St Augustine's College

AUGUSTINE HEIGHTS

Be together in heart and mind

2026

PARENT HANDBOOK

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Welcome From the College Principal

GRAHAM MEERTENS

Dear Parents, Carers and Students joining our community,

Graham Meertens
Principal

Welcome to St Augustine's. We are a vibrant, faith-based community where people matter, and we are strongly focused on developing a thinking and learning culture. We are also very proud to be a genuine Prep to Year 12 community that embraces family values.

The College is one of nearly 150 schools under the Brisbane Catholic Education framework. These schools work in partnership to provide a Catholic education that is focused on providing a quality education for students. This collaborative relationship between schools follows a strategic direction that focuses on four major priorities.

- Connecting communities
- Delivering thriving Catholic schools
- Maximising Potential
- Optimising conditions for success

Our strategic focus encompasses the "Schools Improvement Tool" which embraces concepts such as school improvement, analysing data, building school culture and partnerships, strengthening resources and most importantly, implementing a well taught curriculum that embraces all learners at the College.

The College takes its name from St Augustine of Hippo, bishop and doctor of the church, who lived in North Africa in the time of the Roman Empire. He was well known for his academic focus and wrote over 230 books during his lifetime. The values we treasure at St Augustine's College include:

- Unitas (Unity)
- Caritas (Love)
- Veritas (Truth)

Our values encompass a strong sense of inclusion, compassion and spirituality, which are necessary attributes for the growth of a young person. Our values with the Catholic lens provides a holistic education for St Augustine's students.

The College prides itself on developing core skills in the areas of literacy and numeracy, with the ambition of creating independent and lifelong learners. Students learn together in a collaborative setting which develops teamwork skills and creates an environment of trust and care. There is also an extensive Senior Years Hub that provides all opportunities for students, from vocational experiences to university-based studies.

This Parent Handbook contains a great deal of information about life at St Augustine's College (StAC). You can also access additional information on our College website: www.stac.qld.edu.au and as a member of our College community, you are able to access a treasure trove of information via the Parent Portal, Student Portal or BCE Connect App. Ensure to keep your contact details up-to-date and we can send you information via email. Increasingly, we are also utilising social media to engage with our community.

We work diligently to foster partnerships among parents/carers and our staff. We do this formally through our newly developed parent engagement model – The Parent Advisory Group (PAG).

I really encourage you to take up all of the following suggested ways to work in partnership with the College:

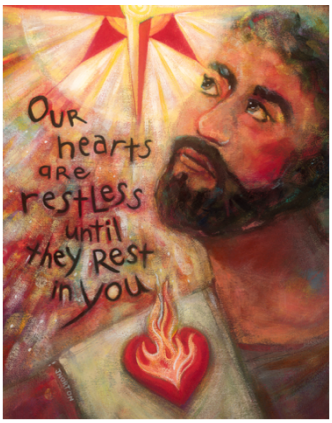
- Be informed by attending information sessions and events offered throughout the year.
- Be a regular reader of our newsletter that is emailed fortnightly.
- Be supportive of College policies and expectations of students.
- Be ready to discuss issues and concerns for your children in a constructive way with staff.
- Keep updated by reading our College community LED sign, accessing the Parent/Student Portals or BCE Connect App.
- Be with us as together we live our motto to 'Be together in Heart and Mind'.

This has been just a small introduction to our College. I hope that you take up every available opportunity get aboard and be part of our story.

God bless you,

Graham Meertens Principal

Blessing of St Augustine



May the Lord, Jesus Christ, give you
A heart to love Him,
A will to choose Him,
An understanding to know Him.
A spirit to always be united with Him.
And, may the God of love and mercy,
love you forever,
Leader: You have made us for Yourself, O Lord.
All: And our hearts are restless until they rest in you.
Leader: St Augustine
All: Pray for us. Amen

College Song

We come to search for love and truth,
To live our lives in peace.
Promising to do our best each day.
We gather here to celebrate,
We gather here to pray.
We see the face of Jesus,
In those who share our way

Chorus:
Together in heart, together in mind.
Together we'll search, harmony we'll find.
We journey on and reach out for the stars.
Together in heart, together in mind,
We're standing side by side,
We're proud of who we are
Stand up! St Augustine's
Be together in heart and mind.

We care for all creation,
We care for everyone.
We're confident and hold our heads up high.
If we're down we get back up,
"I Can do it!" is our cry.
We share the gifts we're given,
We let our colours shine.

Chorus

We celebrate our difference,
We welcome everyone,
STACS of spirit,
STACS of fun.
Though many we are one.

Chorus

Lyrics by StAC staff and music by Michael Mangan, Litmus Productions, 2003.

General Information

Parish Priest (Our Lady of the Southern Cross Parish)	Fr Neville Yun
Principal	Graham Meertens
Head of School - Primary	Kimberley Korhonen
Head of School - Secondary	Judith Jones
Assistant Principal - Strategy & School Operations	Natalie Watts
Assistant Principal - Religious Education (P-6)	Natalie Cullen
Assistant Principal - Religious Education (7-12)	Joe Alexander
Assistant Principal – Curriculum (Senior Years)	Simone Forman
Assistant Principal - Curriculum (Middle Years)	Hayley Jessup
Assistant Principal - Curriculum (Primary)	Louise Johnston
Assistant Principal - Student Wellbeing (7-12)	Emer Hyland-Reid
Business Manager	Casey Gordon
EA to the Principal & Office Manager	TBA
College Secretaries	Jacqueline James, Loren Adamson, Kylie Wolff, Gemma Lovriha and Rachael Kollannur
Student Registrar	Sue-Ellen Peace

College Address:
St Augustine's Drive, Augustine Heights, QLD 4300
Postal Address:
P.O. Box 4047, Springfield, QLD 4300

General Enquiries:
(07) 3814 8300
Student Absentees:
Lodged via the BCE Connect App/Parent Portal

Email: pssspringfield@bne.catholic.edu.au
Staff contacts accessible via Parent Portal.

Website: www.stac.qld.edu.au

Facebook:
www.facebook.com/StAugustinesCollege
Instagram:
www.instagram.com/StACOfficial

Class Hours (8:40am - 3:00pm)
Home Group: 8:40am - 9:00am
Period 1: 9:00am - 9:50am
Period 2: 9:50am - 10:40am
Morning Tea: 10:40am - 11:10am
Period 3: 11:10am - 12:00pm
Period 4: 12:00pm - 12:50pm
Lunch: 12:50pm - 1:20pm
Period 5: 1:20pm - 2:10pm
Period 6: 2:10pm - 3:00pm

Office Opening Hours (during Term time):
8:00am - 4:00pm

Uniform Shop Hours (during Term time):
Monday: 8:00am - 10:00am
Tuesday & Thursday: 8:00am - 11:00am
Wednesday: 2:00pm - 4:00pm

Parent Portal:
https://extranet16.bne.catholic.edu.au/parent/stac/Pages/default.aspx

College Assemblies:
Whole College: Tuesdays Week B, 12pm (Giramee)
MY: Thursdays Week A, 11:10am
SY: Thursdays Week A, 12pm
Primary: Fridays Weeks A and B (Woogaroo) 9am

2026 Term Dates
Term 1: Wednesday 28 January – Wednesday 1 April
Term 2: Monday 20 April – Friday 26 June
Term 3: Tuesday 14 July – Friday 18 September
Term 4: Tuesday 6 October – Fri 20 November (12) Fri 27 November (10 &11) Thu 3 December (P-9)

Our Vision & Mission

We seek to make the StAC Vision a reality by:

- Embracing the spirit of St Augustine
- Implementing inclusive practices
- Creating a seamless P-12 curriculum
- Building and nurturing strong partnerships
- Striving for excellence in teaching and learning
- Valuing the individual and enhancing self-worth
- Inspiring generosity to provide service to others
- Fostering a safe and secure community
- Celebrating the sparkle of joy amongst us
- Promoting sensitivity and care for the environment

Our Statement of Values

Our College values are inspired by the Core Augustinian Values of:
Unitas (Unity), Caritas (Love) and Veritas (Truth).
These core values give direction and meaning to the values embraced at St Augustine's College.
We seek to promote these values for our students, staff and parents.

Core Values	Values Which Form Our Community Lived Faith
Unitas (Unity)	**Respect** Having respect for oneself and others fostering honesty, cooperation, courtesy, consideration and self-esteem. **Understanding, Tolerance and Inclusion** Valuing difference, accepting diversity within a democratic society, being included and including others.
Caritas (Love)	**Care And Compassion** Caring for self and others. **Social Justice** Being committed to the pursuit and protection of the rights of others and the common good.
Veritas (Truth)	**Spirituality** Having a sense of the sacred and our relationship with God through an expression of prayer and community worship. **Honesty and Trustworthiness** Being true to God, to self and to others by being genuine, just, fair and trustworthy in whatever we do. **Responsibility** Being accountable for one's own actions, resolving differences in constructive, non-violent and peaceful ways, contributing to the community and taking care of the environment. **Personal Best** Challenging each person to excel and achieve the best personal potential in academic, spiritual, physical, artistic and relationship pursuits.

Our Story So Far

The first humans to occupy the land we call Springfield were the Jagera people. Europeans did not venture through this area until a track, known as "Old Logan Road", was made from Goodna through to the Logan area to run cattle to the Redbank Meatworks. In 1859, James Josey began buying up land in the present Springfield area, naming his property "Eden Station" after the ship on which he was transported from England to Australia. The property remained in the family for many years before passing to Moreton Shire Council in 1937. It was purchased by the Springfield Land Corporation in 1991. The site for St Augustine's College was part of the Redbank Plains Golf Course and is now in the suburb of Augustine Heights.

In the late 1990s, a Brisbane Catholic Education (BCE) Strategic Perspectives Study identified the Springfield area as an educational growth area. BCE personnel took the initiative of approaching the Parish of Goodna and the Ministry Coordinator assigned to the Springfield area, Fr Michael Endicott OSA, with a view to providing a new Catholic school for the area. Fr Michael was instrumental in helping to form a Steering Committee consisting of local parents and personnel from St Francis Xavier School at Goodna and the Brisbane Catholic Education Centre.

The College was named St Augustine's in recognition of the work and presence of the Augustinian order of priests, of which Fr Michael is a member. Three of the four House teams at the College are named after significant people or places in our history – Jagera, Josey, MacKillop (after Australia's first saint and founder of St Francis Xavier Primary school in nearby Goodna), and Cascia; named after a significant Augustinian saint - St Rita of Cascia.

Foundation Principal, Leon Capra, was appointed in April 2002 with Head of Secondary, Peter O'Connor, appointed in June of that year. By December 2002, 26 staff including full and part time teachers, administrative staff and school officers, and grounds staff were appointed. Staff commenced moving in the new facilities on 8 January 2003, **and the College officially commenced on 28 January with 170 students** including 35 Year 8 students, 100 students from Years 1-5 and 35 preschool students.

The College was blessed by the Most Rev Archbishop John Bathersby, Archbishop of Brisbane, and officially opened by the Honourable Anna Bligh, then State Minister for Education and later now Premier of Queensland, and Senator Santo Santoro, Senator for Queensland on **Sunday 31 August 2003**.

Ours is a continuing story and by choosing to be part of the St Augustine's community, children, young people, staff, parents and other adults become part of our story. As we enter our 23rd year in our growing history, our story will continue as we work to **"Be together in Heart and Mind"**.

Developmental Learning Framework

STAGES OF STUDENT DEVELOPMENT

Schooling in Queensland for students from Prep to Year 12 currently reflects three broad stages of student development: Early Years, Middle Years and Senior Years. This leads to a number of transition points for students between and/or within the stages depending on the way students are grouped for learning. The P-12 orientation of this College has provided an opportunity to structure the curriculum in four developmental stages: Early Years (EY), Junior Years (JY), Middle Years (MY), and Senior Years (SY).

EARLY YEARS

Early Years at StAC approximates ages 4-7 years, which usually equates to Prep-Year 2. Transition points requiring particular monitoring are the entry and exit points of this stage of student development.

In the Early Years, consideration is given to:

- Identifying and accommodating spiritual, physical, behavioural, social and educational needs of students.
- Active hands-on engagement in learning.
- Recognition of the stages of development.
- Flexible grouping of students.
- Providing appropriate places for communication, displays and the keeping of records.
- The development of effective partnerships.
- Area for parents to gather.
- Creating a welcoming, safe, inspiring environment, and
- Transport flow and car parking.

JUNIOR YEARS

Junior Years at StAC caters for children aged 7-11, which ordinarily equates to Years 3-6.

In the Junior Years, consideration is given to:

- Identifying and accommodating spiritual, physical, behavioural, social and educational needs of students
- Recognition of the stages of development.
- Flexible grouping of students.
- Increased expectations of independence and responsibility.
- Providing appropriate places for communications, displays and the keeping of records.
- Areas for parents to gather, and
- Creating a welcoming, safe, inspiring environment.

MIDDLE YEARS

Middle Years at StAC approximates ages 12-14, which usually equates to Years 7-9. In recognition of the fact that the Middle Years is a time of major transition from a “primary” to “secondary” orientation, there is a need for particular monitoring of student transition from the JY section of the College, and of students entering from local Catholic and State schools at Year 7 level. Significant rites of passage for students involved in these transitions have now become part of College life.

Consideration is given to:

- Providing students with relevant information and assisting them to manage change in themselves, their environment and their society.
- The curriculum and approaches to teaching and learning, which respond to the contemporary understandings of young adolescents (12-14 year olds) as outlined in current middle schooling research and practice.
- Establishing close ties with other schools sharing similar interests, including “feeder schools”.

NB: Year 10 students, in the Foundations for Senior Years have affiliation with the programs and practices of both the Middle and Senior Schools, with leaning to the latter.

SENIOR YEARS

At StAC, Senior Years approximates to ages 15-18 which usually equates to Years 10-12.
Significant transition points requiring particular monitoring are the entry and exit points of this stage of student development. Rites of passage from school to work or tertiary studies are also significant.

Considerations for the Senior Years include:

- A range of pathways that respond to student needs as identified in their Senior Education and Training SET Plans, including:
    - A strong, rigorous academic program
    - A range of Vocational Education and Training (VET) in school programs
    - Other extensions to the regular formal curriculum, such as tertiary units, School-Based Apprenticeships and Traineeships (SATs), and Pastoral programs which incorporate various life skills initiatives.
- Student leadership and service development opportunities,
- Special occasions such as the Formal and Graduation, and
- Year 10 Work Experience.

Enrolment Policy

1. POLICY

St Augustine's College has been established primarily to support families who wish to actively develop their faith within a Catholic Christian Community. The College works with families to provide a Catholic Education for the children and young people of Catholic families who are involved in the practice of their faith. While priority for enrolments is given to these families, consideration is given to the enrolment of Catholic children and young people (henceforth called 'students') from families of other faith traditions who support the values and practices of the Catholic church and St Augustine's College.

2. RATIONALE

This College has been established to provide high quality, inclusive Catholic education for students whose parents support the beliefs, values and expectations of Catholic schools within the Catholic Christian community of St Augustine's College.

3. UNDERLYING VALUES WHICH PARTICULARLY RELATE TO THIS POLICY

The Enrolment Process at St Augustine's will be guided by our College values of **Unitas** (Unity), **Caritas** (Love) and **Veritas** (Truth).

These values are reflected in an enrolment process designed to be:

i. Honest, open and transparent.
ii. Socially just.
iii. Supportive of families with a genuine commitment to Catholic education.
iv. Characterised by care, compassion and inclusion.

4. OUTCOMES OF THIS POLICY

i. At St Augustine's College there are clear, objective procedures for processing enrolment applications.
ii. Catholic families are given priority in the enrolment process while offers of enrolment may be made, depending on availability, to families of other faiths, who support the College's values and ethos.
iii. St Augustine's College families will have an understanding of the core values which define our community .
iv. St Augustine's College is an inclusive community with a genuine commitment to the principles of social justice.

5. GUIDELINES

a. Priority of Enrolment will be decided using the following categories, in order, as guidelines: Category

One: Baptised Catholic siblings of children already attending the College.
Category Two: Non-Catholic siblings of students already at the College whose families have demonstrated ongoing support for the ethos and values of the College.
Category Three: Baptised Catholic students and whose families are involved in a Parish community, with priority given to those who are active in a Parish.
Category Four: Students who have begun or are included in a forthcoming process of Christian initiation (Sacraments of Baptism, Confirmation and Holy Communion) along with a letter from the Parish Priest. **Category Five:** Students whose families have a demonstrated commitment to their current school, another faith tradition or wider community and who seek to share the values and practices of the College.

b. Allocation of applications to the above groups will be determined by:

i. Information provided on the enrolment form.
ii. Consideration of supportive documentation demonstrating faith and community involvement, e.g. references from priest, minister or church worker, letter of commendation etc.
iii. An enrolment interview.

c. Additional considerations related to categories above:

- Students being enrolled for the Prep Year will have turned 4 by 30 June in the year prior to commencement at St Augustine's College as is required by the Queensland Government.
- Parents wishing to apply for early entry may be considered if the child will be at least 4 years and 5 months on 31 December in the proposed year of attendance (i.e. a child who turns 5 on or before 31 July); and
- Has evidence that demonstrates the child may be ready for education in the year of schooling considering the child's attributes.
- Catholic Students from Good Shepherd Primary at Springfield Lakes, and St Francis Xavier Primary at Goodna entering Year 7 will be given priority in the Category which best describes their particular circumstances in recognition of the parish relationship that exits between these schools.
- Children of current staff (continuing) of St Augustine's College will also be given priority in the category which best suits their particular circumstances.
- Applications open two years ahead for Prep. The College will endeavour to process these applications received by the 17 March each year for the following year. Applications lodged after that date will be considered on the basis of date of application and Enrolment category according to availability of places.
- The College accepts Year 7 applications two years in advance. For applications received by the 17 March two years prior to enrolment will be considered in the first round of interview offers made (approximately one third of vacancies). Applications received one year prior to enrolment will be eligible for second round of interview offers made (remainder of vacancies) all dependent on enrolment categories.
- Within each of these categories – date of application and residential address may be taken into consideration if there is a further need to prioritise enrolments.

d. All enrolments will be subject to the discretion of the Principal and his/ her delegate. In addition to the categories outlined above, consideration will also given to a range of additional factors, including (but in no particular order):

- Readiness for school (particularly entry to the Prep Year and Year One).
- Previous commitment to Catholic schooling.
- Parental expectations in relation to: study commitment, school participation, behaviour and faith involvement.
- Support available for particular student needs in learning and behaviour.
- Particular family circumstance, e.g. Pastoral, Defence families (current serving) etc.
- Proximity to the College and/ or ease of access to an alternative Catholic school or College.

e. Enrolment at the College will be dependent on the availability of places.

f. Students likely to require special provisions (for example special resources and/or a modified program and/or specialist teacher or teacher aide assistance) will be considered for enrolment in accordance with the procedures outlined in the Enrolment Application and Support Procedures for Students With Special Educational Needs Policy, developed by Brisbane Catholic Education, a summary of which is available on request. Failure to disclose information relevant to the learning an

behavioural needs of prospective students may subsequently result in termination of the enrolment.

g. The College has a commitment to considering the enrolment of students with particular pastoral and social needs.

6. ENROLMENT APPLICATION FEE

All applications for entry into St Augustine's College require a $100 Enrolment Application Fee to be paid per student, before the application can be processed and considered. This is non-refundable and does not guarantee placement in the College.

7. ACCEPTANCE OF ENROLMENT FEE

For all new enrolments commencing 2027 and onwards, once a student is provided with a written Acceptance of Enrolment Offer, the parent/legal guardian must complete the Confirmation of Enrolment Agreement as well as pay a non-refundable Acceptance of Enrolment Fee of $300 per student. The submission of these completed forms and payment confirms the placement of a student into the College.

8. ENROLMENT BOND

For all new enrolments commencing up until the end of 2026, once a student is provided with a written Acceptance of Enrolment Offer, the parent/legal guardian must complete the Confirmation of Enrolment Agreement as well as pay the bond of $150 per student in Prep - Year 6 and $300 per student in Year 7 - Year 12. The bond will not be refunded upon graduation or at the time the student leaves St Augustine's College, unless the following has occurred:

- The student has completed at least 12 months education at the College.
- All outstanding fees have been paid and all materials and equipment on loan from the College have been returned in a satisfactory condition.
- Failure to comply with the above may result in part or all of the bond being withheld.

9. ENROLMENT AGREEMENTS

In accepting an enrolment at St Augustine's, parents/carers undertake to:

- Support the ethos, mission and values of the College, and to support their children to participate in the Religious Education and other related programs of the College, including attendance at liturgical experiences and celebrations, retreats and camps, that may be organised from time to time.
- Support the expectations of the College and cooperate with College staff in implementing the Student Behaviour Support Policy. A summary of this policy is available on the College website.
- Support the work of the College by volunteering for some service via the Parent Participation Plan (PPP).
- A list of possible ways to offer assistance is distributed early in the College year.
- Undertake to meet financial responsibilities by paying Fees and Levies by the due date.

College Fees and Collection Policy

St Augustine's College provides quality education to all students. Fees and levies provide crucial funds to enable a holistic education. The published fees and levies cover all compulsory activities at the College and our families can confidently expect that they represent the total compulsory charges that will be billed by the College throughout the year.

COLLEGE FEE SCHEDULE

The Fee and Levy Schedule contains five (5) elements:

- Tuition Fee
- Capital Levy
- Parent Advisory Group Committee Levy
- Resource & Activity Levy
- ICLT Levy

TUITION FEE

The Tuition Fee contributes to the cost of staffing as well as general administration expenses such as insurances, cleaning costs, power, water and council charges, and for the maintenance of College buildings, grounds and equipment.

Tuition Fees are charged per student and vary depending on their precinct (i.e. Early Years, Junior Years, Middle Years and Senior Years). Discounts are given when more than one child within the same family billing account attends the College. This discount is only available to students who share the same fee allocation structure and billing account. Please refer to the annual fee schedule

CAPITAL LEVY

The Capital Levy is used to service loans that are required to fund the building of classrooms and other facilities across the College. The Capital Levy is not voluntary and therefore is not tax deductible. The Capital Levy is charged per family billing account.

PARENT ADVISORY GROUP COMMITTEE LEVY

The Parent Advisory Group and Committee Levy supports a wide range of activities ranging from general learning and education initiatives for our students, religious live of the College, as well as supporting parent and community engagement with our College. To become involved in the Committee, please contact the College to register your interest in become an active member who will help drive and flourish our connection and strength in our College mission.

RESOURCE AND ACTIVITY LEVY

Resource and Activity Levies cover a range of items including classroom materials, Bloxsidge Centre (library) books, teaching and learning resources. This levy also covers the cost of excursions, performances, visiting authors and artists, carnivals and camps.

Resource and Activity Levies are charged per student and vary depending on their precinct.

Resources and Activity Levies do not cover: the Year 11 Social, the Year 12 Formal, Confraternity & QISSN Carnivals, Dance Programs, and Instrumental Music Programs.

ICLT LEVY

The Information Communication Learning Technologies (ICLT) Levy provides funds for the College to provide ICLT equipment and facilities including iPad and MacBook technology, printers, smartboards, and projectors throughout the College. A portion of this levy covers costs related to insurance, maintenance, software licensing and other school based technical support. This levy also covers costs associated with the provision of specific technologies in specialised subjects such as Music, Visual Arts and Design Technology. Every student at the College benefits from the ICLT Levy.

The ICLT Levies are charged per student and vary depending on their precinct

ISSUING OF ACCOUNT STATEMENTS

School fees and levies are annualised and charged across four terms each year. Accounts are forwarded within the first two weeks of each term. Statements will provide families with a due date by which full payment is required within each term. Unless a family has submitted an approved payment plan in writing to the Finance Department, this due date is final. Reminder notices will be issued to all accounts not on payment plans and to accounts carrying a substantially high value of debt.

WHO IS RESPONSIBLE FOR PAYMENT?

The person/s who have signed the Confirmation of Enrolment Agreement with the College are liable for the payment of all fees, levies and charges and any other costs associated with the student's attendance at the College.

Any changes in payment responsibilities must be documented in a Revision of Financial Obligation form and CANNOT be back dated. The date of submission to the College is the date of amendment, regardless of the combined signatory dates. Due to Brisbane Catholic Education's Privacy Policy the College CANNOT discuss an account with any other person/s other than the account holder/s.

Where there is a shared responsibility, should an account holder terminate their future financial obligation for the payment of fees, levies and charges, the other parent/legal guardian will be notified immediately by the College and this party is required to submit a Revision of Financial Obligation form which covers 100% of the continuing fees, levies and charges within thirty (30) days of the College's notification.

If there is failure to submit a Revision of Financial Obligation within thirty (30) days covering 100% of the student/s fees, levies and charges, the College will contact both parent/s and/or legal guardian/s to resolve this issue as a matter of urgency, as it will immediately jeopardise the continuation of the student/s enrolment at the College.

PAYMENT INFORMATION

A range of payment methods are available including:

- Credit Card/Debit Card via a secure BPOINT gateway available on our website and Parent Portal
- Direct Debit – please contact the College to obtain this form
- Centrepay – please contact the College to obtain this form
- BPAY
- EFTPOS – Debit and Credit cards at the Office during term time (American Express not accepted)

Regardless of payment plans, accounts MUST be paid in full by the end of Week 2, Term 4 each year.

A $2.50 Dishonour Bank Fee will be charged to customer accounts when a direct debit payment attempt has been unsuccessful.

The College website provides a Ready Reckoner link under the College Fees and Payments section to assist families in calculating their fee payments.

DISCOUNT FOR FULL PAYMENT OF ANNUAL COLLEGE FEES

A discount of 2.5% will be offered to families wishing to pay their full annual fees BEFORE the Term 1 due date. This date is printed on the fee statement at the time of issuing in Term 1 of each year. Due to our billing system, the College cannot invoice families for the full annual fee amount in advance. This discount is only offered in Term 1 for four full terms paid in advanced for that year. Families MUST contact the Finance Department prior to payment to ensure the correct calculation of the discount.

OVERDUE ACCOUNTS

Accounts that have outstanding balances after the due dates are in arrears and are in breach of the Confirmation of Enrolment Agreement. Reminder letters will be issued to accounts with owing balances who are not on College approved payment plans or those accounts with payment plans but carrying a substantially high value of debt. It is unreasonable and unjust to ignore fee statements and reminder letters, or to fail to contact the College when problems affecting payment arise.

When the College is reluctantly forced to engage the services of a professional debt collection agency, the administration and legal costs involved in any collection process will be added to the account. The engagement of a professional debt collection agency may affect the future credit ratings for all account holders named on the fee statement.

FEE PAYMENT EXTENSION

The College may grant small extensions of time for payment in exceptional circumstances which are deemed outside of the parent/legal guardian's reasonable control. A request for such an extension will require communication either via telephone or in writing to the Finance Department before the due date.

FUTURE STUDENTS AND/OR SIBLING ENROLMENTS WITH OWING FEES

Failure to comply with this Policy may impact on the future acceptance of enrolment for other student/s and/or sibling/s and/or affect the current continuing enrolment of student/s enrolled at the College. Similarly, if fees have not been paid from a previous systemic school, this will also impact on enrolment at the College. St Augustine's College is under no obligation to accept future enrolments if there are any overdue invoices/fees, evidence of poor payment history, and/or a debt collection agency has been engaged previously to recover owing fees.

MEANS-TESTED FEES CONCESSION

Parents/legal guardians who suffer unexpected financial hardship can apply for a means-tested concessional discount on the tuition fee portion of their fees. Each application will be dealt with discreetly and in the strictest confidence.

Families eligible for a concessional discount MUST commit to a direct debit or Centrepay payment plan as calculated by the Finance Department. All fees and levies must be finalised by the Term 4 fee due date for that year.

Concessions are not ongoing, and applications need to be resubmitted at the commencement of each school year. Applications cannot be submitted for a prior year or be backdated. Applications close by the Term 4 fee due date each year. Application forms are available from the College Office.

STUDENTS LEAVING THE COLLEGE

Fees and levies will be payable for the FULL TERM in which the enrolment is terminated. Notification MUST be in writing via the Enrolment Exit Advice Form available from the College Office. All resources (iPad, Macbook, charges, cases, and any other library resources or College property) not returned within five business days of the student's date of departure will be invoiced to the account holder.

Exiting families must settle all owing fees and levies within two weeks of exiting the College unless a payment plan has been approved by the Business Manager. Any families failing to settle the account or to negotiate a payment plan will be referred to a debt collection agency - please refer to the Overdue Accounts section in this Policy.

ENROLMENT APPLICATION FEE

All applications for entry into St Augustine's College require a $100 Enrolment Application Fee to be paid per student, before the application can be processed and considered. This is non-refundable and does not guarantee placement in the College.

ACCEPTANCE OF ENROLMENT FEE

For all new enrolments commencing 2027 and onwards, once a student is provided with a written Acceptance of Enrolment Offer, the parent/legal guardian must complete the Confirmation of Enrolment Agreement as well as pay a non-refundable Acceptance of Enrolment Fee of $300 per student.

The submission of these completed forms and payment confirms the placement of a student into the College.

ENROLMENT BOND

For all new enrolments commencing up until the end of 2026, once a student is provided with a written Acceptance of Enrolment Offer, the parent/legal guardian must complete the Confirmation of Enrolment Agreement as well as pay the bond of $150 per student in Prep - Year 6 and $300 per student in Year 7 - Year 12. The bond will not be refunded upon graduation or at the time the student leaves St Augustine's College, unless the following has occurred:

- The student has completed at least 12 months education at the College.
- All outstanding fees have been paid.
- All materials and equipment on loan from the College have been returned in a satisfactory condition.

PARENT PARTICIPATION PLAN

Parents/legal guardians who volunteer for a minimum of 15 hours a year, can submit a Parent Participation Plan (PPP) Form. The completion of this form allows eligible Account Holders to access a one-off $150 reduction in their school levies. Discounts are not redeemable for cash and cannot be carried forward to future years. The following conditions must be met:

- The full 15 hours must be completed and the form returned to the College Office by the last week of Term 4 to be eligible for a refund of your levy. It may be printed or filled out digitally, ensuring to save all changes.
- Completion of this form is the responsibility of each family.
- Children under the age of 13 are not eligible to participate in PPP duties.
- PPP hours are NOT related to Parent Advisory Group activities

Please note, the PPP will no longer be available from 1st January 2027.

Catholic Ethos & College Life

CATHOLIC ETHOS AND COLLEGE LIFE

As a Catholic, Christian College, we are committed to educating and forming students who are challenged to live the gospel of Jesus Christ and participate critically and authentically in faith contexts and wider society. While all learning within the College contributes to the religious development of our students, central to the religious life of the College is the Religious Education program.

Religious Education is at the heart of the College curriculum, and seeks to lead students to a sense of self- worth, a spirit of care for others (especially the poor and marginalised), and to an awareness of God in their lives. St Augustine's acknowledges parents as the primary educators for the faith formation of their children and seeks to support them in this role.

CATHOLIC ETHOS AND RELIGIOUS EDUCATION

St Augustine's College is a Catholic school, founded in the Augustinian tradition and part of Brisbane Catholic Education. This Catholic College provides a unique faith environment for the spiritual, social, emotional and intellectual growth of its community. St Augustine's seeks to develop a working partnership of parents, children / young people, parish and other agencies of Church and the College, in which each contributes his/her gifts. It is through this partnership that students develop as capable learners and well- adjusted people of faith and values who come closer to knowing their God.

The College closely follows Brisbane Catholic Education's Vision and Model for Religious Education. The vision emphasises the two dimensions of Religious Education: The Religion Curriculum and the Religious Life of the College. This vision seeks to challenge students to be a religious voice in the world, focusing on their religious literacy and faith formation; teaching them the Catholic religion as well as how to be religious on a particular way.

Each Term, teachers plan their Religious Education units with their learning teams and in consultation with one of the Assistant Principals - Religious Education (APREs). St Augustine's Religious Education Curriculum Outline documents are created especially for the students of St Augustine's College, ensuring the four strands of the Syllabus: Sacred Texts, Beliefs, Church and Christian Life are covered effectively from years P-12 in order to meet the requirements of Brisbane Catholic Education. In Years 11 and 12 students study either the subjects of Religion and Ethics or Study of Religion.

PRAYER IN CLASSROOMS

Communal prayer is an integral part of daily life at St Augustine's College. Each morning, classes commence their day with prayer, and grace is said before lunch. The APREs email daily prayer ideas and resources to classes, with a distinct connection being made to the activities planned each day in the Whole College Pastoral and Wellbeing plan. Class groups take turns leading the College community in prayer and liturgy during Whole College and Precinct Assemblies.

MASS AND LITURGIES

Masses and liturgies are an integral part of the Religious Life of the College and Religious Education Curriculum. All classes take part in whole College, year level and class Masses and Liturgies at certain times of the year. Parents are invited and encouraged to join with children and young people for these significant celebrations. Parent participation is a witness to children of the importance of prayer in their faith life. Attendance at these celebrations is expected of all students.

RETREATS

Students in Middle and Senior Years take part in at least one retreat day each year. This culminates for Year 12s, as part of their final year of Catholic education, in a three-day residential experience. The retreats vary in format and style, location, and facilitator. Like all education at the College, the retreats are developmental over the years. The common focus is always greater understanding of self and others, and of relationships with self, others and God. Retreats are considered essential elements of the curriculum and as such are mandatory.

RELATIONSHIPS WITH PARISH

Up until December 2010, St Augustine's College was part of St Francis Xavier Parish, Goodna. Parish Priest, Fr Roger Burns was a regular and welcome presence in the St Augustine's community. During 2010, the Archdiocese of Brisbane created a new and separate parish of Our Lady of the Southern Cross, Springfield. The first parish Priest, Fr Mauro Conte, was appointed in 2011. Initially, the Parish was based at St Augustine's College, however in 2017 the new Church was opened on the grounds of Good Shepherd Catholic Primary School, Springfield Lakes. Following on from Fr Mauro was Fr Baiyi Gong, who has been succeeded by Fr Neville Yun who was assigned as parish Priest in 2024.

Mass times for Our Lady of the Southern Cross Parish can be found on their website:

https://olscparish.org.au/mass-times/

SACRAMENTAL PROGRAM

The new Archdiocesan Sacramental Policy is to be used across the diocese. This policy clearly places the preparation for the Sacraments with the family, the teaching of the sacraments with the teachers, and the celebration of sacraments within the Parish. The coordination of the program rests with the Parish Sacramental Coordinator.

The Sacramental Program focuses on the sacraments of Baptism, Confirmation, Eucharist and Reconciliation. These programs are run through the Our Lady of the Southern Cross Parish, Springfield and involve meetings in family groups before the celebration occurs. Coordinated by the Parish Sacramental Team, family preparation is an important feature of the program. Preparation in the home involves activities that integrate into family life.

Children are usually enrolled in the sacramental program in the parish in which they worship. It is important to note that entry into the sacramental program is not compulsory.

Through the Religious Education program, students learn about the sacraments of the Church, and – for those involved – complements the sacramental program conducted within the Parish.

Specific dates and details of the Sacramental program can be obtained by families through the Parish Office. The APREs are able to assist families in making contact with the Parish. General Information is available on the OLSC website: https://olscparish.org.au/sacraments-for-children/

Community Partnerships & Services

At St Augustine's College, we are committed to building a community of faith, based on effective partnerships with parents and the wider community that we serve. Outlined below is a range of services and opportunities that make for effective communication and interactions, which are the foundation of good partnerships.

BOOK SALES AND LISTS

The College provides a stationery purchase system for students from Years Prep-12. Booklists are provided late in the year (uploaded to the Parent Portal) and parents may place orders though our contracted supplier or source the items elsewhere themselves. The supplier offers a home delivery service. Additional textbooks required may be supplied in class early in the school year. These costs have been included in the school fees.

Students in Middle Years (Years 7-9 only) and Senior Years attract a textbook contribution from the State Government. At StAC, these funds are paid directly to the College by the government, and used to (partially) fund the book hire scheme as well as other resources for learning.

BOOK HIRE SCHEME

The College has established and will continue to develop a textbook hire scheme for students in Years 7-12. This is funded by the State Government grant for students in these year levels, as mentioned above.

Under this scheme, bulk sets of all necessary texts are purchased by the College and used in class or lent out to students for the time they are required - usually between a few weeks through to 12 months. This saves parents the cost of purchasing such texts (which average approximately $40+ each), and also enables class groups to access a wider range of resources.

To ensure that the scheme works to its maximum potential for all students, books and other resources must be returned promptly when finished with, and must be well looked after to ensure maximum lifespan. Books that are damaged or subject to more than reasonable wear and tear will attract a charge towards replacement.

The scheme does not include stationery requirements or equipment such as calculators, nor consumable textbooks, i.e. workbooks that students write in and cannot be reused.

MEDICAL SERVICES

A program of vaccinations is made available for families who wish to provide this protection for their children. The types of vaccinations and the year levels involved are advised in writing well in advance, and parent permission is required.

Each year we request that each family complete a medical update for every student. This update is kept as an easy referral for staff in the First Aid Treatment Room. The forms can be found on the **Parent Portal/BCE Connect App.**

TUCKSHOP

The College has a Tuckshop service, which operates every day of the week during Term time. It is set up in a walk through cafeteria style.

Parents of Early and Junior Years students are encouraged to use the Flexischools platform or app to place orders as the College does not use a bag order system. Flexischools orders will be delivered to the student at their precinct. Middle and Senior Years students can purchase directly from the Tuckshop or by using Flexischools to place orders or top up their digital wallet in order to use their student cards.

The menu and other items sold at the Tuckshop reflect a healthy approach to eating and are based on recognised nutrition guidelines with vegan, vegetarian and gluten-free options. This approach is also consistent with the aspects of the Health and Physical Education program which deal with healthy living and wellness.

The tuckshop menu is available on the parent portal or on the college website website.

If you have any questions regarding the menu and orders, please contact the Tuckshop on **(07) 3814 8305.**

The Tuckshop is open Monday - Friday during Term time, 7:30am - 2:30pm.

The cut off time for orders is 8:00am

Parent Engagement Model

PARENT ADVISORY GROUP

The new Parent Advisory Group model includes an Executive Committee to oversee the roll out of this new model and to uphold all compliance and financial obligations. This Committee will guide and monitor the Parent Advisory Group.

Following consultation, there were three sub-committees appointed. These are:

- Learning & Wellbeing
- Events & Social Engagement
- Religious Life of Community

Sub-Committee Members – will be asked to attend two meeting per term and take part in all organizational requirements for any events or initiatives. When considering nomination please understand attendance to meetings is essential. The link below connects to a nomination form that needs to be completed if interested.

Volunteers – this commitment is more relaxed and only requires attendance at events or occasions when available. Example – a parent may be only available to assist at the Mother's Day stall for 3 hours. That is fine and welcomed. The list of volunteers will be used throughout the year to regularly ask parents for their availability and there are no obligations..

Student Behaviour Support Policy

Below are excerpts from the policy. The entire policy can be accessed here.

RATIONALE

At St Augustine's College, we recognise that student behavioural support is an integral part of everyday teaching and learning. Our Student Behaviour Support Policy centres around Pastoral Care, with the teaching of positive behaviours that centre around building and maintaining positive relationships, through explicit teaching of behaviours and restorative conversations. St Augustine's College seeks to develop positive behaviours throughout the school community and respectful relationships that are underpinned by our College Values.

VALUE STATEMENT

As a community we believe that every person should be treated with dignity and respect and will be provided with fair and just processes. The St Augustine's College values of Veritas, Unitas and Caritas, as well as the key elements of the St Augustine's College Vision for Learning, form the foundation of working with students.

OUR MISSION

We seek to make the St Augustine's College vision a reality by:

- Embracing the Spirit of St Augustine
- Implementing inclusive practices
- Creating a seamless P-12 curriculum
- Building and nurturing strong partnerships
- Striving for excellence in teaching and learning
- Valuing the individual and enhancing self- worth
- Inspiring generosity to provide service to others
- Fostering a safe and secure community
- Celebrating the sparkle of joy amongst us
- Promoting sensitivity and care for the environment

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Primary Classroom Behaviour Flowchart

All students ready to start the day.

Unproductive behaviour observed – teacher to redirect to learning using questions: "What are you doing?" "What should you be doing?" "What will you do next time?"

Continued unproductive behaviour – teacher to direct student to thinking space in the classroom.

After 10 minutes, if student has managed emotions and is committed to being ready to learn they can re-join the class and move back to green zone. Restore/repair relationship.

After 10 minutes, if student is not managing emotions or unproductive, teacher to direct to external thinking space (i.e. Buddy Class, Student Services). Record on ENGAGE Minor.

After 10 minutes, if student has managed emotions and is committed to being ready to learn they can re-join the class and move back to green zone. Restore/repair relationship.

Student returns to class. Classroom teacher to refer student to Pastoral Centre if still escalated.

If student has managed emotions and is committed to being ready to learn they can re-join the class and move back to green zone. Restore/Repair Relationship.

Students given 20 minutes to complete plan and reflect on behaviour. Offered additional 10 minutes to calm down if required.

Continued Minor Unproductive Behaviour

Complete Request for Support on Engage which will initiate WRAP process. Organise Parent Meeting.

Pastoral Centre to contact Assistant Principal. If student is able to regulate behaviour and is committed to being ready to learn they can re-join the class and remain on orange zone.

Major Behaviour

- Immediately contact the Pastoral Centre.
- Avoid power struggle.
- Goal to de-escalate the child.
- Stay Calm. Use soothing tone of voice and relaxed non-threatening body language.
- Keep verbal directions to a minimum.
- Connect to child's emotions and experience e.g. "I can see you are having a very hard time."
- Use brief directive statements as required e.g. "Put down the stick. That is not a safe choice."
- Remove class/audience if unsafe.
- Child accompanied to a safe space to calm down and reflect.
- Admin to respond regarding: further actions for student, recording on ENGAGE and contacting family.

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Primary Behaviour Matrix

*At St Augustine's College, we are people of spirit and faith who **think, learn, love, serve and value life at StAC.***
*Therefore, it is my responsibility as a unique and important member of this community to be a person of **truth, unity and love.***

Augustinian Value	Learning Spaces	Eating & Playing Spaces	Gathering Spaces & Off-Campus Activities	Toilets	On the Move
Christ is the way, the truth, and the life (John 14:6). **VERITAS** We show truth by...	• Eyes watching, ears listening, voices quiet, bodies still. • Set, know and work towards goals. • Be organised and ready to learn. • Have a growth mindset.	• Be responsible for your own actions. • If hurt always go to the teacher on duty. • Recognise emotions and be honest.	• Eyes watching, ears listening, voices quiet, bodies still. • Participate appropriately.	• Return to the classroom promptly. • In – Do – Out.	• Go to the toilet. • Have a drink. • Be on time. • Right place, right time.
The community of believers was of one heart and mind (Acts 4:32) **UNITAS** We show unity by...	• Safe hands and feet. • Follow instructions. • Use equipment correctly. • Recognise, react and report unsafe situations. • Keep your area tidy.	• Safe hands and feet. • Sit when eating. • Use equipment correctly. • Wear a hat for play. • Recognise, react and report unsafe situations. • Follow STEP to solve problems with peers.	• Enter and exit calmly. • Sit and stand quietly and carefully. • Recognise, react and report unsafe situations. • Listen to and follow adult instructions. • Demonstrate teamwork and sportsmanship.	• Ask permission. • Use the correct toilet. • Use the toilet for its proper use. • Use soap to wash hands. • Dry hands properly and put paper towel in the bin • Recognise, react and report unsafe situations.	• Move safely, walk only. • Safe hands and feet. • Line up in two lines. • Recognise, react and report unsafe situations.
Act justly, love tenderly, walk humbly with God (Micah 6:8) **CARITAS** We show love by...	• Care for learning materials. • Reduce, reuse, recycle. • Use manners. • Speak assertively. • Actively listen to others. • Show empathy. • Use people's names. • Encourage, cooperate with and include others.	• Rubbish in the right bin. • Care for play equipment and the environment. • Keep out of the gardens. • Play fairly - include others and take turns. • Speak assertively. • Show empathy and try to understand other's perspectives.	• Leave the space clean and tidy. • Care for all belongings, equipment and furniture. • Respect and care for the community gardens. • Show reverence. • Participate appropriately. • Use manners. • Be calm and patient.	• Use water wisely. • Care for the buildings. • Keep the toilet area tidy. • Use soap and paper properly. • Flush toilets. • Respect the privacy of others. • Wait your turn. • Quiet voices.	• Rubbish in the right bin. • Keep out of the gardens. • Move quietly around the school in two lines. • Wait for an adult. • Keep to the left. • Be calm and patient.

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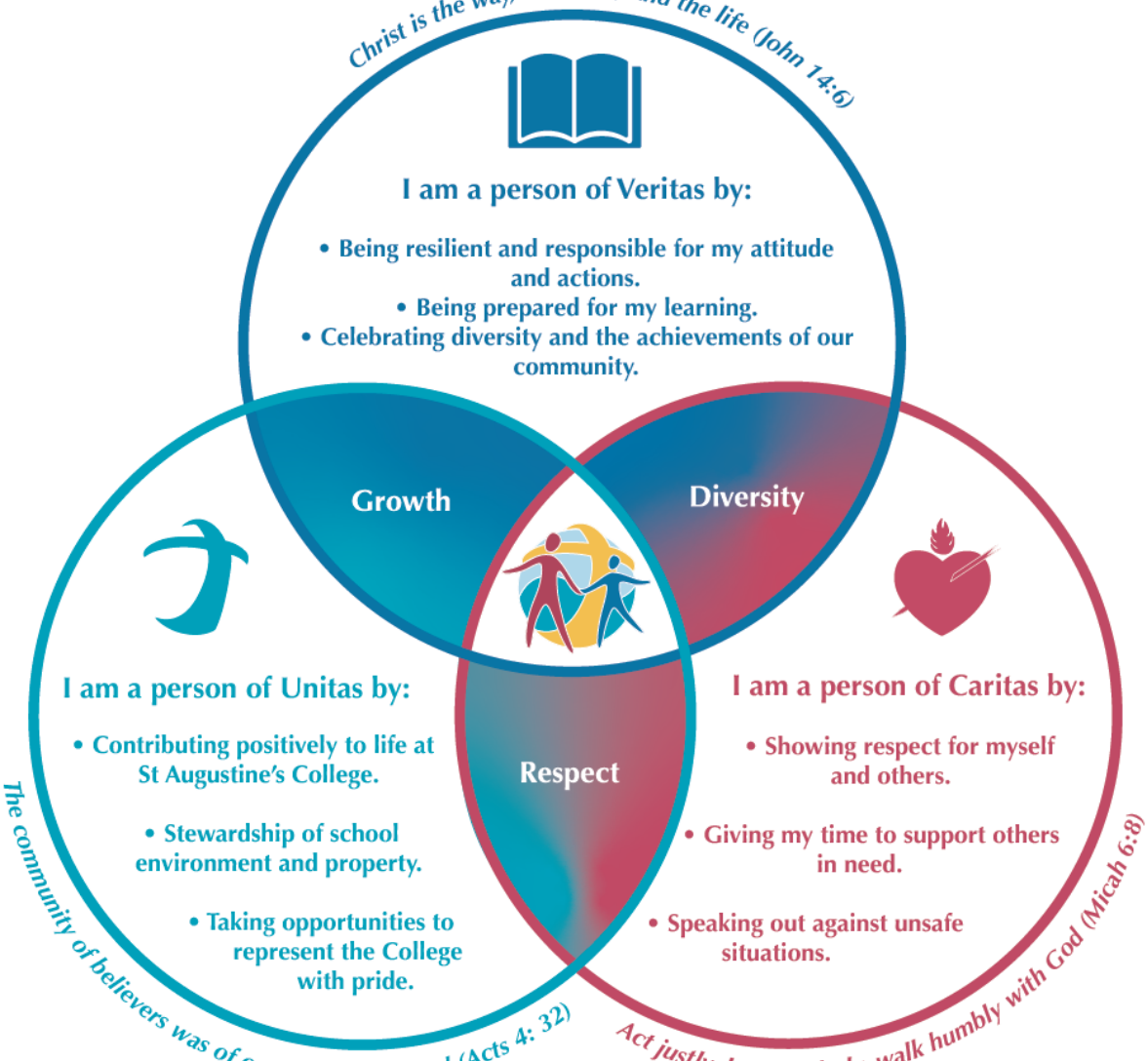
Year 7-12 Values Matrix

*At St Augustine's College, we are people of spirit and faith who **think, learn, love, serve and value life at StAC.** Therefore, it is my responsibility as a unique and important member of this community to be a person of **truth, unity and love.***



VERITAS (truth)

St Augustine said: *"the truth is neither mine, nor yours, so that it can be ours"*. From a Catholic Christian perspective, 'truth' is the lifelong and endless search for God, purpose and meaning. Foundational to this is the belief that we are all made in the image and likeness of God (Genesis 1), and that the pursuit of Truth is obtained through living life to the full (John 10). In this way, the life experiences, choices, and relationships I form impact directly on the person I am perceived to be. As a unique human person, I am responsible for my own truth, but this truth is part of the wider College community. At St Augustine's the core value of Veritas invites us to be **self-reflective on our growth and development; to celebrate diversity and accept differences; and to embrace a love of learning.**
This perspective of truth allows us to come together as a College community centred on the ultimate truth which is Christ.

UNITAS (unity)

From a Catholic Christian perspective, the inherent and God-given dignity of the human person is what unites us as human beings. This profound unity calls us to deep community and friendship. In doing so, we are asked to respond to the needs of every individual in the community. The unity we have as human beings needs to celebrate that we are all unique and made in the image of God. This diversity is our strength if we celebrate our gifts and talents as a community. To truly live out the core value of Unitas, there must be an **eagerness to serve the common good rather than just our own self-interests.**
Sharing my gifts and talents in a positive way is how I contribute to life at St Augustine's College.

CARITAS (love)

From a Catholic Christian perspective, Caritas is founded on the life and teaching of Christ and his greatest commandment *"to love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength"*, and to *"Love your neighbour as yourself."* (Mark 12: 30-21). This shows that just as we are loved so we are called to acts of charity and love for others. To announce the Good News in practical deeds - embracing justice, equity, and forgiveness. At St Augustine's College, the core value of Caritas invites us to show charitable love to others and requires us to have **respectful relationships; to restore broken relationships; and to think of the needs of others before our own needs.**
Caritas is selfless and builds the common good of our community.

The Responsible Thinking Process

The graphic below is taken from the Responsible Thinking Process – Parent and Carer Guide

Student Uniform, Grooming & Presentation Policy

RATIONALE

The St Augustine's College (StAC) Uniform, Grooming and Presentation Policy reflects the community expectations and standards as determined by the College Leadership Team in consultation with school community representatives, including student voice representatives. St Augustine's College students should at all times present a positive image to the community where they are in regular contact with prospective employers, future parents and students, and members of the general public.

AIMS

St Augustine's College believes that a clearly stated and sensibly implemented Uniform, Grooming and Presentation Policy is important for the following reasons:

- A student's standard of grooming is a reflection of St Augustine's College and also a reflection of a student's willingness to be a responsible member of the College community.
- The development of gifts and talents, whether they be physical, intellectual, spiritual, cultural or social is an important task at a school. A uniform is a means of enabling all students to stand out and be different not in the way they look, but in how they use their gifts and talents. Where people seek to stand out because their appearance is different, detracts from the recognition of their other more meaningful abilities.
- The wearing of the College uniform by students at St Augustine's College is a sign of belonging to a community and provides a sense of identity, pride and loyalty to the College values of Unitas, Veritas and Caritas.
- As an external statement of the pride and discipline of a student, the uniform presents the College to the public and ensures a positive image in line with the College ethos as a Catholic school.

It is therefore the responsibility of all families to ensure that students are attired in correct, well-fitting, complete school uniform.

IMPLEMENTATION

All students are expected to wear full correct College uniform and follow grooming and presentation guidelines in a way which is consistent with the specific points below. We note the importance of parents and caregivers in working in partnership with our school to ensure that their child complies with this policy.

We understand that families may experience hardship at times, resulting in their child missing part of the uniform. Please communicate this with the relevant teacher or Pastoral Leader.

HAIR

Hair is to be kept clean, neat and tidy, and kept away from a student's eyes. If hair is below the collar, hair is to be tied back in hair ties/ribbons/scrunchies in the College colours (maroon, navy blue, or teal). Alternatively, ribbons may be of natural colours that match the student's hair (brown, black, blonde, auburn etc.) While we allow students to show their individuality, the style and colour should not draw undue attention to themselves.

For example:

- Closely shaved heads (0, 1), tails , tracks and mullets and any other styles considered to be contrary to the policy and spirit of the College uniform expectations will not be accepted-this is at the discretion of the College.
- Hair should be of a single natural colour, and this includes the colour of weaves and hair extensions.
- Extreme hairstyles or differences in the length of hair within a style cut are not permitted. This includes but is not limited to, mullets and undercuts.
- All cuts are a gauge two or above and must be evenly cut and blended gradually.
- Sideburns should not reach below mid-ear.

- Boys are to be clean-shaven. Beards, goatees and moustaches are not permitted at any length.
- No eyebrow tracks are permitted.

Clarification

- Any clarification or approval regarding hair should be sought prior to the haircut from the Pastoral Team or from the College Leadership Team (Primary).
- A student who presents with an inappropriate hairstyle or unshaven may be asked to be collected and not return until their appearance aligns with this policy.

PERSONAL HYGIENE

- Students are expected to always take responsibility for their own cleanliness.
- Students should use deodorant if required.
- Chewing gum is strictly prohibited

JEWELLERY

The College cannot accept responsibility for lost jewellery. Students should not bring valuable items to school. Students may wear minimal, tasteful jewellery that is conservative and appropriate for the school environment.

Permitted items include:

- Up to two piercings in each ear lobe, with small sleepers or studs (maximum 1.5cm for hoops, 5mm for studs). Piercings in the upper lobe or other parts of the ear are not permitted. Facial piercings are not permitted.
- Students may wear a watch or medical bracelet.
- Students may wear one fine necklace with a Christian religious symbol, or a discrete charm that is conservative.

Not permitted:

- Additional piercings.
- No rings, wrist jewellery, or anklets are permitted.

Non-compliance

If a student wears non-compliant jewellery (including extra piercings), they will be asked to remove it and take it to the RTC. An infringement will be issued by the referring teacher. Items will be held for collection in the RTC at 3pm. If a student hands in the same item multiple times, parents may be asked to collect these items.

Please note that having a new or healing piercing is not an acceptable reason for failing to comply with this policy. Families should ensure new piercings are fixed with a clear flat retainer or allow for enough time over the extended summer break to allow for healing to be complete.

Please seek permission via an email to a Pastoral Leader or College Leadership Team member (Primary) to wear a religious or cultural item.

MAKE UP

- Students must not wear any overt make-up unless approval has been granted for medical reasons.

- Heavy eye makeup and lipstick are not permitted.
- Only foundation make-up (skin tone) may be worn for sun protection.
- Nail polish, acrylic or gel nails, if worn, are restricted to a nude colour or a classic French tip and should be of a natural shape. Nails must be maintained to a short length so as to not interfere with activities such as cooking, sport etc.
- Students not complying with these guidelines will be required to remove the make-up/nail polish/acrylic or gel nails and parents will be notified.

TATTOOS

Visible tattoos (including henna) are not permitted with the school uniform.

- Tattoos on school-age students are forbidden by law and are unacceptable in the appearance and presentation of St Augustine College students.
- Visible tattoos are to be covered with a bandage or 'tube' at all times when in uniform. This includes in transit to and from school.
- Any request for an exception are to be made in writing to the Head of School or College Principal. Exceptions may be made for students who are 18 with proven and genuine cultural reasons determined at the discretion of the Head of School or College Principal, and in consultation with cultural Elders. These exceptions would be in very rare circumstances as most cultural tattoos are not readily visible and are not generally available to the young person until they are 18 years of age and they have performed significant cultural service.

NON-UNIFORM SCHOOL OCCASIONS

- Students pay a specified donation for the privilege of wearing a non-uniform.
- It is expected that students will wear clothing appropriate for an educational environment, adhering to workplace health and safety requirements such as being sun-safe and wearing enclosed footwear.
- Students must refrain from wearing revealing (including midriff shirts) and/or offensive garments (inappropriate slogans/logos).

NOTE

We recognise that on occasion young people may require support in various ways, including the wearing of the uniform. If you believe there is a special circumstance in relation to the wearing of the uniform, we invite you speak to the appropriate Pastoral Leader or a member of the College Leadership Team (Primary) in advance to discuss. Requests for variations due to cultural reasons or religious reasons will be considered by the Pastoral Team and College Leadership Team. We ask that parents/carers contact us to discuss.

- Where faith necessitates, the school will make appropriate arrangements to balance these with school uniform requirements.
- On occasions of extreme heat, parents and students will be notified when students are permitted to wear their sport uniform in lieu of their formal uniform. This will be decided by a member of the College Leadership Team.
- Students who wish to wear 'under-shirts' are only permitted to wear white with no print. These should not compromise our uniform standards and are not to be visible.
- In colder months, long sleeved shirts worn under the uniform should not be visible. Students should wear the College jumper and jacket to stay warm. If students are wearing a longer shirt under their uniform- they are to remove this if their jacket/jumper has been taken off.
- The College trackpants are not to be worn with the formal uniform.

BREACHES OF THIS POLICY

• St Augustine's College expects all students to wear the correct uniform and maintain appropriate grooming standards. If a student does not comply, the following procedures will apply:

Initial Response:

- In Secondary, students will receive a uniform infringement notice and be supported through the College's Pastoral processes.
- Serious or repeated breaches may result in parent meetings, suspension, or students being sent home until the issue is resolved.

Extra-Curricular Events:

Students must comply with the uniform policy when representing the College at external events or excursions. Non-compliance may affect their participation.

Oversight and Exemptions:

The College Leadership Team, together with Home Group Teachers and Pastoral Leaders, oversees policy implementation. Exemptions may be considered for individual students in special circumstances. Persistent non-compliance may result in withdrawal from class or College events until the matter is resolved.

Support for Families:

If financial hardship prevents a student from meeting uniform requirements, the College will work with families to provide essential items.

PROCEDURES FOR INFRINGMENTS

- Discussion with the student by a teacher, Pastoral Leader or a member of the College Leadership Team.

In Secondary:

Teachers record infringements in the Pastoral App (three infringements result in a lunchtime reflection)

- It is mandatory for Secondary students to wear their formal uniform on a Tuesday, with non-compliance leading to a lunchtime reflection that day
- Parental notification via email, phone, or support meetings
- Withdrawal from class or extra-curricular activities
- Collection by caregivers until uniform or grooming issues are rectified

Acceptance of the uniform policy is a condition of enrolment. The College is committed to supporting students and families in meeting these expectations, and debates regarding enforcement will not be accommodated.

Curriculum

At St Augustine's College, the curriculum supports our seamless P-12 environment whilst meeting the Australian Curriculum and Queensland Curriculum & Assessment Authority requirements. The Leadership Team, Middle Leaders, Teachers and Support Staff have collective responsibility for curriculum implementation at the College. Process is in place to support students and their learning with a strong focus on differentiated practices that cater to student's individual needs with a focus on each student making progress and achieving in their learning. Teaching and learning processes also reflect our model of pedagogy to ensure consistency across all phases of learning.

The College is organised into four learning precincts: Early Years (Prep-Year 2), Junior Years (Years 3-6), Middle Years (Years 7-9) and Senior Years (Years 10-12).

All students from Prep to Year 10 engage in the Australian Curriculum. Senior Years students study curriculum from QCAA Syllabuses and AQF Approved Vocational Education Training courses.

CURRICULUM STRUCTURES

St Augustine's College has fully implemented all learning areas of the Australian Curriculum from Prep-Year 10 and the new QCAA Queensland Certificate of Education Tertiary Entrance System (QCETES).

The following principles underpin the curriculum structures of the College:

a) Continuity through Years P-12 will be promoted via:

- The Australian Curriculum
- BCE's Religious Education program
- Implementation of the Early Years Curriculum Guidelines and ACARA P-10
- Implementation of nationally recognised Vocational Education and Training Courses in Years 10, 11 & 12
- Collaborative planning processes focused on clearly identified learning outcomes and standards
- Authentic and continuous assessment and reporting practices,
- 'Intra' and 'Inter' school moderation processes;
- A developmental approach to learning which is student centered

b) Selection of curriculum experiences will be:

- relevant
- purposeful
- holistic
- dynamic
- responsive
- related to real world contexts

c) Curriculum is integrated, balanced and connected to:

- Encourage students to develop a deeper and broader understanding of themselves and their world.
- Require the learner to access knowledge and strategies across the Learning Areas in a way which replicates operating in the real world.
- Promote the transfer of knowledge across learning areas independently and interdependently.
- Prepare for a more disciplinary orientation to formal curriculum offerings that are presented to students during the Senior Years.
- Meet the needs of all students respecting the multiple pathways to tertiary studies, post school education and training, and employment that are available either in the College or through other providers.
- Promote options for students to participate in community and workplace learning. Access to suitably targeted local community priorities for vocational education and training are provided.

- Students have opportunities to participate in school-based apprenticeships and traineeships as appropriate.

d) The context of learning will be informed by real life and life like situations and also theoretical constructs which, together, form a dynamic and balanced learning program.

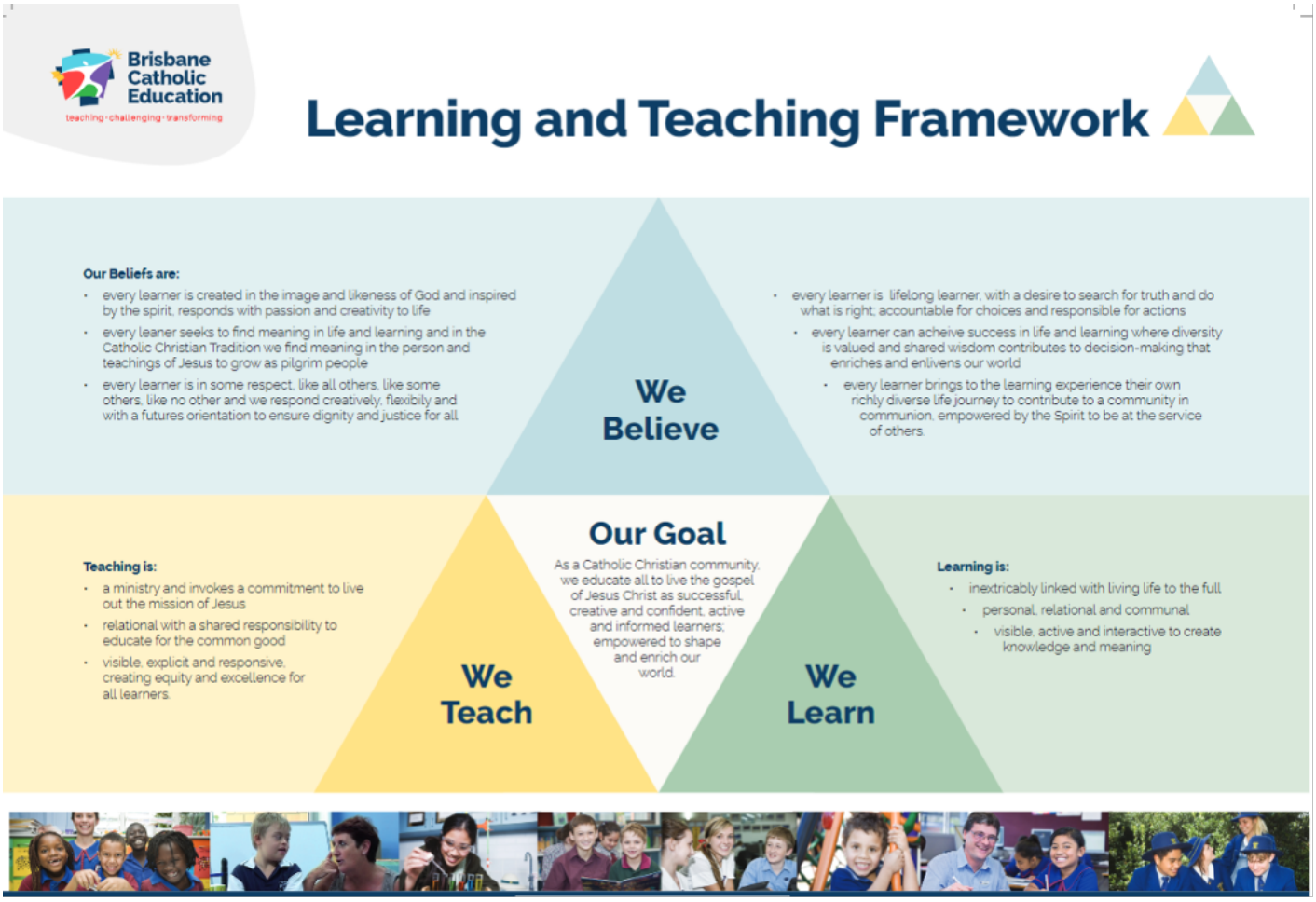
THE AUSTRALIAN CURRICULUM

As per the Alice Springs (Mparntwe) Education Declaration (2019), we recognize that, *"Education has the power to transform lives. It supports young people to realise their potential by providing skills they need to participate in the economy and in society and contributing to every aspect of their wellbeing"*. The declaration acknowledges that, *"improving educational outcomes for all young Australians is central to the nation's social and economic prosperity and will position young people to live fulfilling, productive and responsible lives"*.

BRISBANE CATHOLIC EDUCATION LEARNING & TEACHING FRAMEWORK

The BCE Learning and Teaching Framework sits within the vision, mission and values of BCE and outlines our philosophy and aims for learning and teaching. It is the beginning point for planning for learning and teaching at any level in BCE and outlines the beliefs and values that underpin learning and teaching in BCE schools.

BCE Vision: We are a faith-filled learning community creating a better future
BCE Mission: Teach, Challenge, Transform
BCE Values: Excellence, integrity, justice, hope

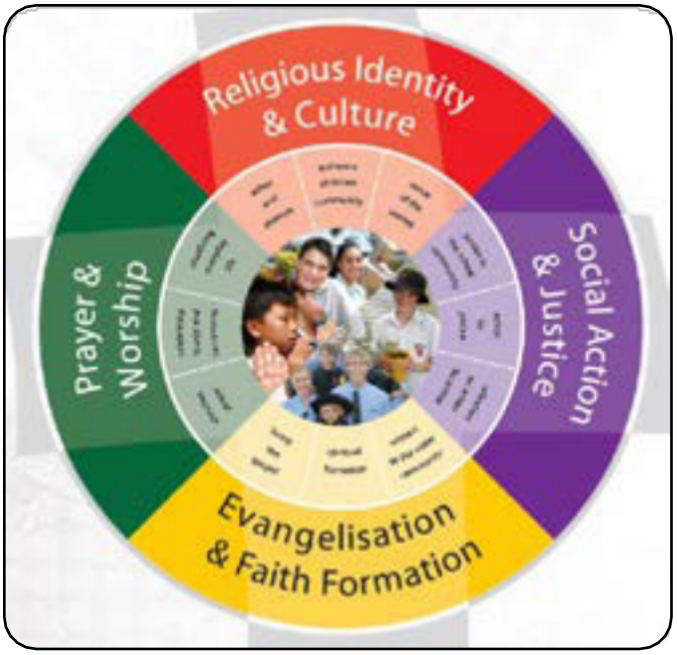


OTHER LEARNING AREAS

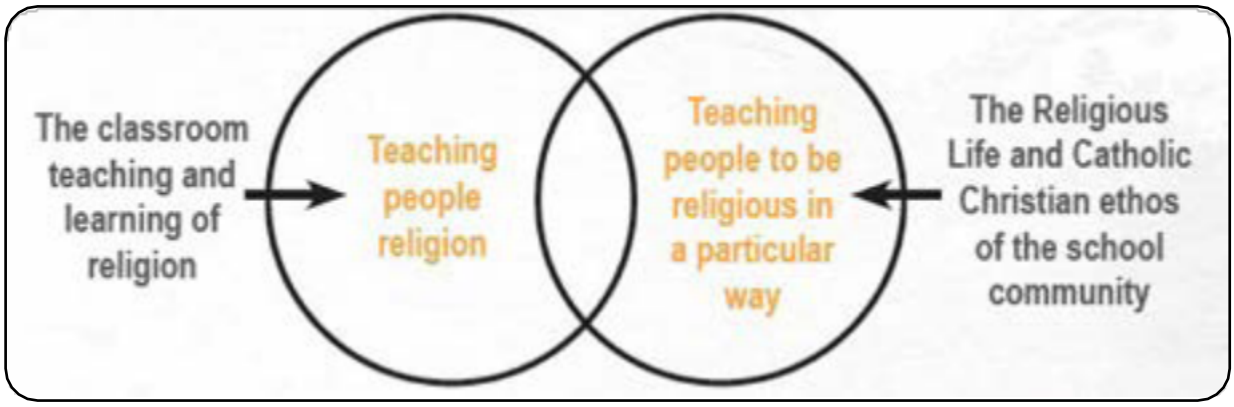
Religious Education

Religious Education is a key learning area at St Augustine's College and is taught through the Brisbane Catholic Education Religious Education Curriculum.

St Augustine's College's Religious Education Program articulates a Catholic view of learning and teaching and is structured around the Model for Religious Education. Integrated into this approach is a strong emphasis on our Augustinian charism.



THE MODEL FOR RELIGIOUS EDUCATION



The College recognises that this model seeks to teach people religion and to teach people to be religious in a particular way.

In order to enrich our Catholic identity, we aim to teach and promote a 'post-critical belief' whereby we recontextualise the Catholic faith tradition in ways that our community are able to engage with. We aim to promote of a Catholic worldview where the four core themes of Anthropology, Epistemology, Cosmology and the Catholic Christian Tradition are central.

Our Religious Education program is based upon sound design principles and employs a reconceptualist approach to the teaching of religion where the classroom teaching of religion allows for critical thought and inquiry. Teaching the Catholic tradition, rooted in scripture and linking this approach to the experiences of the Religious Life of the School is essential in ensuring our program is reflective of the Model of Religious Education. All experiences of Religious Education at St Augustine's College aim to provide meaningful and appropriate engagement for both staff, students and our wider community.

St Augustine's College's Religious Education Scope and Sequence documents aim to ensure a seamless P-12 curriculum by closely aligning the sequence of learning to the expectations of the BCE Religion Curriculum.

The overarching Prep-Year 10 Scope and Sequence document supports teacher planning around the teaching of Religion and Religious Life of the School experiences. This is a consistently evolving and 'living' document based on data and feedback to ensure we meet the expectations of high-quality teaching and learning and, appropriate and meaningful engagement with the Religious Life of the School.

Each Term's unit is focused on an inquiry question to direct the learning and teaching through an inquiry approach. Termly links between the teaching of Religion and the Religious Life of the College are sought and made visible in each termly unit plan.

ASSESSMENT

The process of assessment involves our teachers in:

- Providing students with opportunities to demonstrate what they know and can do in relation to the identified learning areas.
- Gathering evidence of students' demonstrations of learning.
- Making judgments about students' demonstrations of learning.

Staff use a variety of formative and summative assessment techniques and sources to gather evidence about students' demonstration of learning.

These include:

- Observation Focused Analysis Consultation, and
- Self and peer assessment.

Assessments for Years 7-12 students are timetabled and placed on an assessment calendar which is sent home at the beginning of each Term. It is also available on the College website and on both the Student and Parent Portals. St Students are given assignment guidelines, and within class time, teachers discuss their expectations and the scope of the respective tasks. When assignments are not completed, parents are notified and students complete them during a supervised afternoon detention, so that course completion is achieved.

The use of ICLTs by teachers and students at St Augustine's College supports and enhances the achievement of education goals across the P-12 curriculum. ICLTs are recognised as a tool for learning and not an end in themselves. Mastery of any tool requires the development of skills. At St Augustine's College, ICT skills are developed in the context of curriculum related to learning situations and not in isolation.

REPORTING

Reporting is an essential component of the learning process at St Augustine's College. It provides information to students, parents and teachers which allows for the celebration of learning achievements as well as goal setting and planning for learning to continue to improve. Reporting occurs in a variety of ways including progress charts, verbal feedback, results from summative assessment items as indicated on criteria sheets, parent information sessions, student progress discussions and parent/teacher interview, and written reports.

HOMEWORK (INDEPENDENT LEARNING IN SENIOR YEARS)

Homework set by teachers is regarded as a worthwhile activity. It will vary extensively in purpose, approach and content according to students' age levels.

The completion of homework has several purposes:

- The completion of homework enables students to consolidate what they have learnt at school, thereby increasing the students' confidence and enjoyment of learning.
- Homework allows children to continue to develop at their own rate of learning, while allowing parent to encourage, support, approve and take a hands-on approach in their own child's learning.
- Homework also develops self-discipline and time management skills by making reasonable demands and fostering long-term habits of learning and planning.

The following guidelines are provided for parents and teachers:

- Homework in P–6 is designed to support the development of positive study habits and reinforce key foundational skills, drawing on research that highlights its role in building routines and consolidating classroom learning, rather than being a major driver of academic progress at this stage.
- Homework in Middle and Senior Years should be relevant and related to class work;
- Progressive work over time on assignments is part of homework in Middle and Senior Years;
- Continual revision of learnt concepts covered in class is a key aspect of homework, particularly in the Senior Years where independent learning is required
- For some students experiencing difficulty, homework expectations may need to be modified;

- The prime responsibility for completion of homework rests with the student;
- Parents have a supportive role with regard to homework. Parents are encouraged to assist students by providing the necessary resources, a quiet place and for younger students, and listening to students read.

SUCCESS PLUS

St Augustine's College offers extra support for Years 7- 12 students, assisting with exam/assessment preparation and homework. Students may also just want a quiet space to complete homework with trained teachers to assist. Students can attend Success Plus sessions on Wednesday afternoons in the Bloxsidge Centre where teachers and tutors will be available to assist students. Students are also encouraged to approach the individual classroom teacher if there is a particular concern or difficulty with homework as it arises.

Acceptable Use of Computer & Internet Resources

Computer and Internet resources have become of critical importance to schools in facilitating and supporting learning and teaching. **Technology resources are provided to students for educational purposes only.**

St Augustine's College have established significant computing and communication resources to support these activities. This includes technology provided on school grounds and school owned devices (MacBooks/ computers/iPads) that may be taken off the school grounds with permission from the school. St Augustine's College has specific guidelines relating to the use of MacBooks/computers as part of this document.

This document has been developed to inform users of their rights, responsibilities and obligations when using IT resources, consistent with Brisbane Catholic Education's requirements that all such resources are used in an ethical, legal and responsible manner. The requirements and rules set out below apply to all St Augustine's College IT infrastructure whether accessed through school or privately owned devices.

Please read this document carefully. Each student and his/her Parent/Carer/Legal Guardian must sign the acknowledgment to confirm that they understand the requirements of acceptable use and the potential consequences of a breach of this policy.

RESPONSIBILITIES OF USERS

1. Students must comply with the rules for accessing technology resources in this document. These rules apply to all College technology, iPads/Macbooks used by students as part of the 1 to 1 iPad/device program and any USB, or any portable drive brought to the College.

PERMITTED USE OF TECHNOLOGY RESOURCES

2. Students must only access St Augustine's College technology resources for schoolwork.
Students must not:

a. buy or sell items or services over the internet;
b. access or enter chat rooms;
c. access, post or send inappropriate internet or email content, especially content that is illegal, dangerous, obscene or offensive;
d. amend documents created by another student without that student's consent;
e. download, install or use unauthorised computer programs;
f. deliberately install computer viruses or other malicious programs;
g. gain unauthorised access to any system by any means;
h. use technology resources to attack or compromise another system or network;
i. access or intercept emails sent to other persons;
j. waste resources on the network by saving unnecessary files such as pictures, music, video or other file downloads, or by printing excess copies of your work. Excess copies or printing not related to educational purpose may result in a cost per page being charged to you. Parents or Students will need to add to printer credit via the Flexischools app to allow printing;
k. Access any internet other than the College internet while at school.

3. The College and all associated infrastructure are available for educational use and specific network settings are not to be removed or altered.

CONFIDENTIALITY AND CYBERSAFETY

4. Students should be aware that material they post on Internet sites (including Facebook and other social media sites) is public. The content of public posts may have personal implications for students if, for example, potential employers access that material. The content of posts also reflects on our educational institution and community as a whole. Once information is on the internet it may not be possible to remove it.

5. Students should not display personal information about themselves or others in a way which is public. For example, students should not post their own or anyone else's address, telephone number or other personal details on the Internet or communicate these details in emails. Students should not distribute someone else's personal information without their permission.

6. Where disclosure of personal information is made through authorised avenues (e.g. by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside St Augustine's College control to prevent such instances from occurring.

7. Students should be aware that persons on the Internet might not be who they say they are. Students must not arrange to meet persons who they have met on the Internet.

8. The operation and maintenance of technology resources often requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns and as such, complete confidentiality and privacy cannot be guaranteed. St Augustine's College may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of technology resources is required.

CYBERBULLYING AND DEFAMATION

9. Students must not use email or the Internet to say mean, rude or unkind things about other people or send threatening, harassing or offensive messages. Improper use of technology resources could amount to defamation.

SECURITY

10. Students are responsible to ensure that all software is kept up to date. (eg. Operating System and any installed Anti-Virus Software).

11. Students must select a secure password and keep their username and password information private. The password should be changed regularly and should be difficult for other people to guess.

12. Students must log off at the end of their computer session.

13. Students must not use another person's name and password to access resources.

14. Students must report a suspected breach of security to a teacher.

COPYRIGHT

15. Just because something is on the Internet, does not mean that it is freely available - copying or downloading material from the Internet may be a breach of copyright or other intellectual property rights. Students must not use St Augustine's College technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media.

SPECIFICS OF 1 TO 1 DEVICE PROGRAM

16. Students are to use their device at school for educational purposes only. The device comes pre-installed with all the necessary software for student use. Only College authorised software is to be stored on the device.

17. The College reserves the right to carry out software, hardware and data inspections of the device at anytime. This includes any portable storage devices brought to school (USB or hard drive).The College will monitor student use of device during the school day using monitoring software.

18. Each student is responsible to keep their device secure.

19. Devices must be kept clean and free from graffiti and stickers, other than College provided identification labels. A $50 fee is applied to the family college account when a device is returned in poor hygienic conditions or when stickers are still applied.

20. Students are not to remove any identification labels from their Device.

21. It is the student's responsibility to charge their Device at home each evening.

22. While travelling to and from school Devices are to be carried in the case provided. Devices also need to be carried in the case provided between classes.

23. During recess and lunch, Devices can only be used in designated areas. Otherwise, Devices should be in their case inside the student's locked locker.

24. The software pre-loaded on the Device is licensed to the College. Students are not permitted to copy,

transfer, or delete this software.

25. Devices may only be used by the student at school or at home. The Device should not be used by any other student or family member except for the parent or guardian when assisting.

26. Students are responsible for the backup of all data. All general schoolwork should be backed up at least once a week and any assessment item backed up daily.

27. Loss, Theft and Repairs:

- All instances of malfunction, loss, damage, or theft are the responsibility of the student which must be reported to the College ICLT Support personnel on a Damage Report Form as soon as possible.
- The Device is covered by a limited warranty that does not cover stolen or misplaced devices.
- In the event of any loss, the student must raise a job request with the ICLT hub and pay the full amount of the device before being issued with a replacement Device. It is parents' or legal guardian's responsibility to include any school devices under their property insurance
- In the event of any theft, students must file a police report and provide evidence of it when raising a job request with the ICLT hub. Students must pay the full amount of the device before being issued with a replacement Device. It is parents' or legal guardian's responsibility to include any school devices under their property insurance.
- In the event of any damage to a Device that is not covered by the warranty, it is mandatory that parents or students process the repair only through the ICLT Hub. Repairing the device outside the college, in non-authorized shops and/or with aftermarket spare parts, will void the device warranty and therefore the student's family will be charged for the entire cost of the device.
- In the event of any damage to an iPad Device that is not covered by the warranty, the student will raise a job request with the ICLT hub and pay the insurance excess of $150 before being issued with a replacement Device.
- In the event of any damage to a MacBook Device that is not covered by the warranty, the student will raise a job request with the ICLT hub and pay the insurance excess of:
    - $250 for TIER 1 repair (screen replacement only) or
    - $500 for TIER 2 repair (any other damage except screen) before being issued with a replacement Device.
    - In the case of multiple damages to different device parts, student or parents/legal guardians can be charged up to the full amount of the device and not less than $500 (TIER 2) before being issued with a replacement Device.

<u>These charges are payable at the time of the claim, and cannot be added to College fees.</u>

- In the event that the manufacturer or authorised technician deems the damage to the device as non-accidental, any associated repair or replacement costs will be charged to the student's family account at the College.
- The Device remains the property of the College at any time and it cannot transfer ownership to parents upon the payment of insurance excess or the payment of the device full price of the damaged, stolen, or lost device.
- Students may be required to return the Devices to the College at any time upon request, including for an extended time during school holidays to allow for maintenance and updates.
- Students have use of the Device whilst they are enrolled at the College.
- When leaving the College, students are to return the Device and accessories in good order. If the Device and/or accessories are not returned, the replacement cost will be charged to the student's family via tax invoice and payment is required within 14 days.

CONSEQUENCES FOLLOWING A BREACH OF THIS POLICY

28. A breach of this policy will be taken seriously and may result in disciplinary action.

29. Any known breaches of these Acceptable Use conditions must be reported by St Augustine College to Brisbane Catholic Education's Legal Counsel and/or Chief Information Officer.

30. Possession of pirated software including games, movies and music on either the Device or a portable storage device will result in the device, or the storage device being reimaged and further disciplinary action under the College Student Behaviour Support processes.

31. Inappropriate use of laptop during class time including gaming (playing or watching downloaded games), iChat and unauthorised listening to music will result in further disciplinary action under the College Student Behaviour Support processes.

32. Examples of possible consequences: verbal warning recorded on student behaviour database, reimage, loss or restriction of access to technology resources, to formal disciplinary action for breach of the School Discipline policy. Students and Parents/Legal Guardians may be financially liable for damage caused to resources.

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

The Bloxsidge Centre (Library)

The Bloxsidge Centre is the place where students can discover and develop their love of reading and literature. It plays an integral role in the teaching and learning programs initiated within the College. Our mission is to provide a supportive environment, which encourages opportunities for our students and staff to be lifelong learners. A wide range of resources is available from the Bloxsidge Centre for students, staff and parents to loan.

It is staffed by qualified Teacher Librarians, and Library Aides.

Students are welcome to the Bloxsidge Centre, whether they visit in class groups, small groups or individually for either research or recreational activities.

The Bloxsidge Centre is open before school from 8.00am and during lunch breaks Monday to Friday. It is open on Monday and Thursday afternoons for Success Plus sessions until 4.00pm.

In collaboration with classroom teachers, the Teacher Librarians are involved in the planning, resourcing and implementation of units of work for all precinct areas. Information literacy skills are taught and practiced, and students are encouraged towards critical and independent use of information. Teacher Librarians are available to students to support effective researching and referencing skills. Students are also able to access printing facilities from the centre.

Throughout the year, the Bloxsidge Centre hosts special literary events to foster and extend the students' engagement with books. These include participation in the annual Book Week, author and poet visits for various year levels, Reader's Cup competitions, Premier's Readers Challenge and the annual Scholastic Book Fair.

Student Services

Student services can be accessed onsite by students within their respective precincts; the Primary Hub located near Junior Years, as well as the Middle and Years Hubs respectively. The Student Services Team includes: Guidance Counsellors, Support Teachers - Inclusive Education Learning Enhancement Teachers, Speech Therapist and trained School Officers. The College can also access the professional expertise of Brisbane Catholic Education Consultants and Advisory Visiting Teachers from Education Queensland.

The Student Services Team works in a P-12 capacity to provide leadership and management in working with staff and parents to support students who are having difficulty in engaging in the curriculum in a meaningful way or experiencing social difficulties. Student Services roles have two essential components. Proactive: to develop and sustain a range of measures to support students and families in order to enhance teaching and learning; and reactive: to work with teaching staff and specialist staff to address in a holistic way the academic, social and pastoral needs of individual students or groups of students who are experiencing difficulty in any aspect of College life.

The Support Teachers - Inclusive Education P-12, work in partnership with staff and parents to develop support programs which meet the needs of students. Students can receive support for their learning both within and outside the classroom setting. Students are generally referred for support through teachers or parents. Older students may also personally request support for themselves at any time. Students receiving support may have varying needs which typically include: those with specific learning disabilities, time management issues, learning difficulties, behavioural problems or medical concerns which may impact on school life.

The College staff also includes Guidance Counsellors who work in partnership with other staff to meet the more complex needs of some students. The Counsellors' work may include individual student counselling, social skills teaching, formal assessment of a student's academic or behavioural skills, and planning with teachers and working with parents to consider students' needs.

The College has access to speech pathology services such as consultation and assessment. Referral to school-based speech pathology services occurs via the classroom teacher or Support Teacher-Inclusive Education. On request, parents can access the contact details for Private Speech Pathologists in the local area (fee for service).

Co-curricular Activities

CHOIR

There are several choral opportunities for students at the College. Students from Years 3-12 have the opportunity to participate in choirs (non-auditioned) including: our Junior Belle Canto Choir (Years 3-6), and our Middle Years & Senior Years Vocal Ensemble (Years 7-12). Our choirs are also heavily involved in the Religious Life of the College, performing at College Masses and Liturgies, representing the College at combined Parish and BCE Masses, as well as participating in local Eisteddfods and festivals. Please email Hayley Forster should you have any enquiries about this program: Hayley.Forster@bne.catholic.edu.au

INSTRUMENTAL MUSIC PROGRAM

Our Instrumental Music Program is offered to students from Year 4-12 and includes the following instruments: flute, clarinet, saxophone, trumpet, trombone, euphonium, percussion. The specialist instrumental teacher provides weekly 30-minute group lessons and band practice each week. Parents meet the cost of lessons and instrument hire or purchase in addition to a refundable bond. Lessons take place during class time on a rotating timetable, with band practice scheduled before school. There are also opportunities for students demonstrating commitment and excellence in the program to participate in smaller chamber ensembles. The concert bands and ensembles perform throughout the year at school assemblies, arts showcase, and special events, as well as outside the school at local venues (hospital, aged-care homes etc.) and music festivals. Please email Hayley Forster should you have any enquiries about this program: Hayley.Forster@bne.catholic.edu.au

DANCE ENSEMBLE AND DANCE TROUPE

Students from Years 2-12 are given the opportunity to participate in a Dance Ensemble each year in a range of styles including Jazz, Contemporary/Lyrical, Hip Hop, Musical Theatre and Cultural dance. Students audition for these groups in Term 4 and at the start of each year. Rehearsal times occur within school time as well as before and after school; a timetable will be released early in Term 1. Dance Ensembles have many opportunities to perform within the community at Eisteddfods, Festivals and Competitions, as well as school events such as Whole College Assemblies and Dance Showcase Night. Each Primary ensemble is led by Middle and Senior Years Student Leaders under the guidance of Danielle Plaatjies. Secondary ensembles are led by Senior Years Leader or Dance Coordinator Sophia Villetri under the guidance of Emma Snook. Leaders and Teachers work with the Dancers to improve technique, stage skills, confidence and stamina.

The St Augustine's College Dance team have been extremely successful achieving excellent results of local Eisteddfods, Dance competitions and QLD State and National titles.

Please email Emma Snook estockton@bne.catholic.edu.au and Danielle Plaatjies dcowles@bne.catholic.edu.au for information about our Dance program.

COLLEGE PLAY

Our annual College play is an excellent opportunity for Middle Years and Senior Years students to work as an ensemble developing confidence, performance skills, teamwork and understanding of onstage and backstage etiquette. The Drama troupe rehearse on Thursday afternoons and during allocated the six SECA sport days. The production is held in Term 3 and is a very successful event.

OUTSIDE SCHOOL PERFORMANCES

Throughout the school year, cultural groups across the College are given the opportunity to participate in a variety of cultural experiences including, Dance Eisteddfods, Hip-Hop Competitions, Music festivals and competitions, Harmony Day, Battle of the Bands and other community events. The opportunity to participate in such events relates to other College activities throughout the year.

OUTDOOR EDUCATION/CAMPS FOR SPECIFIC PURPOSES

Recognising that learning is sometimes best facilitated with "hands on" experiences away from the more formal atmosphere of the classroom, outdoor education experiences are both encouraged and considered to be an integral part of the curriculum at St Augustine's College.

Such experiences, be they camps of shorter or longer duration, or excursions into the playground, local area or further afield, provide numerous opportunities to integrate the physical, social, spiritual, academic, emotional and artistic components of a balanced education.

Outdoor education experiences by their very nature are highly motivational, enjoyable and challenging. They also require careful planning with particular attention to safety, hygiene, cost, and integration in the curriculum. Staff are currently developing a comprehensive program of outdoor activities, including camps, for the College. Particular activities are outlined at various class parent/teacher meetings early in the College year.

The following chart outlines the usual sequencing of school camps:*

Year	Camp Description	Duration
Junior Years (Years 4-5)	Camp with introduction to outdoor skills	3 days/2 nights
Junior Years (Year 6)	Camp	3 days/2 nights
Middle Years (Years 7-9)	Camp with focus on higher level outdoor skills	3 days/2 nights
Senior Years (Year 10)	Future Pathways Program	
Senior Years (Year 11)	Leadership Experience	2 x days
Senior Years (Year 12)	Retreat Experience	3 days/2 nights

*Subject to change due to scheduling

College Sports Program

A student's participation in sport is an important component of the well-rounded educational experience offered at St Augustine's College. The College co-curricular sports program offers students the opportunity to participate in a variety of sports. Every student is encouraged to participate in a sports program, which caters for the beginning sports person through to the elite athlete.

Through a student's participation in cocurricular sport, St Augustine's College continues the development of essential lifelong physical skills and healthy behaviours. The College also believes that cocurricular sport is an aid to successful academic achievement, as sport and the associated training, is integrated with the study pattern of a student. Throughout the year, sporting teams from across the College are entered into sporting competitions to offer rich experiences, foster sportsmanship, build a sense of belonging, spirit, pride, and to encourage the best in our students.

St Augustine's College is a member of the South East Colleges Association (SECA), which caters for students in Years 7-12 in a variety of sporting opportunities. Students in Years 4-6 also have a variety of opportunities to play interschool sport against other Catholic schools in the Greater Springfield/Ipswich region. The College is also a member of Central Comets District Sport in Metropolitan West Region, which provides opportunities and pathways for students aged 10-18 years to progress through the ranks of a variety of representative sports.

SPORTING OPPORTUNITIES

St Augustine's College approaches sport as a pivotal role in teaching a holistic education. In doing this, the College is determined to provide students with many quality sporting opportunities. More detailed information is available via the Sports Information Booklet which can be downloaded from the website or Parent Portal, with printed copies available from the front office.

Please see below for an overview of the various sporting programs and opportunities available to students:

Athletics
- Inter-House Athletics
- SECA Athletics
- Ipswich Catholic Primary Athletics

Cross Country
- Inter-House Cross Country
- SECA Cross Country
- Ipswich Catholic Primary Cross Country

Swimming
- Inter-House Swimming
- SECA Swimming
- Ipswich Catholic Primary Schools Swimming

Basketball
- SECA Inter-School Sport Competition
- Champion Basketball Schools Queensland (CBSQ) Competition
- Year 5 & 6 Catholic Schools Basketball

Golf
- Annual Partnership with Brookwater Golf
- Term/Semester based group trainings

Netball
- SECA Inter-School Sport Competition
- Queensland Independent Secondary Schools (QISSN) Competition
- QLD Primary & Secondary Schools Cup

Rugby League
- SECA Inter-School Sport Competition
- Queensland Independent Secondary Schools Rugby League (QISSRL) Competition
- Year 4-6 Catholic School 7's

Football

- SECA Inter-School Sport Competition
- Independent Secondary Schools Association (ISSA) Competition
- UhlSport Cup Competition
- Year 4-6 Catholic Schools Soccer

Touch Football
- SECA Inter-School Sport Competition
- Brisbane All Schools Competition
- QLD Secondary All Schools Competition
- QLD Primary All Schools Competition

Volleyball
- SECA Inter-School Sport Competition
- Volleyball Queensland (VQ) School Competition

Other Sports
- AFL 9's
- Chess
- Cricket
- Esports
- OzTag
- Tennis

SPORTS HOUSES

The College's Inter-House sporting tradition is an integral part of the sporting culture here at St Augustine's. This Inter-House tradition creates a strong sense of belonging and community within the whole College.

St Augustine's College has 4 Houses:

- Cascia (Maroon)
- Jagera (Gold)
- Josey (Navy)
- MacKillop (Teal)

Students are assigned a House team at the time of enrolment. Throughout the year, students across all precincts have the opportunity to represent their House in sporting, academic and other competitions. Significant events through the year include Swimming, Cross Country and Athletics Carnivals that involve the entire College community.

REPRESENTATIVE SPORT PATHWAY

Many sports conduct trials across Primary and Secondary schools within the Metropolitan West region as a pathway to State and National selection.

Only students approved and nominated by the College can attend representative trials. Feel free to contact the Sports Leader for more information.

HELPFUL LINKS

SECA School Sport
https://www.secasport.com.au/

Central District School Sport
https://metwestschoolsport.eq.edu.au/district-sport/our-districts/central-comets

Metropolitan West School Sport
https://metwestschoolsport.eq.edu.au

Queensland School Sport
https://queenslandschoolsport.eq.edu.au

St Augustine's Sport Handbook
https://www.stac.qld.edu.au/College-life/Pages/Sport.aspx

Home-College Communication

In order to support the core business of this College – developing a community of learners – a range of measures have been put in place to ensure the safe, efficient and effective running of the College. A major priority throughout the College is the establishment of good communication amongst all involved in the daily life of the College

APPOINTMENTS WITH STAFF

Parents are encouraged to maintain regular contact with class/home group teachers, including reading the Primary class blog and emails. It is preferable to make an appointment to speak to staff as staff are not always readily available. To do this, you can contact staff via the College office on (07) 3814 8300 and if staff are unavailable, you can leave a message, and they will return your call as soon as possible. Alternatively, their direct email addresses can be found on the Parent Portal Directory.

ASSEMBLIES

Each fortnight, a Whole College Assembly is held on Week B Tuesdays at 12.00pm in Giramee (the large assembly area adjacent to the carpark) and includes prayer, presentations, and announcements. Parents are welcome to attend assemblies. Where possible, these are linked to the liturgical season or needs of the College community.

Primary Assemblies are held weekly on Fridays at 8:50am at Woogaroo. Middle and Senior Year Assemblies are held in Week A on Thursdays, starting at 11:10am for MY and 12pm for SY, in Giramee.

INFORMATION AND PERMISSION FORMS (PARENT SLIPS)

On many occasions during your child's schooling, there will be opportunities for excursions away from the College. A school excursion or camp is a learning experience designed to motivate students and provide first-hand experiences which could not otherwise be provided in the classroom or on campus. School excursions and camps are an important part of our curriculum and are regarded as compulsory. Appropriately planned and supervised camps and excursions assist greatly in the students' understanding of the community in which they live. Information and permission forms will be emailed to parents, usually as an EdSmart Parent Slip. Following the link, you will be able to access all relevant details, provide permission and medical details to the camp/excursion online. Sometimes, letters about camps/excursions will also be accessible via the Forms and Documents section on the Parent Portal.

PARENT PORTAL – BCE CONNECT

It is crucial for parents/carers to have access to the Parent Portal, and to check it regularly to stay up-to-date with everything happening at the College. The Parent Portal provides access to:

- Important Announcements i.e. bus delays, PPP hour opportunities, events etc.
- Class blogs
- Forms and Documents
- Student Reports - attendance, NAPLAN etc.
- Staff directory
- Absence Reporting and more.

Using the Parent Portal, you can also check the details we have recorded in our enrolment system, and if necessary, advise us of any changes. It is important we have your correct details on file as we often email information including the fortnightly newsletter, announcements and letters. The email we have on file is what you will need to set up an account. Further instructions are provided on the following page on how to setup access to the Parent Portal. Please note that the current parent portal platform will be discontinued later in 2026 and will be upgraded to the web version of BCE Connect for parity with the BCE Connect App, and access remains the same on all platform.

BCE CONNECT APP

BCE Connect is a managed mobile application developed by Brisbane Catholic Education to serve as a central hub for school-related communication and engagement. Designed for parents, guardians, and school staff, it provides secure and easy access to school and student information. BCE Connect makes it easier to stay informed, keep track of school updates, and stay in touch - anytime, anywhere.

Your BCE Connect experience has been tailored to your needs. Log absences for one or more children at single time. Find school related information, in a single place and receive targeted communications.

Designed with your family in mind, BCE Connect is secure, simple to use, and built to support your day-to-day school journey. It's more than just an APP, it's a trusted partner that helps you stay effortlessly connected to your school community.

Allow BCE Connect to simplify your day and keep you in the loop, because school life should be easy, engaging, and empowering.

Let BCE Connect become your ultimate school companion!

Instructions on how to get started with the BCE Parent Portal and Connect APP can be found on the next page.

NEWSLETTER

The College Newsletter is published fortnightly in an electronic form and emailed to each family and older year level students. It is important that we have the correct email on file for parents/carers. It contains important news, updates, event information, announcements, student achievements and opportunities with articles from the Principal and other staff. The Newsletter link & archive can also be accessed on the website.

SOCIAL MEDIA

The College has various social media profiles including a Facebook and Instagram page, where we post news, events and announcements. Engagement is encouraged, however for specific enquiries or feedback it is recommended to contact the College directly via phone or email for the appropriate staff member to assist you. Facebook messaging is not enabled - it will be sent as an email to the College email. The page is not monitored 24/7 so response time will vary to comments. The College reserves the right to delete any negative comments or block/ ban members of the community from commenting at any time. Spam/abuse/inappropriate comments by the College community and/or wider community will not be tolerated and it is recommended parents discuss etiquette with their students.

WEBSITE

The College website, www.stac.qld.edu.au hosts a range of information, documents and articles about what is happening at the College and any important updates.

MEDIA AND STUDENT MATERIALS CONSENT POLICY

St Augustine's College collects digital, photographic and multimedia images of students and materials created by students during their enrolment for various reasons such student participation at school, college events, celebrating student achievements. Publishing examples of student materials, as well as students themselves through the school's communications and media channels is done for purposes such as promotion of our college, and/or BCE and associated entities. Only students that have been given media consent can be featured in communications and media including but not limited to newsletters, class blogs, social media posts and marketing material. More information on the policy is detailed in the BCE Media and Student Materials Consent Form.

Parents and carers can view their student's Media Consent Status via the Parent Portal/Connect App, Requests to change media consent can made at any time, but must be submitted in writing by emailing ssprmediacomms@bne.catholic.edu.au, requesting a media consent parent slip, or by completing the Media and Student Materials Consent form and returning it to the College office.

BCE Connect Setup Guide

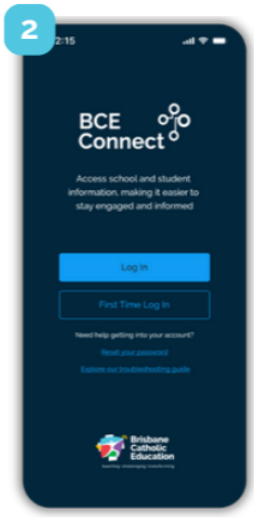
1. **Scan** the QR code or go to your App Store and **download** the latest BCE Connect App.

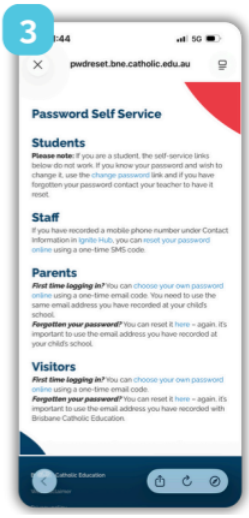
2. Open the BCE Connect app and select **First Time Log In** button.

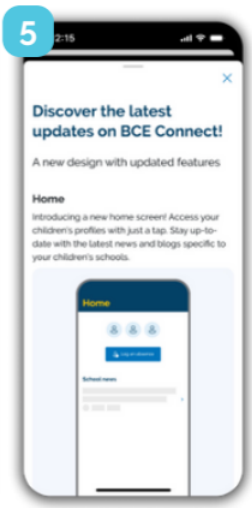
3. On the **Password Self Service** page, refer to the instructions for **Parents**. **Choose your new password** using the email address you provided to your child's school.

4. Now **login** to BCE Connect using your credentials**. Enable** biometrics for an easier login and **allow** push notifications to stay up to date with all your school information.

5. You're all set! Tap **Get Started** to explore BCE Connect and enjoy quick, easy access to student and school information.







Having trouble?

Scan the QR code to open our **BCE Connect Troubleshooting Guide** or visit https://bceconnect.bne.catholic.edu.au. If you have any further issues, please contact your school for help.

Flexischools Access Instructions

St Augustine's College uses Flexischools to provide a cashless way to pay for Tuckshop, Uniform Shop items and extracurricular activities.

Flexischools allows parents to place orders online, load funds for shops or printing and pay for activities/events. The payment is processed online so parents don't need to send cash or a paper order to school. As well as being convenient for parents, the online orders are more accurate and much faster for the Tuckshop to process. Flexischools also helps users stay up to date through push notifications.

Students in Year 7-12 can also use their Student ID Card to make purchases in person and for printing. Funds can be loaded onto parents' Flexischools account wallet. Students/parents can also view their balance online. At the cash register, they then just need to swipe their card to make purchases.

Parents can use the Flexischools system to purchase items from the Uniform Shop. Items can be ordered online, or students can use their linked Student ID card within the Uniform Shop to make purchases.

A student's ID card/number can only be linked to a single Flexischools account at any given time, however additional parents and carers can add the same student with their homeroom as an identifier for placing orders. Registration will prompt first time users to enter a Student Card Number **without** the '**s**' prefix, and only the parent who initially registered the student number will be able to link their Flexischools Digital Wallet to their student's card.

For technical support, please contact Flexischools directly via the Customer Support chat function on the profile section of app or contact their Customer Support on **1300 361 769**.

Organisation & Administration

CLASS ATTENDANCE SYSTEM

Students are to arrive at school in time for Homegroup/Roll Call which begins at 8:35am. Rolls are electronically collated and absentees recorded. Students who are late to school **must report to student reception** to swipe their ID cards **before** going to class.

SMS text messages are sent to parents/carers if student absenteeism has not been advised via the BCE Connect App/Parent Portal.

STUDENT ID CARDS

All students from Year 7-12 are issued with a College ID Card in Term 1. The card features the student's name and a current student photo. Students carry their ID card and use the card for accessing the College printers, borrowing at the Bloxsidge Centre, cashless purchasing at the Tuckshop and Uniform Shop, or for transport concessions. Student ID cards can also be used to swipe in at Student Reception if arriving late to school, as well as when students leave before the end of the school day.

EARLY COLLECTION FROM SCHOOL

Students from Early and Junior Years must be accompanied by an adult when leaving the College grounds during school hours. If a carer not known to College staff is going to collect a student during school hours, parents need to alert staff beforehand that another person will be collecting their child. Students must swipe their ID card at Student Reception when leaving the College grounds.

ABSENCE FROM SCHOOL

If students are going to be absent for any reason, we require parents to inform the College by using the Parent Portal or BCE Connect Absentee function. For older students, especially when assessment tasks have been missed or special consideration may be required, a medical certificate needs to be provided.

The College takes the monitoring and tracking of students who are absent from school for any reason very seriously. The electronic class attendance system which records absentees also sends text messages to inform parents/carers if students are not accounted for at the first roll call of the day.

COLLECTION OF STUDENTS (BETWEEN 2:45PM AND 3:20PM)

JY/MY/SY Pick Up Zone

The lower undercover area (Giramee) and car park is used for the pick-up of Junior, Middle and Senior Years students. This is marked as a BLUE ZONE for Drop Off and collection of students.

To ensure safe collection of students, cars enter via the first entrance in St Augustine's Drive and drive through to the roundabout before queuing for collection of students from the parking bays directly in front of the undercover area. After pick-up, cars may exit via the same entrance (following the arrows) or, if required, follow the arrows through to the upper car park if needing to collect Early Years students.

EY Pick Up Zone

Early Years students have a separate pick-up zone. This is located in the upper car park, the kerbside in front of Monica's Lawn and the Administration Centre extending to Early Years is marked as a BLUE ZONE for pick up and collection of students. Those collecting EY students are asked to queue as previously, entering via the second entrance to the College. This pick-up zone allows students to wait in the shelter area at the top of the steps close to the collection bays.

Morning drop off can occur across all zones.

BICYCLES & SCOOTERS

Students may ride bicycles and scooters to school at their parent's discretion. Given the heavy traffic in the local area, we do not recommend that younger children ride bicycles and scooters to school. Cyclists must wear a protective helmet when riding their bicycles. Bicycles and scooters should be wheeled in and out of the grounds and securely stored in a bicycle rack behind the College Tuckshop. Electric/battery powered (eBikes/Scooters) are not permitted on Campus

SCHOOL CROSSINGS

We highly recommend the use of the designated school crossing on St Augustine's Drive when crossing from Augustine Heights. A pedestrian operated crossing is located adjacent to the College on Augusta Parkway, enhancing the safety of cyclists and pedestrians crossing from the Brookwater residential area. Parents are requested not to use Augusta Parkway as a drop off and collection point.

PUNCTUALITY

Every effort should be made to have students arrive at school on time to prevent the disruptions caused by entering a class after lessons have commenced. Students who arrive late should report to Student Reception to swipe their ID Card prior to going to class. If students regularly arrive late for school, contact with parents will occur.

SUPERVISION BEFORE AND AFTER SCHOOL

Students should arrive no earlier than 8:10am unless they are attending a supervised sport, music or dance practice. Until this time there is no supervision provided by our staff. Students from P-6 who do arrive before 8:10am, should be enrolled and go to OSHC where there is safe, and quality care provided. After 8:10am, primary students must assemble at Woogaroo until 8:40am after which they can proceed to their classroom with their teacher. Middle and Senior Year students may wait in their precinct or visit the Bloxsidge Centre.

In the afternoon, students who are travelling home by bus should go directly to the appropriate bus waiting area. Students who are being collected by car must assemble in the designated area until the arrival of their parent or designated driver. Students will then be directed to the pick-up zone. Staff will supervise the collection of all students in the afternoon until 3.20pm. Any student still not collected by 3.20pm will be required to wait outside the Administration Block until collected.

MUSIC - NOT BELLS

We play a variety of music over the school public address (PA) system to signal the start of school and end of break times. At this time, students should cease their play and other activities and move to their class area. We call this process "Moving to the music."

VALUABLES AND MONEY

The College strongly advises that students leave their valuables (i.e. mobile phones, video games, expensive toys, items of sentimental value etc.) at home. This prevents loss, theft and damage to expensive items. Students should not carry a large amount of money around with them for the same reasons. Secondary students are required to have a lock on their locker at all times.

LOST PROPERTY

Parents/carers are strongly urged to clearly mark every item of your child's uniform and belongings so that lost property can be reclaimed or returned promptly. Items of lost clothing are stored near Student Reception.

WET DAY OR EXTREME TEMPERATURE PROCEDURE

School hours are not altered on wet or extremely hot days. Arrangements are made within the school to accommodate students in the morning tea and lunch periods. In cases of extreme heat, students may be permitted to wear their sport uniform instead of their formal uniform. This will be communicated to parents via email, BCE Connect Push Notification or Social Media.

EMERGENCY PROCEDURES

The College has developed a comprehensive range of emergency plans including an Evacuation Procedure and Lock Down procedure. Students are introduced to these procedures and will periodically participate in practices to develop confidence with them. All parents who may be on site at the College in the event of an emergency procedure – real or practice – are bound to participate in the procedure. In general, all evacuations will involve students, staff and visitors exiting in an orderly fashion to set places on the ovals within the grounds where rolls and staff and visitor records will be checked.

OUTSIDE SCHOOL HOURS CARE/VACATION CARE

Centacare Child Care Services, the family support ministry of the Archdiocese of Brisbane, operate an Outside School Hours Care service for before school (6.30am - 8.30am), after school (2:45pm - 6.00pm) and vacation care available during most school holidays and on student free days. It is located on the far end of the College grounds. Please phone 0407998941 or email augustineheightsoshc@catholicearlyedcare.qld.edu.au for all enrolment enquiries.

ST AUGUSTINE'S CHILD CARE CENTRE

Centacare Child Care Services operates a Long Day Care Centre for children aged 6 weeks to school age on the College grounds. Please phone (07) 3814 0299 or email augustineheightsldc@catholicearlyedcare.qld.edu.au for all enrolment enquiries. Please note. Enrolment at the Child Care Centre does not guarantee enrolment at the College. There is a separate enrolment process with more information available on our College website.

COLLEGE HOME GROUP PHOTOS

School photos are taken once a year by a professional photography company appointed by the College. Class photos, individual photos and family photos are taken and available for purchase via the company directly. The BCE Media and Student Materials Consent Policy does not cover these schools photos, however should parents wish for their child not be in the photo, they may opt out by informing their child's home group teacher in writing.

LOCAL BUS SERVICES

Westside Bus Service and Park Ridge Transit run a number of services used by students. These bus routes will vary each year according to demand. For more information, please contact them directly. All services operate under the Queensland Transport Translink program which entitles students to a very considerable subsidy. Application information for this subsidy are available from the Student Registrar who handles all bus enquiries. All bus travellers are covered by the Queensland Government "Code of Conduct for Bus Travel". The code sets out clear expectations, and there are significant penalties for unsafe and inappropriate behaviour.

SMOKE FREE ENVIRONMENT

All Brisbane Catholic Education schools, including St Augustine's College, are Smoke Free Zones. In line with various legislative requirements and especially the College's teachings and commitment to healthy living, the entire site is a smoke free zone.

Medical Information

MEDICAL CONDITIONS

While the main role of the school is to provide education, we want your child to be relaxed and happy at school and for you to feel confident that your child is being well looked after. To achieve this, at the beginning of each year, medical packs are sent home to students who are listed as having a significant medical condition such as Allergies, Anaphylaxis, Diabetes, Epilepsy, Asthma, or any other medical condition. These packs include and Individual Student Health Care Plan, an Emergency Action Plan, and a Student Medical Request Form. Once you receive a pack, please fill in all required details and send back to administration as soon as possible. These packs are available throughout the year from administration.

ACCIDENTS

In the event that students are injured at school, action is taken by the College depending on the nature of the injury. Minor cuts and abrasions are given first aid treatment. Most staff hold recognised First Aid qualifications. For more serious injuries, parents will be contacted as soon as possible and prior to any action being taken. In the event of a more serious accident, medical assistance will be sought while parents are contacted. For this reason it is essential that parents maintain current and accurate emergency contact numbers on College records.

ILLNESS AT SCHOOL

Every effort is made to contact parents if children become ill at school. Again, parents are urged to keep emergency contact details up to date with our office staff. All visits to the First Aid room are recorded in our First Aid Register, with a note being sent home for significant issues, especially for younger students. Students may be sent to the Sick Room during the day upon teacher discretion for a rest for up to 2 periods before returning to class; however, if they continue to feel unwell and are unable to return to class after 2 periods, parents will be contacted to collect their child from school.

CONTAGIOUS DISEASES

It is a requirement of enrolment for students in Early and Junior Years that children are immunised according to the schedule as recommended by health authorities. Where children contract a contagious disease, there are specific lengths of time for compulsory absence. This is, of course, to protect other children as well as providing adequate time for the child to recover.

The following conditions apply to all children in attendance at school.

Disease	Exclusion Details
Measles	Should be excluded for at least 4 days from appearance of rash or until a medical certificate of recovery is produced.
Chicken Pox	Should be excluded for at least 5 days from beginning of the illness or until the last lesion has healed.
Mumps	Should be excluded for at least 9 days after the onset of symptoms.
German Measles	Should be excluded for at least 4 days from appearance of rash or until a medical certificate of recovery is produced.
Ringworm or Impetigo	Exclude until treatment has commenced.
Head Lice	Exclude until no lice are present.
Conjunctivitis	Exclude until eyes have cleared.

MEDICATION AT SCHOOL

Whilst the administration of medication is the responsibility of the parent/carer with legal responsibility for the student, school staff can assist a student with medication under the carer provisions of the Medicines and Poisons Act 2019 (Qld) and Medicines and Poisons (Medicines) Regulations 2021 (Qld) where medication is given during school hours or school activities.

In order for College staff to administer medication, Brisbane Catholic Education policy states that prior permission from parents/guardians must be received PLUS medication in its original packaging with correct pharmacy labelling and supporting information from a registered health practitioner. BCE requires specific forms completed, which can be obtained via the Parent Portal or from front reception.

Verbal authority or any other version of written authority which does not follow the Brisbane Catholic Education policy and forms will not be accepted and medication will NOT be administered.

At the conclusion of the school year, College staff will notify all parents/guardians that they must collect their remaining medication from the College **before the last day of term 4**. Failure to do so will result in the College returning all medications to a local pharmacy for disposal. The pharmacy will not hold this medication for parents/guardians, they act under instruction to dispose of this medication.

The College is NOT responsible for the replacement or costs involved in replacing disposed of medication.

RESPONSIBILITIES OF PARENTS OF A STUDENT REQUIRING MEDICATION

Parents of children who require regular administration of medication have the following responsibilities:

- Inform the school principal of the health needs of the child upon enrolment and whenever they change.
- When requested by the principal, assist in the preparation of the individual health care plan.
- Provide the medication administration form and the emergency action plan to their child's medical practitioner and return it to the school when the forms are completed and signed.
- Completion of the Brisbane Catholic Education policy and forms, which require a parent and College staff meeting to receipt the medication, complete the Request to Administer Medication form and/or Medication Administration Instructions form, with the Action/Management Plans, as required, are needed before any medication can be administered.
- Provide the equipment and consumables, including medication (for example, Epi- Pen), for carrying out emergency treatment as specified in the student's emergency action plan.
- Ensure that the medication provided is not out of date and is labelled clearly with the student's name and dosage information.
- The College is NOT responsible for notifying parents/guardian that medication is due to expire, or the last dose has been administered. Parents/guardians are responsible for setting their own calendar reminders on when medication is due to expire or run out, based on the initial dosages they provided the College with.
- The College will not cut pills and will not accept cut pills in bags across the counter. These MUST be in a Webster packaging from the pharmacy with correct labelling.
- Replace the medication (for example, Epi-Pen) when it expires or after it has been used.

Please note that all forms referred to are available from the College office or Parent Portal.

STUDENT SELF-ADMINISTRATION OR ASSISTED ADMINISTRATION OF MEDICATIONS

In certain cases, students may be responsible for the self-administration of medications. In these cases, please contact the College for the correct Self-Administering form. However, the College reserves the right to decline these requests and self-administering of Schedule 8 medication is not an option the College will allow.

NUT AWARENESS

For the safety of students with allergies, the whole College campus is a Nut Aware Zone. This means staff, students and parents are urged to avoid bringing nuts and nut products to school. The College Tuckshop is also 'nut aware' and aims to avoid all nuts & nut products.

Child and Youth Risk Management Strategy

St Augustine's College, Augustine Heights is committed to high quality learning and teaching for the students enrolled at our school. We recognise that this is best achieved when children and young people feel safe and respected. We recognise that the protection of children is everyone's responsibility.

Our Child and Youth Risk Management Strategy (CYRMS) complies with the legal requirements of the Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulation 2020. The CYRMS also adheres to the National Principles for Child Safe Organisations and the National Catholic Safeguarding Standards. As a school within the Catholic Archdiocese of Brisbane we honour the Safeguarding Commitment of the Catholic Archdiocese of Brisbane.

At this school, our commitment to the safety of students is founded within our belief in Christ. Our school charism, **which are the Augustinian Values of Unitas, Veritas and Caritas** is embedded within the CYRMS so it is a living practice for our students and families. Our school's CYRMS references Brisbane Catholic Education (BCE) system wide policies and procedures which support the safety, protection and wellbeing of students and is contextualised to our school environment.

For further information regarding **St Augustine's College, Augustine Heights CYRMS** please contact Emer Hyland-Reid.

The CYRMS has been developed in consultation with the students and families at St Augustine's College, Augustine Heights. Please follow this link to view the current CYRMS document

Feedback

SUGGESTIONS FOR IMPROVEMENTS TO OUR COLLEGE PARENT HANDBOOK

We are always interested in making improvements to this College Parent Handbook. If you have any suggestions or feedback please email the College at: pspringfield@bne.catholic.edu.au

St Augustine's College
AUGUSTINE HEIGHTS
Be together in heart and mind