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Dear Parents

Welcome to St Benedict’s College. We are a co-educational Catholic Secondary College administered by Brisbane Catholic Education. Our motto “In Omnibus Deus”, Latin for “God in all things” underpins all that we do and the way that we do it. We follow the example of Saint Benedict and hope to imbue in our students the values of service, hard work, humility, stewardship, balance and community. As our Mission Statement indicates, we aim to enable each student to use their God given gifts to become successful lifelong learners who are self-directed, creative, confident and reflective; fully able to engage with and contribute to the community and the world in which they live.

A special feature of our College is that our smaller size enables students and staff to get to know each other as individuals and to respond therefore to individual needs including those needing learning support or gifted extension. In structured and appropriately designed lessons, emphasis is given to engaging in technology rich, 21st century learning. Flexible and innovative learning experiences are created where all students can develop a love of learning, a sense of curiosity, and an ability to be innovative, adaptable and resilient. A diverse and broad-based education in the middle years, leads to a variety of senior school study options and pathways including university (OP) and vocational options. We offer a full range of core and elective studies, including extension and excellence programs.

The current teachings of the Catholic Church, particularly as they relate to young people of today, together with the study of scripture, ethics, morality and ritual are covered in Religion classes. A Pastoral Care Program provides our students with opportunities for personal, interpersonal and social development while the extensive co-curricular program enables students to actively participate in cultural, sporting and community based activities.

St Benedict’s College has a team of highly professional, experienced, dedicated, and most of all, caring staff. This is extremely important in ensuring that students are happy at school and are able to achieve their potential in whatever subjects or areas of study are chosen.

As your daughter or son enters St Benedict’s College, I can assure you of our strong support and our commitment to their personal success and well-being. We welcome you to our community and encourage your involvement in the life of the College.

God’s blessings

Claire McLaren
Principal
ST BENEDICT’S COLLEGE – VISION AND MISSION

St Benedict’s College is committed to the holistic education of young people in the Benedictine tradition based on the values of service, hard work, humility, stewardship, balance and community. We use Christ's model of inclusivity, perseverance and of nurturing each other’s gifts and talents to underpin all that we do.

Vision

To enable each student to use their God given gifts to become successful lifelong learners who are self-directed, creative, confident and reflective; fully able to engage with and contribute to the community and the world in which they live.

Mission

St Benedict’s College is committed to providing high quality, contemporary education in a Catholic Christian context. We do this by:

- Acknowledging the individual qualities and attributes of each student
- Providing a safe and supportive environment that enhances wellbeing and enables students to flourish
- Engaging in technology rich, 21st century learning
- Designing flexible, engaging and innovative learning experiences where all students can develop a love of learning, a sense of curiosity, and an ability to be creative, adaptable and resilient.

Values

The Rule of St Benedict focuses on many values; in particular we seek to promote the values of Service, Balance and Community for our students, staff and parents. Through prayerful reflection we invite all members to:

- Work in Service of others and our world
- Seek Balance in all that we do
- Live in Community with justice, compassion and respect.

In Omnibus Deus

God in All Things
The Religious Life of the College is focused on the second dimension of Religious Education, commonly referred to as “teaching people to be religious in a particular way” (Moran, 1991). The Religious Life of the College provides a lens through which St Benedict’s College further develops its religious life.

The Religious Life of the College comprises four interrelated components: Religious Identity and Culture; Evangelisation and Faith Formation; Prayer and Worship; and Social Action and Justice. Each of these components, while mutually reinforcing, provides a significant focus on a distinctive aspect of the religious life of the school.

Prayer and worship experiences at the College endeavour to create a sense of purpose and identity within the community. It is a way to link the community with the Church throughout the world and a way to nurture students’ relationship with God and one another.

Religious Identity and Culture of St Benedict’s comes from the identity and culture of its Catholic Christian character. This can be seen and heard through its ethos and charism, authentic Christian community and sense of the sacred.

Evangelisation and Faith Formation are focused in an explicit way on the call to hear the gospel of Jesus Christ, to respond to it in daily life and to deepen personal understanding and faith. This is encouraged at St Benedict’s by living the gospel, spiritual formation and being a witness to the wider community.

Social Action and Justice finds its foundations in scripture and Church teachings. It requires two important dispositions: empathy (the capacity to stand in the shoes of another) and solidarity (the capacity to walk with another). St Benedict’s College works to build these dispositions in students through programs like social justice and outreach experiences. It explores justice in the college community, promotes action for justice and takes time for reflection on action for justice.

Spirituality

St Benedict’s College has been formed under the spirituality of St Benedict, the father of western monasticism. St Benedict is credited with the renewal of monastic life through his “Rule”. The Rule of Saint Benedict has for centuries been the guide of religious communities. Saint Benedict’s rules of obedience, humility, and contemplation are not only prerequisites for formal religious societies; they also provide an invaluable model for anyone desiring to live more simply. They provide guidance and inspiration for anyone seeking peace and fulfilment in their home and work communities and present a contemporary model for living with issues facing us now – stewardship, relationships, community, balance, work, simplicity and prayer. Benedict taught moderation in all things; the dignity of work; drawing closer to God through the renewal of the mind, placing a strong emphasis on learning and scholastic disciplines.
About St Benedict

Benedict of Nursia (c.480-543) is a Christian saint, honoured by the Roman Catholic Church as the patron saint of Europe and students. Benedict was the son of a Roman noble of Nursia, the modern Norcia, in Umbria. Benedict founded twelve communities for monks at Subiaco, Italy (about 64km east of Rome) before moving to Monte Cassino in the mountains of southern Italy. Benedict’s main achievement is his Rule of Saint Benedict, containing precepts for his monks. It has a unique spirit of balance, moderation and reasonableness and this persuaded most religious communities founded throughout the Middle Ages to adopt it. As a result, his Rule became one of the most influential religious rules in Western Christendom. For this reason, Benedict is often called the founder of western monasticism. To this day, the Rule of St Benedict is the most common and influential Rule used by monasteries and monks, more than 1,400 years after its writing.

Prayer of St Benedict

Gracious and Holy Father,
give us wisdom to perceive you,
intelligence to understand you,
diligence to see you,
eyes to behold you,
a heart to meditate on you and a life to proclaim to through the
power of the
Spirit of Jesus Christ Our Lord

COLLEGE SONG

God in All Things

Lyrics and music by Anna Shaw and Stephanie Unger © 2013

Here at our College we work and we pray With service and balance, community leading The thirst for all knowledge St Benedict’s College In Omnibus Deus, God in all things.

Striving for greatness in all that we do We value the gifts that each of us brings. Accepting each other our strengths and our talents With passion and spirit together we live.

Seeking the knowledge that’s founded in love A way to connect the mind and heart St Benedict gives us the guidance we need With passion and spirit, together we lead.

We take on each challenge with strength and humility Growing in faith, respecting our dignity Positive attitudes we’ll give it our all With passion and spirit, together we’re called.
CURRICULUM

Curriculum and Learning

Students study a full range of subjects in Year 7 and 8. These are: Religion, English, Mathematics, Science, Social Science (including History, Civics and Citizenship, Geography and Economics and Business), Health and Physical Education, Mandarin Chinese, Performing Arts (including Drama, Dance and Music), Visual and Media Arts, Design Technology – ITD and Graphics; Design Technology – Food and Fibre, Digital Technologies – Coding, Entrepreneurship and Innovation.

In Year 9 and 10, students choose their elective subjects. They will all study the core subjects of: Religion, English, Mathematics, Science, History and Health and Physical Education. Other subjects will be based upon their interests and skills. Selected, based on achievement of Students, are extension subjects in English, Mathematics and Science.

In Year 11 and 12, students select their study Pathways that includes selection across 28 subjects. Subjects offer students access to University entrance scores, TAFE entry and Certificate to Diploma level courses. Students study a combination of subjects in order to graduate from SBC with their Queensland Certificate of Education. (QCE) and successful entry into the pathway of their choice.

As part of the Senior years phase, independence and personal study responsibility, Year 11 and 12 students have an off campus study line where they study off campus at these times.

This off campus time is not to be used for casual work, as this is a study time. If students fall behind in their school work, then this time off campus study line can be revoked, until progress in made and maintained.

Senior Examination Blocks

Each Term, Students in Years 11 and 12 have an Examination Block. Students only attend the College for their scheduled exams. This means students who do not have an exam are at home, studying. There is no provision for all day study rooms for students. However, study provision is made for those students who have more than one exam scheduled on the one day. Students attend exams in full College uniform and sign in and out from Student Services.
CURRICULUM

Award Calculations

End of Semester Awards

There are two-time periods where Academic and Diligence Awards are given to students:

1. Term 3 – to acknowledge Semester 1 of a year’s results
2. Term 1 – to acknowledge Semester 2 of the previous year’s results.

Awards algorithm – Semester Awards

<table>
<thead>
<tr>
<th>YEAR</th>
<th>ACADEMIC ACHIEVEMENT</th>
<th>DILIGENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>7A’s or above</td>
<td>All C (consistently) effort grades across every subject</td>
</tr>
<tr>
<td>8</td>
<td>7A’s or above</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>5A’s or above</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>5A’s or above</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>4A’s or above</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>4A’s or above</td>
<td></td>
</tr>
</tbody>
</table>

Awards Presentation Evening

All Academic and Diligence Awards are calculated on the student’s results across Terms 1, 2 and 3 in an academic year.

Algorithm

- **Academic Gold**: most A’s in subjects studied
- **Academic Silver**: next combination of A’s, B’s
- **Academic Bronze**: next combination of A’s, B’s

*Diligence Gold

For Year 12 students – students who receive all consistency effort results since Year 7 at the College.

Year 12 Subject Awards

The top Year 12 student result in each subject in an academic year is awarded a prize. Other awards are decided on a staff nomination basis and ratified by the Principal.
CURRICULUM

Extension and Excellence Programs

Students will be able to extend their learning through a variety of programs, both in class and outside of class. Some examples include: a Business Entrepreneurship class that links with businesses; local, regional, state and national competitions such as poetry, creative writing; Chinese speaking; film and media; ICAS competitions, design and technology; Science Fair projects and discoveries.

We currently have two excellence programs, with more under development in emerging areas.

Athlete Development Excellence Program
The program covers areas such as biomechanics, sports nutrition, fitness and coaching plans.

Honoratus Programs
(Science, Technology, Engineering, Entrepreneurship, Arts and Mathematics)

Students use design thinking across the above learning areas to ideate, create a prototype product to solve an ethical or moral problem in society. Please refer to the Subject Handbooks on the Parent Portal.

Assessment

Assessment is a continuous record of what students can achieve. Learning achievement encompasses the assessment of students’ skills, knowledge and understanding. Assessment takes many forms – it can be observational, written, small tasks, or larger tasks that may take an extended period of time. Teachers will assess students both formatively (in class, or through small tasks with feedback given to students to enhance further learning) and summatively (through tasks that contribute towards end of term results and is a confirmation of achievement throughout the term).

It is expected that students perform to their best in each task. Non-completion, or not to potential tasks that display sub-standard effort is not our expectation nor standard at St Benedict’s College. To support students in this endeavour, teachers will provide specific, timely and constructive feedback to students, both in written and verbal forms.

Teachers provide lunchtime tutorial support to assist students with assessment and work completion and the weekly Homework Club is another support for students.

Assignment support access for students who do not submit work or submit assessments to a poor standard. This occurs after school, as per Assessment Guidelines Procedure found on the Parent Portal.

Application for Extension

Students need to access the Extension Process and Application Form that requires parent signature and documentation at least three days before the assessment is due. This can be accessed from the Forms and Document tab on the Parent Portal and is on the student’s eDiary for download.

Homework

Homework is an integral part of learning. At St Benedict’s College, homework tasks are not additional or time filler tasks that are unrelated to future or current learning. Homework allows students to explore different ways of responding to questions and issues in an environment where more time and thought may be given to set tasks.
A quiet, well equipped, well-lit and ventilated designated study area is essential for students to both establish a routine and to get the most out of the time they devote to homework.

Students in Year 7 and 8 will have a gradual increase in homework from Term Two onwards, while Year 9 to 12 students will have homework, revision and assessment commitments on a regular and as needed basis.

**Laptop Program – Student and Parent Technology Guidelines**

**Education Purposes**
The laptop computer comes pre-installed with all the necessary software for student use. Only College authorised software is to be stored on the laptop computer. The software loaded on the laptop computer is licensed to Brisbane Catholic Education / St Benedict’s College. Students are not permitted to copy, transfer or delete software. The College reserves the right to carry out software, hardware and data inspections of laptop computers at any time.

**Student Responsibilities**
Laptops are to be cared for and kept free from risk of damage at all times. Laptops are to be kept clean and free from graffiti and stickers. Students are not to remove any identification labels from the laptop computer. It is the student’s responsibility to charge their laptop computer at home each evening. While travelling to and from the College or when not in use, laptop computers are to be carried in the College issued protective cover and placed in school bags.

Students are responsible for the backup of all data. Students are also responsible for ensuring that all software is kept up to date. Students are not to remove the virus software provided and replace it with another type of virus software. Students will be given full local administrator rights of their laptop computer. They will be trained on how to support and maintain their laptop computer.

**Laptop responsibility and Safety**
Students will be taught some very important skills about how to use their laptop responsibly and what the expectations are with the responsible use of the laptop.

**Cyber safety and using for the ‘right things’**
Keeping themselves and others safe online is very important and is taken very seriously at the College. Students will have a series of lessons throughout the year regarding cyber safety and how to not get involved with unsafe online interactions.

Students who purposely use their laptop for abuse, bullying or for accessing inappropriate content may have their access to a laptop interrupted until they understand how their actions have impacted upon others and have demonstrated that they are ready to use their laptop responsibly as per College expectations.

As parents, you have the right and responsibility to monitor the information and communication technologies your daughter or son uses. Technology and communication capable devices should always be used in a public part of the home. Weekly checking of histories on these devices also decreased the chances of them being misused. Passwords to student devices pinned to the fridge adds to accountability. Timers on routers can help to limit time spent online.
There are many resources out there to help parents address the important topics about information and communication technologies but none better than the site below. The link below will give you access to a plethora of age-appropriate information to help you help your child stay safe online. [https://esafety.gov.au/](https://esafety.gov.au/)

The parent site (ACMA – Australian Communications and Media Authority) to the link above can be found via this link. [http://www.acma.gov.au/](http://www.acma.gov.au/)

**Student Diaries / eDiary**

All students from Years 7 to 12 have eDiary accessible through the internet. The eDiary is a tool to facilitate student organisation. The eDiary has a function for teachers to set whole class tasks, which appear in each student’s eDiary, and to distribute messages to members of their class. Parents will have their own access to eDiary to support students. However, just like paper diaries, students are required to enter their own homework for every class.

Assessment calendars and assignments are issued via eDiary. Email communication between parents and teachers is available through eDiary.

**Wireless Access and Internet**

The use of the College Wireless Network and all associated infrastructure is available for educational use with student laptop computers. The internet is only to be accessed through the College Wireless Network at the College, i.e. connecting a laptop to a private wireless internet device or phone to gain access to internet whilst at the College is not permitted. Specific network settings are not to be removed or altered as this could affect the laptop computer’s ability to connect to the College Wireless Network and/or violate the Laptop User Agreement.

**Loss, Theft, Repairs**

All instances of loss, damage or theft must be reported to the College ICT Department as soon as possible during term time. During non-term time, students are to contact the College Office. Laptops with problems covered by warranty will be repaired as soon as possible at no cost to parents/carers. Theft will require a police report and/or crime investigation number. The College recommends that where possible the College-issued laptop is added to the family home contents or portable goods insurance in case of loss or theft.

**Device Damage**

The College ADP policy covers the student device for one (1) accidental damages claim per calendar year. Claims in excess of the one claim per calendar year will attract the full cost of parts and labour for the repair to the device. Parts and labour quotes are provided by Dell.

**Classroom and Outside Usage**

Student laptop computers are to be brought to the College each day, however the classroom teacher will manage the use of the laptop computers in the classroom. No student is to take out or use a laptop computer without the permission of the classroom teachers. Laptops are only to be used in designated areas that are safe and free from risks that could cause damage.
CURRICULUM

Ownership
Students have use of the College laptop computer whilst they are enrolled at the College.

When leaving the College, students are to return the laptop computer and accessories in good order on the last day of the student’s enrolment. Students may be required to return their laptop to the ICT Department at the end of the school year. This will enable the College ICT staff to re-image (if necessary) and undertake a hardware audit of each student laptop before it is returned to the student at the start of the following year. If there are any problems related to the use or repair of a laptop, please contact the College to discuss.

CO-CURRICULAR OPPORTUNITIES

The College recognises the importance of a rounded, holistic education, thus strives to offer a wide variety of Co-curricular activities for students. All students will be involved in inter-house sporting competitions (Swimming, Cross-country and Athletics), and can represent the College in an array of individual and team sports in the SECA Sport Northside competition which takes place each Wednesday afternoon. SECA also hosts a number of gala and carnival days throughout the year.

Students can also participate in a variety of sports in the Brisbane Outer Schools League outside school time, as well as representing the College in various carnival teams throughout the year.

Arts options will include musical ensembles, dance, drama, tuition in a variety of instruments and a bi-annual College Musical/Arts Evening. The Science Fair and Robotics Club expand students’ experiences in Science and Maths. As the College develops, further co-curricular opportunities will be established based on the local context, staff and student interest and expertise.

At present, these opportunities include, but are not limited to, Honoratus Gifted and Talented Program, Card Club, Lego Club, Manga and Anime Club, Chess Club, Craft Club, Chinese Speaking Competition, Writing and Reading Competitions, Debating, Shutterbugs, Cheese Making and Environment Club.

INSTRUMENTAL MUSIC PROGRAM

Students at St Benedict’s are offered the opportunity to participate in the College instrumental music program in the areas of voice/piano, brass/woodwind, guitar/percussion. This program is user pays. Lessons are scheduled once a week on a particular day on a period rotational basis to minimise teaching time missed in any one subject.
PASTORAL CARE

Prayer

Prayer is an integral part of College life. It is through prayer we discover God’s presence in every aspect and dimension of our lives and we are inspired to go out of ourselves and to serve others. Our College draws on the richness of the Christian tradition and the Benedictine charism to nurture the prayer life of the College. Staff and students are provided opportunities to engage in prayer on a daily basis. Students will experience a variety of formal and informal expressions of prayer. As a College committed to Catholic Christian education, prayer is part of our daily routine and is expressed in class and whole College celebrations.

Eucharistic and prayer celebrations mark special occasions and events of the Liturgical year. The College celebrates the Liturgy of the Church through celebration of the sacraments, Liturgy of the Word and the feasts of the Liturgical Year. As well as the celebration of formal liturgies and prayer, the College celebrates prayer rituals to respond to life events (special blessings- beginning and end of year; retreat/reflection days; induction).

Pastoral Care (PC) Class

Pastoral Care (PC) brings together all aspects of College life – academic, social, physical and spiritual. At its centre are quality relationships. Programs are in place to assist each student to develop into the best person they can possibly be. An underlying principle of Pastoral Care is that each student is an individual with particular needs and it is the day-to-day care of each student and their needs, which is of paramount importance.

As well as the day-to-day care of students, PC Programs address aspects of personal and social development, career education, health and wellbeing, financial literacy, study skills, cyber safety, personal organisation and time management.

Each student within St Benedict’s College is a member of a PC Group and will have a PC Teacher. PC Teachers will come to know students in their PC Group well so that they can be given the best care and support possible. The PC Teacher is the College’s first port of call for students and parents/guardians. All stages of schooling can present challenges and a PC group can offer support and encouragement during the difficult times and as well as celebrate the good times of life.

The Pastoral Care teacher’s role is to:
- Monitor student wellbeing and progress
- Establish a prayerful classroom environment
- Develop relationships with and within the class
- Present the classroom as an exciting learning environment
- Ensure that the College uniform is worn correctly
- Communicate with parents (first port of call)
- Maintain classroom equipment.
The following procedures apply to Pastoral Care matters:

**STAFF MEMBER**
- Concerns/observations about students
- Homework/Assignments
- Technology Use
- Attitude/Behaviour
- Motivation/Resilience
- Relationships
- Diary entries
- Uniform/Personal presentation
- Punctuality
- Absences

**PASTORAL CARE TEACHERS AND PARENTS**
- Monitor, motivate, acknowledge, enable

**PASTORAL LEADER GUIDANCE COUNSELLOR**

**ASSISTANT PRINCIPAL ADMINISTRATION & PASTORAL**

**PRINCIPAL**

**ADDITIONAL SUPPORT**
- (accessed at any stage where deemed beneficial)
- Guidance Counsellor
- Support Teacher (Inclusive Education)
- Campus Minister
- Youth Support Worker

**SERIOUS ISSUES**
- Issues of a serious nature may be taken directly to a member of the College Leadership Team
PASTORAL CARE

Guidance and Counselling Services

The effect of life’s stressors on the personal, social and academic development of students is widely acknowledged. Schools exercise a central role in supporting and assisting student development by providing a guidance and counselling service. The College Guidance Counsellor works in partnership with the College community to promote and foster student development, mental health and resilience.

The Guidance Counsellor is available to meet with students, parents/guardians and staff to talk about concerns. This is a confidential service. An appointment can be made either by contacting the Counsellor directly or leaving a message with the office staff.

Camps and Retreats

There will be one camp (Years 7, 9, 11 and 12), retreat, spirituality day or pastoral day per year for St Benedict’s College students. Camp costs are included in school fees. The Year 7 orientation camp is held in Term 1 and focuses on students further developing their understanding of themselves and others in their year level. Camps, Retreats and Pastoral Days are an important and compulsory part of the College curriculum. The Year 9 camp is an outward bound style adventure where the students camp in tents, carry their own food and hike, bike and paddle. The Year 11 camp is an in-centre leadership formation camp. Year 12 retreat is a unique opportunity to reflect before focusing on the future.

House System

Each student and staff member is allocated to one of four Houses. These Houses will form the basis of a variety of College-based competitions.
PASTORAL CARE

Behaviour Expectations

The community of St Benedict’s College strives to:

- Provide a just and positive environment for the development of the student within the College and wider community.
- Encourage responsibility for personal decision-making and actions with respect for the rights and welfare of all.
- Develop a sense of pride in oneself and the College community, striving for spiritual, intellectual, physical and cultural excellence.

As members of the St Benedict’s College community we endeavour to:

- Uphold the value and dignity of every person
- Maintain the good name and traditions of the College in the wider community
- Follow all College expectations and guidelines, procedures and policies.

Respect and care for Ourselves

All students are encouraged to:

- Respect themselves and others at the College and in the community
- Be honest, truthful and trustworthy
- Be self-disciplined
- Be resilient
- Value the opportunity of education
- Set and work towards personal goals which are realistic and achievable.

Respect and care for our Relationships

As members of the St Benedict’s College community we believe that:

- In our interactions with others we are kind, just, compassionate and inclusive
- We have the responsibility to lead by good example
- We demonstrate our acceptance of others and are supportive and encouraging of them
- Our caring behaviour will reflect the respect we have for the person and property of all.

Respect and care for our Community

The students of St Benedict’s College will:

- Be aware that their actions reflect on them, their family and their College
- Observe all community expectations in their actions e.g. public transport expectations and respect for the environment
- Follow College uniform guidelines
- Show courtesy and respect towards those within the College and wider community.

Respect and care for our Learning

Each student will:

- Allow all students the opportunity to learn and teachers to teach
- Show personal responsibility for learning
- Participate and co-operate in class
- Show respect and courtesy towards College staff, students and visitors
- Be punctual and arrive at class with all materials needed for learning.
PASTORAL CARE

Respect and care for our Tradition
We expect that students will:

- Appreciate the need for an atmosphere of quiet reflection leading to prayer
- Participate in community prayer, feast days, liturgy and spiritual formation opportunities
- Follow Church customs and practices with dignity, respecting the sacred space.

Discipline
All students are made aware of their obligations to themselves and to each other, and their rights and responsibilities. The two go hand in hand. The following are ways students of St Benedict’s College may be asked to be responsible for their own actions and decisions:

- Be counselled
- Do community service for the College
- Undertake extra work
- Seek the support of their parents/teachers to set new goals
- Be withdrawn from class, playground or co-curricular activities
- Use a Monitoring Card
- Be placed on a student behaviour support plan
- Suspended from the College.

When the College Leadership deems it necessary internal and external suspension may be required. Such action is only taken after discussions with the Principal. Records of all student behaviours including suspensions are kept on Engage – a BCE database.

Safe and Supportive School Environment

Brisbane Catholic Education (BCE) believes everybody in BCE schools has the right to feel safe. Both the BCE Anti-Bullying Policy and BCE Anti-Bullying Guidelines recognise that a person is bullied or victimised when he or she is exposed repeatedly, and over time, to negative action on the part of one or more other persons (Olweus 1984) and that the bullying involves:

- a desire to hurt
- a hurtful action (physical, psychological or social)
- a power imbalance
- (typically) repetition
- an unjust use of power
- evident enjoyment by the aggressor and
- sense of being oppressed on the part of the victim (Rigby 1996).

St Benedict’s College is 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.

In line with the BCE Anti-Bullying Policy and BCE Anti-Bullying Guidelines, St Benedict’s College believes that the most effective approach to address bullying is a whole-school approach that includes:

- prevention programs
- early intervention strategies
- intervention procedures
- restoration of well-being
- clear procedures, agreed to by all and consistently implemented.
PASTORAL CARE

Available Resources:
BCE Anti-Bullying Policy BCE Anti-Bullying Guidelines
Working Together: A Toolkit for Effective School Based Action Against Bullying

Bullying and harassment have no place at St Benedict’s College. Bullying refers to deliberate and repeated verbal, physical, social or psychological actions that are harmful and involves a misuse of power by an individual or group to others. Young people need to know that bullying and being bullied is unacceptable and that there are adults who can, and will, support them to be empowered in order to bring about positive change.

If your child is being bullied possible strategies include:

- Listen to your child’s concerns and validate their feelings
- Do not over react as there is always potential to make a situation worse
- Brainstorm with your child ideas about handling the situation in an assertive manner. This means that your child is able to stand up for him/herself in a respectful and direct way, rather than acting in an aggressive manner
- Rehearse with your child responses they might use if confronted with bullying. Remember that bullies look for any form of reaction, whether it be crying, yelling or getting physical.
- Remember that you only hear one side of the story. Your child may be able to change their behaviour in order to eliminate incidents of bullying.
- Do not let your child avoid school. It is important to tackle the issue head on.
- Support your child and encourage him/her through the process.
- Do not condone violence or nastiness as a response to bullying. Think about what message you are sending your child when you do this.
- Always contact College staff (PC teacher) first if you have concerns.

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 Feeling Unsafe 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.

Each year we celebrate Bullying. No Way! Day and Harmony Day to encourage healthy positive relationships.

The flowchart below outlines the steps that may be taken when a student / parent / guardian report bullying to a St Benedict’s 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/guardians if the report is made by a student, internal suspension and exclusion.
RESPONDING TO BULLYING AND HARASSMENT

The Guidance Counsellor may become involved at any point in the process.

1. REPORT OF INCIDENT
2. STAFF MEMBER
3. PASTORAL CARE TEACHER
4. PASTORAL LEADER
5. ASSISTANT PRINCIPAL ADMINISTRATION AND PASTORAL
6. PRINCIPAL

SERIOUS ISSUES

May be taken directly to a member of the Leadership Team.
PASTORAL CARE

Grievance Policy

Policy Statement
The resolution of conflict between members of the College is vital to the well-being and success of all within our community. All procedures should be characterised by Christian values. The intention of this policy is to describe procedures for the effective and early resolution of disputes.

Definition
These procedures are designed to address “general concerns”. Where a solution to a different concern might require entering into a formal process, e.g. allegations of child abuse or teacher inability, other procedures are already in place. These require certain immediate actions on the part of the Principal. Issues related to the general community may go to the Principal.

The Process
- All personal matters, such as concerns regarding student, parent or staff relationships should initially be raised directly with the College.
- If the matter relates to an individual student and/or an issue of everyday class operation, the student’s teacher will be first point of contact. For all other matters please contact the College office to be directed to the appropriate level of contact.
- Grievances should be kept as confidential as possible.
- College Guidance Counsellor is available for Pastoral Support.

Students/Parents
If you have a problem that needs to be resolved through the College involving either a subject, pastoral or other College related issue, please work through the stages outlined below.

RESOLVE GRIEVANCE WITH OTHER PARTY/TEACHER

PASTORAL CARE TEACHER/GUIDANCE COUNSELLOR

ADMINISTRATION
APA, APRE, DEPUTY

PRINCIPAL

AREA SUPERVISOR
CEO

RESOLVED
RESOLVED
RESOLVED
RESOLVED
RESOLVED
PASTORAL CARE

Notes regarding student and parent grievances:

- Severity or complexity of a grievance may warrant starting at a higher step in the process.
- College leadership may intervene at any time during the process
- The staff member working at that step may refer a grievance to a higher step.

Academic Grievance Guidelines
Although rarely enacted, a student has the right to request to have their work re-marked, if there are issues unresolved after communication between the student, teacher and parent concerning a received grade. The process is as follows:

1. Student disagrees with mark received, sees subject Teacher to discuss and re-mark if warranted.
2. If no re-mark is agreed to by subject Teacher, student can ask the Curriculum Leader for a re-mark, if warranted.
3. If no re-mark warranted by Curriculum Leader, student seeks clarification from Deputy Principal: Curriculum for re-mark, if warranted.
4. Parents seek clarification from Principal.

DAILY ORGANISATION AND COMMUNICATION

Communication
Open communication between parents and the College is essential to maximise student learning and development. This communication can occur through a variety of ways including phone calls, informal notes, interviews, letters, emails, the Parent Portal and formal reporting processes. College staff members will endeavour to respond to any parent communication within 24 hours.

In many instances the student’s Pastoral Care (PC) Teacher is best positioned to communicate meaningfully with a parent or guardian. A student’s PC Teacher spends time with them on a daily basis and throughout the year will develop a mentoring role of students within their PC group.

During the course of the day messages from parents/guardians of an urgent nature will be relayed to their son/daughter. However, non-urgent messages or messages of a social nature are discouraged. The College cannot guarantee delivery of messages to students which are received within 20 minutes of school finishing time. Although the College acknowledges that many students will have mobile phones at school, parents are requested not to text or phone students during the day, as this encourages students to use their phone during the school day – a practice that is discouraged.

Facebook
Like and follow us on Facebook: St Benedict’s College – Mango Hill. The College regularly adds posts about current activities or events that are of interest to parents and students. We also post updates as necessary to inform parents of buses arriving late back from camp, excursions, etc. or other key information.
DAILY ORGANISATION AND COMMUNICATION

Newsletter
The College Newsletter is published on a fortnightly basis and a link is emailed. The newsletter contains important information for the College community and outlines events and activities that are occurring at the College. It is an important means of regular communication with families and we encourage you to read this.

Parent Portal
Parents have access to a secure Parent Portal. The Portal contains information that is current and relevant to parents, and is one of our main forms of communication with parents. We encourage you to check the Portal regularly.

BCE App
BCE Connect provides a platform for parents to securely access College information and integrates with the College’s Parent Portal and website. It allows parents to stay connected with up-to-date information and announcements, easily notify the College of student absence as well as quick access to Newsletters, events and College documents.

Letters and Permission Slips to Parents
Most correspondence home is sent via Parent Slips, an online system that replaces paper forms. The online system is extremely easy for parents to use. Instead of paper forms coming home in your child’s school bag, you will be sent an email notification, with a link to click that opens a secure web page version of the form to complete and submit. You can do this on your phone, tablet or computer. You do not need to download any apps or register.

Student Attendance
St Benedict’s College recognises that every day of attendance in school contributes towards a student’s learning and that maximising school attendance enhances academic outcomes.

St Benedict’s College has a responsibility to record student attendance and respond to instances of irregular attendance.

Our College, and by virtue of their employment, our teachers, are legally required to monitor and record attendance of students in their care on a daily basis, whether absent or present in class, on excursion or at a school based activity. It is important for the College to investigate the patterns and underlying causes of non-attendance so that appropriate strategies addressing the specific type of absenteeism can be implemented.

Legal guardians of children have a legal obligation, as set out in the Education (General Provisions) Act 2006, to ensure a child is enrolled at and attends school.

Class rolls, whether electronic or paper based, can be required as evidence in court and assist in establishing that a school has met their common law duty of care to students. Attendance records are required as part of a school’s Workplace Health and Safety requirements and can be a critical factor in identifying serious student protection concerns. In addition, student attendance records are used for student reporting, fee allocation and government reporting.
Absence
Parents are requested to telephone the College Absentee Line before 9.00am (3385 8899) or via the Parent Portal (available 24 hours per day) each day that a student is absent. Upon the student’s return to school it is a legal requirement that if advice has not been given by the parent the student provides the Pastoral Care teacher with a letter written and signed by the parent(s) or guardian, explaining the absence. This letter should be presented on the first day that the student returns to the College after absence.

Should a student have an unexplained absence for any lesson on a day in which they are in attendance to school, the class teacher will contact the Office and a member of Leadership will be informed. Parents / guardian will be informed if it is found that a student was truant to a compulsory College event.

Late Arrival to school
Any student who is late to school must report to the Student Services Office upon their arrival. Their attendance and arrival time will be recorded at the office before the student attends their scheduled lesson. All students arriving late to school require a note explaining the circumstances of their delay, alternatively a parent can phone ahead or accompany the student to the College Reception. Late arriving students will be given a late slip by Student Services to present to their class teacher.

Early Departure from school
Should a parent / guardian require a student to leave the College before the designated finish time on any school day, the student must present a note outlining this (written and signed by a parent / guardian) to their PC teacher on or before the morning in question. The student will retain the note and present it to their teacher at the indicated time of departure. They must then take the note to the Student Services Office to be signed out. The parent / guardian is to meet the students at Reception.

Extended Absence
Any requests for extended periods of absence throughout the school year should be made by completing the Student Extended Absence Form found on the Parent Portal. It should be acknowledged that although in some circumstances leave during the school year is unavoidable, it is likely to have an impact on student learning.

Please endeavour to minimise appointments during the school day.

It will be your child’s responsibility to catch up on any missed work on their return to College including any assessments that might be due. Please ensure they liaise with their teachers to ensure they are aware of their responsibilities.
DAILY ORGANISATION AND COMMUNICATION

Student Accident, Illness and Medication

Any student who is unwell or involved in an accident will either be: escorted by a peer / staff member to the College Office or monitored in their current location until a First Aid Officer attends them. If a student needs to go home, parents/guardians will be contacted and asked to collect from the College Reception. Students are not permitted to phone a parent/guardian to pick them up. Basic first aid treatment will be administered if required and either an ambulance or doctor will be contacted if necessary.

Should a student need to take medication at any time throughout the school day, Student Services should be notified by the parent / guardian and the medication is to be stored at the Student Services Office. Either a Student Medication Request Form or an Authority for Administering Paracetamol in an Emergency Form must be completed prior to any medication being given to students. Medication is administered through the office and only after relevant paper work has been provided by parents/guardians.

The College reserves the right to organise appropriate medical assistance if unable to contact a child’s parent/guardian.

Medication at School

The following procedures for the administration of medications to students will be strictly observed.

- **ALL** medications should be forwarded to the school in the original packaging provided by the pharmacist. Instructions detailing the times/conditions, dosage for administration and name of the student should be printed on the original packaging by the pharmacist.

- **NO MEDICATION** will be given to a student without the appropriate authority forms being completed. This includes over the counter items. All items require a sticker with appropriate information from the pharmacist as per above.

- **PARACETAMOL** Parent/guardian to fill out form for the administering of paracetamol. This is for any medication that contains paracetamol. Only one dose of paracetamol will be given and parent/guardian contacted. If the student’s symptoms are not alleviated by this dose, the student’s parent/guardian will be asked to take the student home or to a doctor.

- **PRESCRIBED MEDICATION** Parent/guardian to fill out form for the administering of medication.

- **KEEPING OF MEDICATIONS** – All medications are kept in a locked cupboard in Administration. Unless authorised, students are not to carry medications with them.

- **COLLECTION OF MEDICATION** – it is the responsibility of the parent/guardian to collect unused medication from Administration at the appropriate time.

- **ASTHMA** – Students are permitted to carry their Asthma medication with them after the appropriate forms have been completed and a check carried out by the First Aid Officer. According to the Asthma Foundation, it is imperative that every person uses a spacer device when using their inhaler. Please supply all equipment for your child to use. Advice from Director-General of Health and Medical Services is that asthma puffers are safe and no adverse effects are likely to occur even if symptoms have been incorrectly diagnosed. An up to date action plan is desirable and will be kept in the First Aid files.

- **AUTHORITY FORMS** - New forms are required at the start of each year.

- **END OF YEAR COLLECTION OF MEDICATIONS** – Parents/guardians are asked to personally pick up any unused medications in the last week of the school year. Medication (except asthma medications) are not given to the student for safety purposes.
Lost Property

From time to time various personal items belonging to the students are misplaced. There are usually three main reasons for this occurrence:

- Many items are not clearly named (especially clothing)
- Students often forget where they last placed their personal belongings
- Students unwittingly pick up an item belonging to another student.

When a student discovers that belongings have been misplaced, they need to follow these procedures as soon as possible:

1. Be prepared to spend time and effort to look for the misplaced item
2. Return to the area where they last had the article, and check if it is still there
3. Conduct a thorough search of this area and of any other area(s) where they believe the item might possibly be
4. Check the locker bay areas
5. Check daily notices for updates on items lost/found
6. After following all these steps, the student then needs to speak to Student Services to report that the item has been lost / misplaced
7. If the office receives named lost property it will be returned to the student through the PC teacher. Unnamed and unclaimed lost property is retained at Student Services for a short period of time.

Student Protection

The Catholic Education Archdiocese of Brisbane is strongly committed to student protection education and student protection processes. Personal safety education takes place within the context of a Catholic school community where the individual student is valued as a child of God. It is also acknowledged that parents/guardians are ideally placed to teach children and adolescents personal safety skills to enable them to cope in awkward or unsafe situations. In order for students to thrive there is a need for safe and secure learning environments.

However, student protection moves beyond compliance with regulations to prevention and to being proactive by creating a culture where communities have the commitment and knowledge to identify risks of harm and respond appropriately. Students have the right to expect that the school will always act to protect them from any kind of harm.
DAILY ORGANISATION AND COMMUNICATION

Staff Member Reporting Responsibilities

Staff members must be aware of and adhere to the requirements of:

- Mandatory reporting of sexual abuse/likely sexual abuse of students
- Compulsory reporting of harm/likely harm to students
- Compulsory reporting of inappropriate behaviour by staff towards students
- An obligation to report the likely sexual abuse of a student by another person.

Mobile Phones and Electronic Devices

Students are required to keep their mobile phones, other electronic devices and valuables stored securely in their locked lockers during school hours. This is to ensure property remains safe, lessons and learning are not interrupted and the potential for inappropriate cyber-related behaviour is greatly reduced.

If a student disregards that advice and their mobile phone (or other unsanctioned electronic device) is seen or heard during College hours (8:30am –2:30/3:00pm) it will be looked after for them by their Pastoral Leader and stored securely in the Pastoral Leader’s Office. Students will be permitted to collect the phone at the end of the day. However, if continued transgressions occur, parents may be asked to attend the College to collect the phone and meet with a member of the Pastoral Care Team to discuss their child’s actions and a suitable resolution.

We request you to not directly contact your son/daughter by text or phone during school hours.

If you need to contact your child between 8:30am and 2:30/3:00pm, please do by contacting the College office. Students have been advised to do likewise if they need to speak to their parents or guardians. Texting or receiving texts during lessons or breaks is not permitted and we ask that you support the students in adhering to College expectations by using, and encouraging them to use, appropriate means of communication.
DAILY ORGANISATION AND COMMUNICATION

Transport

End of Day Procedures
College students being collected by parents/caregivers must move to the St Benedict’s Catholic Primary School undercover area to meet younger siblings and be picked up together.

Students catching the train should exit via the train pathway gate and those walking home may leave through the MPA or train path gate as required.

Senior Students – Driving a Motor Vehicle
It is a parent’s responsibility to ensure students attend school, by whatever means is appropriate for their son or daughter. Students licenced to drive may do so to get to and from the College. Due to the limited availability of parking spaces on site, students are unable to park on College grounds. Thus, students will need to park elsewhere if parents allow them to drive to school. It would be appreciated if parents would discuss with their son or daughter the issues of securing their vehicle at all times and in not taking unnecessary risks on the road or while driving a vehicle. Of course, all usual road rules and legal implications associated with driving would apply, as with any other road user.

As with usual procedures, students who leave the campus will need to sign in and out and provide a note of explanation for this. This includes, as per normal, the method by which they will be leaving. Usually, a parent or guardian collects their son or daughter from College Reception. The advent of driving to school therefore, will require an additional bit of information being included in the note sent to school by parents if an occasion for leaving early arises.

As part of our Pastoral Care Program for Years 11 and 12, students will complete sessions on Road Safety and Defensive Driving to support this phase of their development. Students participate in RACQ Drive IQ programs in both Year 11 and 12. Students in Year 12 also participate in the RACQ Docudrama in Term 2 which explores the Fatal Five.

Train Travel
Students now have the option of travelling to and from the College by train. As part of our Pastoral Care Program we invite a representative from Queensland Rail to speak to students about the benefits of train travel and the need for and importance of safety when doing so. The College will provide supervision associated with train travel in-line with the supervision provided to students that travel by bus or are picked-up from the pick-up area.

Canteen
The Canteen is open every day for breakfast, morning tea and lunch. For the convenience of students and families, payments can be made via EFTPOS or Monitor Student ID card. The menu changes regularly and the 2020 menu will be available online and in the newsletter at the start of the school year.

Timetable
Students to be at the College by 8:30am. Years 7 - 9 are to wait in the Multi Purpose Area until the 8:30am bell. Year 10 – 12 students are to wait in the D Block undercover area.

Students finish at 2:30pm on Tuesday, Thursday and Friday, with staff supervision up until 3.10pm.

Students finish at 3.00pm on Monday and Wednesday, with staff supervision up until 3.20pm. College assemblies occur on a rostered basis on Tuesdays from 8:50 – 9:35am.

Students participate in SECA Sport each Wednesday afternoon during Terms two and three.
Bikes and Wheeled Recreational Devices

Bikes and wheeled recreational devices, including rollerblades, roller skates and skateboards, foot scooters and motorised foot scooters are not to be used on the College grounds. All students using these devices as a means of transport for all or part of their journey to and from school should, for their own safety, be wearing appropriate safety gear, including a helmet.

While not legally required for some of the devices previously listed, it is common sense that student would wear a helmet. These devices are to be secured in the bike racks and not brought into the College building area. It is a student’s responsibility to supply and use a suitable device to secure their property.

Uniform Requirements

Formal Uniform:
The formal uniform for boys and girls is worn daily throughout the year.

(Please name/label all items of clothing and equipment to enable safe and speedy return if found.)

The uniform comprises of:

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<th>SUMMER</th>
<th>WINTER</th>
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<tbody>
<tr>
<td><strong>Boys</strong></td>
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<tr>
<td>College Hat</td>
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<td>College Shirt</td>
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<td>College Shorts</td>
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<td>College Socks</td>
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<tr>
<td>College Badge</td>
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<tr>
<td>Black Leather belt</td>
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<td>Black Leather Lace up shoes</td>
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<tr>
<td>College Bag</td>
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<tr>
<td>College Blazer (if required)</td>
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</tbody>
</table>

| **Girls** |
| College Hat |
| College Shirt with College Tie |
| College Skirt |
| College Socks |
| College Badge |
| Black Leather Lace up shoes |
| College Bag |
| College Blazer (if required) |

| **Boys** |
| College Hat |
| College Shirt with College Tie |
| College Pants |
| College Socks (cement) |
| College Blazer |
| College Badge |
| Black Leather Belt |
| Black Leather Lace up shoes |
| College Bag |

| **Girls** |
| College Hat |
| College Shirt with College Tie |
| College Skirt |
| College Stockings |
| College Blazer |
| College Badge |
| Black Leather Lace up shoes |
| College Bag |
Sports Uniform

Days for sport will be articulated to students according to their timetabled HPE classes and interschool sport days.

During Terms 2 and 3, the blazer and tie are to be worn.
DAILY ORGANISATION AND COMMUNICATION

Hair
We take pride in our appearance and will ensure that hair is neat and tidy. Outlandish hair styles or unnatural hair (bleached or dyed) is not part of our College standards. No undercuts allowed. Hair must be one colour. The College Leadership Team have the final say on what is acceptable.

Girls - Hair longer that the collar line is to be tied back with bands (white, navy or maroon) and may be covered with ribbons in the College colours. Hair is to be off the face, and not hanging across, or in the eyes.

Boys - Hair is to be short, presentable in a short, back and sides style. The following are not allowed: undercuts (not under a 3), long hair, bushy hair or shaved head. A three blade or above is acceptable. Boys must be clean-shaven, without side-burns. Hair is to be off the face, and not hanging across, or in the eyes.

Jewellery
Girls may only wear one pair of small plain, gold or silver, studs or sleepers. Boys are not permitted to wear earrings. No other body piercings are permissible, including facial piercings, helix piercings and clear retainers. Rings and/or necklaces are not to be worn.

Make-Up
No make-up or false nails are to be worn to the College and coloured nail polish is not allowed.

Shoes
Plain black leather lace-ups are to be worn to school and are available from the Uniform Shop if required.

For sport, white joggers, or predominately-white joggers, are to be worn. Canvas shoes are not part of our uniform.

Senior Jersey
This is optional and not part of the required uniform, however students will be allowed to wear the jersey for carnivals, free dress days and at retreat.
Uniform Expectations

College Sports Uniform
All students wear the College sports uniform on Wednesdays, which is SECA sport day.

The expectation for all students with regard to sports uniform and PE lessons will remain the same – students change for their practical lessons and change back into their formal uniform at the end of that lesson.

Visitors and Volunteers

In the interests of protecting students, only authorised persons are permitted to enter the classrooms or play areas during school hours. In all cases a person entering the College must be registered in the Student Protection Register and must report to the College Office for authorisation. Entry to College areas is only possible after signing the Visitors Log located in the office foyer. This rule applies also to parents.

We warmly welcome volunteers at St Benedict’s College. Volunteers are required to complete volunteer induction processes, via the Principal, to ensure all processes and student protection measures are undertaken.
APPENDIX 1 – ST BENEDICT’S COLLEGE LEARNING AND TEACHER FRAMEWORK

Philosophy
St Benedict’s College is committed to the holistic education of young people in the Benedictine tradition based on the values of service, hard work, humility, stewardship, balance and community.

We use Christ’s model of inclusivity, perseverance and nurturing each other’s gifts and talents, to underpin all learning and teaching opportunities.

We respond to the education of young people by interweaving the values of St Benedict’s Rule with the SBC Learning and Teaching Framework and other educational and syllabus documents.

We Believe:
1. That the Rule of St Benedict is used as a touchstone in creating a contemporary expression of the way learning and teaching is designed, reviewed and lived out.

WE DO THIS BY:
Using the Rule of St Benedict in the development, reflection and evaluation of learning and teaching programs, so the values of St Benedict’s rule infuse and enliven learning and teaching.

2. That every student has God given gifts for success and these flourish in a climate of trust and mutual respect.

WE DO THIS BY:
- Acknowledging that every student is in some respect like all others, like some others, like no other and we respond creatively, flexibly and with futures orientation to ensure dignity and justice for all.
- Creating the right conditions for each learner to succeed in a climate of trust, mutual obligation, hard work and challenge.
- Developing learning experiences that promote academic achievement along with the development of attributes of lifelong learning; resilience; a love of learning; adaptability; curiosity and creativity.
APPENDIX 1 – ST BENEDICT’S COLLEGE LEARNING AND TEACHER FRAMEWORK

3. That teaching is a ministry where top quality, collaborative and highly skilled teachers lay at the heart of educational success.

WE DO THIS BY:

- Creating an environment that encourages and values professional development where teachers are collaborative and constant learners.
- Providing time for teachers to collaboratively plan, review and refine learning sequences and tasks.
- Placing emphasis on teachers’ on-going knowledge and advancement of ICT knowledge and skills.
- Placing importance on teacher visits to other classrooms and sharing pedagogical experiences and resources.

4. That learning, and teaching is a dynamic, collaborative process that engages, challenges and inspires students and staff.

WE DO THIS BY:

- Providing a curriculum that is negotiated, relevant and promotes higher order thinking.
- Engaging in the creative use, manipulation and transformation of learning through ICT.
- Forming a curriculum that is responsive to the needs and aspirations of students and the community and provides viable pathways and transitions for all students.
- Providing an environment with resources that support, enhance and enliven learning and teaching.
St Benedict’s is a regional co-educational Catholic secondary college, opened in February 2013, and providing high quality contemporary education in a Christian context. The College bases its ethos and mission on the Rule of St Benedict placing a strong emphasis on balance of work and life.

Fees and Levies collected at St Benedict’s College are used for the following purposes which are aligned to the Vision and Mission of St Benedict’s College to:

- Provide teaching, administrative, classroom support and facilities
- Provide essential resources, materials, facilities and equipment
- Assist with providing activities such as excursions
- Support the St Benedict’s College building program
- Maintain buildings, grounds and other facilities

St Benedict’s College charges a “Parent and Friends Levy” to support the initiatives of the parents and community within the College.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Business Manager for further information concerning the concession application process.

School Fee and Levy Collection Process

1. Tuition Fees and All Levies will be billed annually in February each year in accordance with the College Fees and Levies Schedule (available on our website).

2. College Fees are due to be paid in full within 14 days of the issue of the Statement of Fees and Levies, unless the family have established a payment plan. The due date will be noted on the statement. Payment Plans can be setup either weekly, fortnightly, monthly or quarterly.

3. The College offers a variety of methods of payment for families (see schedule 2.4)

4. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the college fee account, a variety of options are available:
   a) Extension of Time
      If an extension is required, please contact the College Finance Office prior to the due date.
   b) Payment Plans
      Payment of the College fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the last day of each year or as negotiated with the Business Manager.
APPENDIX 2 – FEES POLICY: TUITION FEES, LEVIES AND EXTRAS (Updated September 2019)

c) Fee Concessions

In cases of financial hardship an application may be made for a fee concession.

(i) Concession applications are accepted at the commencement of each year or at any point initiated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application.

(ii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and St Benedict’s College is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education Colleges for assessing eligibility.

(iii) Concession application forms are available at the College Finance Office.

(iv) The Fee Concession will only apply to the Tuition Fees and Capital levy component of our fees structure. It does not apply to any of the Curriculum Levies (e.g. Laptop Levy, Technology Levy, General Purpose Levy and Camp/Retreat Levy) or Family Levies (Parents & Friends Levy).

(v) All matters are dealt with on a confidential basis.

d) Family Fee Discount

A Family Fee discount will be applied to the Tuition Fees of the second or subsequent fee-paying student(s) from a family where there are two or more siblings simultaneously attending St Benedict’s College. The Tuition fee discount will be 60% for the 2nd Child, 70% for the 3rd Child and 80% for the 4th Child.

A discount for families with two or more children will apply to Tuition Fees only and not to any other Levies or Extras such as laptop levy, technology levy, camp/retreat and general purpose levy. The Family Fee discount does not apply to the Family Levies (Capital Levy and P & F Levy).

The Family Fee discount will cease to apply at any time when there are less than two children from the same billing family simultaneously attending the College or at the sole discretion of the College, where the account(s) are in default.

e) Tuition Fees and Levies paid in advance

An early payment discount of 5% will be applied to the fee statement to the Tuition Fee and Year Level Levies (Family Levies excluded), if payment is made in full and by the due date on the annual statement.
APPENDIX 2 – FEES POLICY: TUITION FEES, LEVIES AND EXTRAS (Updated September 2019)

5. Recovery of unpaid fees

In fairness to families who pay their college fees regularly and on time, St Benedict’s College will follow up all overdue school fee accounts.

a. A reminder statement/notice/letter will be issued within 7 days to any family who has not settled their college fee account by the due date where a payment plan or other arrangements are not in place.

b. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent/guardian will be made via telephone, mail or email.

c. If after two weeks from this second reminder satisfactory arrangements have not been reached, the account may be sent to the College Debt Collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by St Benedict’s College.

d. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family’s expense.

Agreed Payment Plans

As mentioned in point 3b above, St Benedict’s College offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All Agreed Payment Plans must be organised to include a regular schedule that will clear the college fees account by the end of each year. Any extensions to an Agreed Payment Plan must be negotiated with the Business Manager. To establish an Agreed Payment Plan, forms are available on the St Benedict’s College website, Parent Portal or from the St Benedict’s College Finance Office.

Mid-Year Enrolment

New students entering St Benedict’s College after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the College Business Manager’s discretion.

Withdrawal of Enrolment

Fees will be payable for the whole term in which the enrolment is terminated. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal’s discretion.

Student text books, library books and laptops and all accessories are to be returned to the College. If any fees remain outstanding, they will be payable as per the normal payment terms.
APPENDIX 2 – FEES POLICY: TUITION FEES, LEVIES AND EXTRAS (Updated September 2019)

Refunds
If adequate notice of termination is given and all fees and levies are up to date a parent/guardian may request a refund of fees paid in advance. All requests must be in writing to the College Finance Department.

Extended Leave/ Holding an enrolment place
Fees will be payable for the whole term in which extended leave is taken.

For further clarification regarding the above school fee and levy collection process, please contact St Benedict’s College Finance Office.

1. Schedule of Fees and Charges

1.1. Enrolment Application Fee

The Application for Enrolment should be completed and lodged with an application fee of $100 for each individual student enrolled. The Enrolment Application Fee is non-refundable.

1.2. Enrolment Confirmation Fee

An enrolment confirmation fee is payable with the acceptance of an offer of a definite place. The enrolment confirmation fee is $200 per student for entry to Year 7 and upwards.

The enrolment confirmation fee is required to be paid before entry and the student’s place is confirmed on its receipt of cleared funds. The enrolment confirmation fee is non-refundable.

1.3. Tuition Fees and Levies

The College will set Tuition Fees and Levies on an annual basis taking into account the College’s financial position and its future operational and capital requirements. These fees are calculated based on the recommendations of Brisbane Catholic Education (Refer to Fee Schedule).

Some components of our Tuition Fees and Levies are charged on a “per student” basis whilst two of our Levies are charged on a “per family” basis.

Tuition Fees & Curriculum Levies – Per student include:

- Tuition fees
- Laptop levy
- Technology levy
- General Purpose levy
- Camp/Retreat levy
APPENDIX 2 – FEES POLICY: TUITION FEES, LEVIES AND EXTRAS (Updated September 2019)

Family Levies – Per family include:

- Capital levy (not tax deductible)
- Parents & Friends levy

1.4. Laptop Levy

The College currently provides each student in all year levels with a laptop for use in the classroom and for homework.

The Laptop Levy covers provision of the laptop, additional software licenses, e-textbooks, additional laptops for the hot-swap program, laptop insurance cover and hardware maintenance.

1.5. Technology Levy

The College will charge each student a Technology Levy which covers computer network infrastructure, data cabling, other digital & electronic classroom devices and technology support staff.

1.6. General Purpose Levy

General Purpose Levy is charged on a per student basis to cover such expenses as subject resources, incursions, guest speakers, excursions, transport, student accident insurance, sports and cultural costs, student diary, student identification cards, other general administrative costs, College magazine and additional textbook hire.

1.7. Camp/Retreat Levy

It is expected that all students attend camps/retreat as these form part of the curriculum program. Therefore, camp/retreat costings are worked out based on the assumption that all students will attend. Please note that if your child does not attend camp you will not be eligible for a full refund as camp/retreat and transport have to be booked, and deposits paid a year in advance. Any refund will be pro-rata to the costs incurred by the College.

1.8. Extras

The following items are not included in the College Fees and Levies and fees must be paid for in full at the time of the activity or by arrangement with the College:

- Year 12 Senior Jersey, Formal and Graduation
- Year 11 Biology Camp
- Charges where noted in the Subject Handbook
- Other Optional Activities

1.9. Capital Levy

The Capital Levy is charged to each family and covers the capital cost of College buildings, infrastructure and grounds (over and above government capital grants, if applicable), and capital loan repayments.

The Capital Levy is not tax deductible.
1.10. Parents & Friends Levy

The Parents and Friends Levy is charged to each family and is used to provide additional College resources for students and staff. Expenditure of Levy funds is managed through consultation between P&F members and the Principal.

2. Fee Payment Procedures

2.1. Due Dates

Liability for Fees, Levies and Extras will not arise until the issue of an account. All Extras will be invoiced when incurred and payment due within 14 days.

College Fees & Levies are due to be paid in full within 14 days from the issue of the statement, unless the family have established a payment plan. The due date will be noted on the statement.

2.2. Terms of Payment

Invoice Dates

<table>
<thead>
<tr>
<th>Stage</th>
<th>Invoice Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Fee instalment - Tuition Fees, Capital, P&amp;F, Laptop, Technology, Camp/Retreat and General Purpose Levies and Extras</td>
<td>February each year</td>
<td>14 days after invoice date</td>
</tr>
<tr>
<td>Term 2 - Extras charges</td>
<td>End of calendar month</td>
<td>14 days after invoice date</td>
</tr>
<tr>
<td>Term 3 - Extras charges</td>
<td>End of calendar month</td>
<td>14 days after invoice date</td>
</tr>
<tr>
<td>Term 4 - Extras charges</td>
<td>End of calendar month</td>
<td>14 days after invoice date</td>
</tr>
</tbody>
</table>

2.3. Consumer Credit Code

The College is not a credit provider under the Code and settlement of accounts must be made strictly in accordance with the terms of payment.

Parents who require credit for the payment of College fee accounts should contact their own bank or credit provider.
2.4. Methods of Payment

The College offers the following payment methods for families:

- **Bpoint on-line**
  Payment of fees can be made directly by using Bpoint online which is available on both the Parent Portal and College Website. *(Credit card payments only)*

- **Credit Card** *(Visa, Mastercard)*
  Directly over the counter at the Finance Office, or by filling in the Credit Card details on the fee statement return slip and posting back to St Benedict’s College, PO Box 935, North Lakes QLD 4509.

- **Debit Card** *(EFTPOS)*
  Directly over the counter at the Finance Office as it requires you to enter a PIN number. *We accept Visa and MasterCard ONLY*

- **BPAY**
  Payment of Tuition Fees and Levies can be done by BPAY. The St Benedict’s College Biller Code and your individual BPAY reference number are prominently displayed in the top right-hand corner of your Fees Statement.

- **EFT**
  Payment of Tuition Fees and Levies can be done by EFT. The St Benedict’s College bank account and your individual reference number are prominently displayed in the bottom left-hand corner of your Fees Statement.

- **Direct Debit**
  Payments can be setup for regular payments from either your bank account or credit card. Please contact the Finance office for a form to complete.

- **Cash**
  Large cash payments are not recommended.

Please note that due to the banking arrangements with ADF, deposits are unable to be made directly over the counter at the Commonwealth Bank branch.