Performance:** Significant achievement in a specific sport or discipline during the award year.
- **Commitment and Spirit:** Strong dedication to the sport and a positive attitude on and off the field.
- **Representation:** Participation and achievement in competitions at local to national levels.

- **Character and Conduct:** Positive character, respectful conduct, and regard for coaches and teammates.
- **Overall Impact:** A positive contribution to the sport and broader school community.

Spirit Team of the Year

The College Spirit Team award recognises the team that best embodies the seven foundations of STCC. It celebrates the family spirit, drive and passion shown not only in striving for success, but also in supporting teammates and giving their best for one another. This is an award based on a team culture that reflects College values and foundations.

STUDENT MANAGEMENT

Accident, Illness and Medication for students

Medication is administered through the College office ONLY after the relevant paperwork has been provided by parents/carers. If a student has a medical condition, either temporary or permanent, which requires medication during school hours, a Student Medication Request Form, available on BCE Connect, is to be completed by a Medical Practitioner and parent/carer, and the completed form returned to the office. The student is responsible for reporting to the First Aid Room and taking the medication under staff supervision.

All medication supplied to the College office for your child must be in a container clearly labelled by a doctor, showing the:

- name of the drug
- use by date
- name of the student's medical practitioner
- name of the student
- required dosage
- frequency/time of administration

Staff CANNOT provide ANY medication including: Antihistamines, Paracetamol, Ibuprofen or other 'over the counter' medications such as cough mixture etc without this information. Students with asthma must carry their own medication at all times.

Any student who is unwell or involved in an accident must report to the First Aid Room at College Reception. First Aid staff will attend to the student and if necessary, contact a parent/carer, or the emergency contact if parents/carers cannot be contacted.

Parents/Carers are requested to notify the office of any change in contact details.

Students are to be collected from, and signed out from, the College office. Students are not permitted to phone a parent/carer to collect them without first consulting office staff at Student/College reception.

Basic first aid treatment will be administered if required and either an ambulance or doctor will be contacted if necessary. The College reserves the right to organise appropriate medical assistance if unable to contact a child's parent/carer.

Allergy Alert

As you are aware it is necessary for schools to care for all students and their health and safety is of paramount importance. A number of students at the College may experience a **severe anaphylactic reaction** if they come into contact with certain foods. Therefore, we are asking for your full cooperation in regards to ensuring a safe environment for all.

The allergic reactions can be life threatening and are brought on by exposure to nuts, raw egg white and shellfish. We ask that your child does **not bring any products containing these ingredients to school.**

As always, we encourage healthy eating habits and choices, and we encourage parents to support these practices where possible. Ideally, choices such as fruits etc are strongly recommended. We realise however, that sometimes students are given 'treats' and 'extras' in their lunch boxes.

Uniform Policy



Uniform Policy



Uniform Lookbook

STUDENT PROTECTION

BCE Student Protection

BCE Student Protection

Student Protection Record of Complaint Form

Student Awareness

Students are regularly reminded that they have the right to feel safe all the time, that nothing is so awful that they can't talk about it with someone, of the importance of having a personal network of trusted adults, of the importance of persistence when it comes to reporting, of the content of the BCE student protection posters displayed throughout the College, that the Student Protection Contacts (SPCs) at St Teresa's Catholic College are the Principal, Deputy Principal and the Guidance Counsellors, they can go to a SPC with any concern, and that staff have a duty of care and are required to take steps to ensure their safety. Students are encouraged to make STYMIE notifications regarding any concerns.

Staff Member Reporting Responsibilities

School personnel who have reasonable grounds to suspect that harm has been caused to a student, or that a student is at risk of harm, must report this to the Principal, Deputy Principal or one of the Guidance Counsellors, and keep appropriate records.

Reports are made using the St Teresa's Catholic College Student Safety Information Form, located in the Staff Room. Completed forms are then passed onto one of the Student Protection contacts.

Harm or suspected harm to students must be reported by staff members using the Student Safety Information Yellow Form in the green trays in the Staff Room.

St Teresa's Catholic College Student Protection Contacts (SPCs) are



Sam Anderson
Principal



Kellie Barker
Deputy Principal



Sue Kraljevic
Guidance Counsellor



Ainslee Robinson
Guidance Counsellor