

St Stephen's
Catholic College



Trust in the Lord

Enrolment Handbook

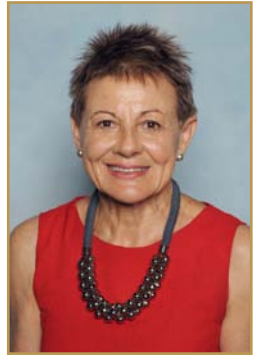


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From the Principal



Dear Parents,

St Stephen's Catholic College is a Catholic co-educational secondary college offering a quality, educational experience for students from Years 7 to 12 on the Tablelands. Established in 2006 under the auspices of the Catholic Diocese of Cairns, St Stephen's focuses on providing excellent opportunities for young people to achieve their personal best.

The College endeavours to deliver a holistic curriculum which allows students to develop academically, socially, emotionally, spiritually and physically. Students are encouraged to be life-long learners who will use their talents to create a better world consistent with the Gospel values. A sense of community is an integral part of our College whereby students are welcomed, valued and encouraged to experience success in some area of school life. Sporting and other team-building activities foster positive relationships among students, parents and teachers by providing opportunities for growth.

Therefore, parents who are seeking a quality Catholic secondary education for their child are encouraged to consider St Stephen's as an option. Families will not be disadvantaged because of genuine financial difficulties.

Yours sincerely,

Ida Pinese

Ida Pinese
Principal



Mission Statement

St Stephen's Catholic College is a community which strives to create a sense of family.

The College fosters a harmonious, safe and nurturing learning environment that supports students in developing respect, responsibility and confidence.

Students are encouraged to become independent, life-long learners capable of adapting to a rapidly changing and increasingly technological world.

We seek to develop compassionate, whole people who are morally autonomous and have an awareness of God's presence.

Students are encouraged to build successful relationships, communicate effectively and achieve their personal best.

History of the College

Catholic Education in Mareeba dates back to 1909 when four Sisters of Mercy arrived to open Good Counsel primary school. This name was retained until the early 1950s when the school was renamed St Thomas' after the patron saint of the parish, St Thomas of Villanova.

Enrolments at St Thomas' grew steadily over the decades that followed, and the community began to consider the possibility of a Catholic high school. Towards the end of the 1980s, the search for a suitable site began, and in 1991, the land on which St Stephen's Catholic College now stands was purchased.



In June 1998, a report compiled by Herron Todd White recommended the opening of a Catholic secondary school in Mareeba. A process of public consultation followed, and a Catholic Education Services report in September 2000 concluded that the Diocese could begin evaluating the new school proposal. During 2001 and 2002, a further study was undertaken to explore the possibility of a co-institutional arrangement with Education Queensland for the provision of secondary education in Mareeba. The results of this investigation were inconclusive, and the Diocese and Education Queensland decided not to pursue the matter.

With the demise of the co-institutional project, the Diocesan Education Board of Governance gave its approval for the establishment of a Catholic secondary college in Mareeba, and a planning application was submitted to the Office of Non-State Schooling in October 2002. Shortly afterwards, an application for a change of land use was submitted to the Mareeba Shire Council, and an application for capital funding was forwarded to the State Government.

By the end of 2004, all the necessary approvals had been gained. In February 2005, an interim College Board was formed with Mr David Anthony as chair. The following month, Mr Gerard Simon was appointed as the Foundation Principal, and in April, the school was named St Stephen's Catholic College. Construction work began on the site in June to be ready for the first intake of year 8 students in January 2006.



College Crest and Motto



The beige and royal blue college crest contains four panels displaying symbols significant to the life and mission of St Stephen's Catholic College.

The palm branch and stones are symbolic of the calling and challenge to follow St Stephen in being people of deep faith who are signs of the presence of Christ. We are reminded of the importance of being faithful to our beliefs and making Christ real in our Tablelands community, particularly amongst the poor.

The emblem of the Order of St Augustine is a flaming heart pierced by an arrow on the background of an open book. The open book suggests a dedication to intellectual search and study, both divine and earthly. The 'flaming heart' is indicative of Augustine's great personal charity; his love of God and others and reminds us of the importance of being charitable and loving. The arrow piercing the heart and the book represents the Spirit of God piercing our minds and hearts and calling us to continue growing in faith, hope and love.

The Mercy Cross challenges us to a deeper awareness of the Cross in God's plan of redemption. The presence of the Cross also reminds us of God's love for each of us and his forgiveness. Without the cross the real crown cannot come.

The Southern Cross, a symbol of hope and a direction in the night sky for those who journey, is a significant national symbol found on our Australian Flag. This symbol unites us with other Australians and is regarded as a symbol of freedom from oppression and search for justice.

The symbols combine to create a college crest that is a powerful sign of our mission as a Catholic School to first and foremost be people of hope and vision who reveal the love and reality of God our Father to the Tablelands community. We are called to use our education and giftedness to further the reality of God in our world.

The College Motto, "Trust in the Lord," prays the words so prominent throughout the New Testament and spoken by many Christians through the ages. To 'Trust in the Lord' is to put God above all things and let go of what is not important. To Trust in the Lord is to recognise that St Stephen was faithful to the Lord to the point of his own death. To Trust in the Lord is to believe in the ultimate reign of God and be prepared to work towards this.

Enrolment Policy and Procedure

St Stephen's Catholic College is a family of faith which is committed to working in partnership with students and parents.

Conditions:

- Parents of those students accepted into the college family are expected to understand, accept and support the Catholic Ethos of the college.
- Evangelisation through witness and example will occur.
- There is an inclusive enrolment policy to cater for students with medical conditions and / or disabilities.
- A large percentage of the college community will be Catholic to enable the growth of all in the Catholic faith.
- Parents should be fully conversant with the Mission Statement of the college.
- The Enrolment Handbook reminds parents at enrolment that the right of the student to have a place in our college confers an equal right on the college authority to receive the financial support of parents by way of payment of fees.
- No student will be deprived of a Catholic Education because of the genuine financial difficulties of his or her family.
- All students will participate in the Religious Education, Liturgical, Retreat/Camps, Community and Activities programmes of the college.
- Parents will be involved in the life of the college (eg. School Board, Parents and Friends Association, tuckshop, other voluntary work etc).
- Enrolment of a student at a Catholic primary school does not guarantee enrolment at St Stephen's Catholic College, and enrolment in compulsory education to Year 10 does not guarantee enrolment into Senior Education. Continued enrolment depends on the student meeting the expectations of the college derived from the Mission Statement.
- New and continuing enrolments are at the discretion of the Principal.
- Students will abide by the Pastoral Care Policy and Dress Code of the college.

Process to follow:

1. Read the information contained in the Enrolment Handbook.
2. Complete the application for enrolment form
3. Attach copies of the following documents to the application: **(bring to interview)**
 - a. Original or certified copy of birth certificate
 - b. Recent reports and Naplan results
 - c. Baptism certificate (if available)
 - d. Documentation for verified students, learning support needs and custodial matters
4. Contact the Enrolment Officer to organise an enrolment interview.

NOTE: The student seeking enrolment must accompany his/her parents to the interview.

Application for Enrolment Fee – (per student)

- \$100 enrolment fee payable once only at interview time (non-refundable).

Enrolment Confirmation Fee – (per student)

- \$200 per student which is credited against term one School Fees.
- This confirmation fee is non-refundable in the event the previous offer of acceptance is rescinded by the parent / guardian, regardless of unforeseen circumstances.

Uniform and Grooming

The college formal and sports uniform is to be worn with pride by students of St Stephen's Catholic College. The uniform has been chosen by the college community to be practical and attractive in order to enhance the dignity of each individual. This uniform is a sign that a student is a member of the St Stephen's community, and the appropriate wearing of the uniform demonstrates pride in our college, respect for self and respect for others.

All aspects of uniform (except shoes) are to be purchased from the retail store holding our uniform.

Formal Uniform: GIRLS (Years 7 to 9)	Formal Uniform: BOYS (Years 7 to 9)
Blouse: Light beige tailored cut with deep hem and points at front. Piping on sleeves and collar.	Shirt: Light beige polyester cotton out-style shirt. Piping on cuff.
Skirt: Tartan knee length skirt with inverted single pleat on both front and back. Skirt should be purchased with hem line just below the knee. As students grow, the hem line must be adjusted.	Shorts: Navy blue dress shorts worn with a navy blue or black belt.
Socks: Beige, standard school-length short socks.	Socks: Navy blue, standard school length short socks.
Shoes: Black, polished, lace-up, leather, low cut school shoes. No colouring or buckles. Heel height including sole should be between 2-3 centimetres.	Shoes: Black polished lace up leather low cut school shoes. No colouring or buckles. Heel height including sole should be between 2-3 centimetres.
Jumper: Royal blue college jumper.	Jumper: Royal blue college jumper.
Hat: Navy blue with college name.	Hat: Navy blue with college name.
Senior Uniform: (Yrs 10 to 12)	
As above with the following changes: Short tie buttoned under shirt collar to be worn with above blouse.	As above with the following changes: Light beige, polyester-cotton senior shirt (piping on cuff) worn tucked in with navy blue dress shorts or dress trousers and a navy blue or black belt. Long navy blue socks with two beige stripes must be worn with navy blue dress shorts. OR Navy blue, standard school-length short socks to be worn with trousers. Years 10 to 12: Tie worn in terms two and three.

Sports Uniform: The school sports uniform for both boys and girls is purchased through the retail store holding our uniform. The sports uniform contains the college crest and colouring and is also embedded with the respective house colours. Students are required to wear the school sports socks purchased through retail stores holding our uniform and any low cut sports jogger.

School Bag: Students are expected to have the St Stephen's school bag purchased through the retail store holding our uniform.

Hair: Students are expected to have a natural single colour or shade. Hairstyles are to be compatible with the uniform and not of a radical style. Hair is to be kept neat and tidy. Girls with hair longer than shoulder length should have their hair tied back using white, beige or navy blue hair restraints. Long hair is to be restrained and not to fall across the face. Boys' hair must be above the collar, tidy and worn off the face; hair ties/restraints are not permitted. Undercuts are not to be visible. Students are not permitted to have shorter than a 'number 2' clip. Boys must be clean-shaven.

Jewellery: Girls may wear up to two plain sleepers, silver or gold, or studs less than 5 mm in diameter (may contain a small birthstone) in each ear; a plain fine metal neck chain with a Christian religious medal or crucifix attached; a watch (smart watches prohibited); one small signet or small plain ring and a medic alert. Other visible body jewellery, including piercings covered by band aids, is not acceptable. Boys may wear one small sleeper or stud and comply with other aspects as described above.

Hat Policy: Students are expected to wear the navy blue hat to and from school each day. The hat must be worn during morning tea and lunch breaks.

Other Uniform Aspects:

- Make-up and nail polish are not permitted.
- Any alteration to the standard school uniform must be accompanied with a written explanation from a parent/guardian that should be provided to the home form teacher.

Note: Any changes made to uniform and grooming will be at the Principal's discretion.

Uniform supplier:

Tina's Fashions
10A Herberton Street, Mareeba, Q 4880
Ph: 40924096

SHOES	
YES	NO
 <ul style="list-style-type: none"> • Leather • Lace-up • Heel approx. 2-3 cm 	 <p>Ballet-style shoes with or without a heel Limited coverage of foot</p>
	 <p>Has heel, but incorrect style</p>
	 <p>Flat bottom Insufficient support</p>

JEWELLERY	
YES	NO
 <p>Plain studs (<5mm)</p>	 <p>NO Hoops</p>
 <p>Studs (with one small stone)</p>	 <p>NO Huggies</p>
 <p>Sleepers</p>	 <p>NO Pearls</p>
 <p>Acceptable plain signet ring</p>	 <p>NOT Acceptable</p>

College Expectations

In accepting enrolment at St Stephen's Catholic College students agree:

- To respect the religious ethos of St Stephen's Catholic College and the college's Mission Statement and to be willing to participate in the Religious Education programme.
- To show respect to all members of St Stephen's Catholic College –staff, students and visitors.
- To carry out schoolwork by trying to do work both in class and at home as expected by teachers. Students will do this without disrupting and distracting the teacher and other students.
- To wear the correct full college uniform with pride.
- To respect St Stephen's College's right to determine appropriate discipline measures and to be aware that this may involve after school and Saturday morning detention.
- To be punctual and prepared for lessons.
- To respect St Stephen's Catholic College regulations that illicit drugs, tobacco and alcohol are not to be brought to, and not used at college, or during activities associated with college life.
- To be involved in retreats/camp, excursions, sporting carnivals, religious observances and other events which are specified for all students.
- To abide by the college's mobile phone policy.
- To abide by the college's Code of Conduct Policy for Technology.
- To care for textbooks issued by the college as a part of the Textbook Hire Scheme.
- In agreeing to the above, students are aware that these expectations apply to all college activities and when travelling to and from school.
- To follow this procedure for the collection of students by parents during the school day:
 - Parents are to report to reception
 - Students are to report to Student Services
 - Students sign out before meeting parents at entrance to reception



College Curriculum

St Stephen's Catholic College endeavours to deliver a holistic curriculum which allows students to develop academically, socially, emotionally, spiritually and physically. While years 7 to 10 follow the Australian Curriculum, the senior school offers both academic and vocational pathways. Students are expected to achieve their personal best and to rise to the challenges inherent in the curriculum we offer.

Years 7 – 10 Curriculum Overview

LEARNING AREA	YEAR 7		YEAR 8		YEAR 9		YEAR 10	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
Religious Education	✓	✓	✓	✓	✓	✓	✓	✓
English	✓	✓	✓	✓	✓	✓	✓	✓
Mathematics	✓	✓	✓	✓	✓	✓	✓	✓
Science	✓	✓	✓	✓	✓	✓	✓	✓
Health & Physical Education	✓	✓	✓	✓	✓	✓	✓	✓
Social Sciences and Humanities								
• History	Either Semester 1 or 2		Either Semester 1 or 2		Either Semester 1 or 2		Either Semester 1 or 2	
• Geography	Either Semester 1 or 2		Either Semester 1 or 2		Either Semester 1 or 2		Either Semester 1 or 2	
• Economics & Business	One unit on term rotation		One unit on term rotation		Elective Units		Elective Units	
• Civics & Citizenship	One unit on term rotation		One unit on term rotation		Elective Units		Elective Units	
Languages								
• French	One nominated unit on term rotation		One nominated unit on term rotation		Elective units		✗	
• Italian					Elective units		✗	
• Japanese					Elective units		Elective course	
Technologies								
• Digital	Two units on term rotation		One unit on term rotation		Elective units		Elective course	
• Design	One unit on term rotation		Two units on term rotation		Elective units		Elective course	
The Arts								
• Media Art	One unit on term rotation		One unit on term rotation		Elective units		✗	
• Visual Art	One unit on term rotation		One unit on term rotation		Elective units		Elective course	
• Music	One unit on term rotation		One unit on term rotation		Elective units		Elective course	
• Drama	One unit on term rotation		One unit on term rotation		Elective units		Elective course	

Subject units are studied for a semester, whereas subject courses are designed to be implemented over a year.

Year 11 - 12 Curriculum Overview

The subjects students choose to study will depend on a number of factors including personal career plans, tertiary course pre-requisites and interest.

Generally, students will select 7 subjects as follows:

1. Religion and Ethics OR Study of Religion
2. English OR English Communication
3. Mathematics—A, B, or Prevocational Mathematics
4. Three (3) other subjects. For students who are OP eligible, it is strongly recommended that six (6) authority subjects are chosen.

Students will choose authority or authority registered subjects, or stand alone VET certificates.

- Authority Subjects: count towards an OP (overall position from 1 to 25)
- Authority Registered Subjects: more practical or vocational in nature; do not count towards an OP but have the same credit value as authority subjects for the Queensland Certificate of Education (QCE)
- Stand alone VET certificates are either core or preparatory for QCE purposes

Authority Subjects	Authority Registered Subjects	Stand Alone Certificate Courses
Accounting	English Communication	Certificate I in Engineering
Biology	Hospitality	Certificate II in Furniture Making
Business Management	Prevocational Mathematics	
Chemistry	Recreation	
Drama	Religion and Ethics	
Engineering Technology	Science in Practice	
English	Visual Arts in Practice	
Geography		
Graphics		
Information Technology Systems		
Japanese		
Legal Studies		
Mathematics A		
Mathematics B		
Mathematics C		
Modern History		
Physical Education		
Physics		
Study of Religion		
Visual Art		

Reporting

- Formal reports stating levels of achievement or competences achieved are issued at the end of each semester.
- An interim report is issued at the end of term one
- Parent-teacher interviews are held at beginning of term two and three
- Parents are encouraged to contact their child's Pastoral Middle Leader for details of their child's performance.

Student Diversity

- Learning support officers assist in classrooms and in the Student Diversity Centre.
- After school tutorials are available for students needing extra support (learning support staff) on a needs basis.

Enrichment Opportunities

With the appointment of a Gifted and Talented Middle Leader, the college offers a diverse range of enrichment opportunities which may include:

- Participation in National and State competitions over the core learning areas of Science, English, Mathematics, History/Geography.
- Digital showcase participation at local and district level.
- Extracurricular activities such as instrumental music, the combined schools band, college choir and liturgy band
- Public speaking competitions at district level and beyond
- Readers' Cup
- Year 9 Mathematics Camp
- Year 8 Mathematics Quiz at district and regional level
- Participation in OPTIMINDS
- Chess



Pastoral Care

Creating a safe and caring environment is a priority. Students who can grow and learn in an environment where they feel safe and experience good relationships have a greater opportunity to achieve their best results. St Stephen's Catholic College adopts pastoral structures which endeavour to create a favourable environment.

Students will be allocated home forms based on the four pastoral houses: Augustine (gold), Deacon (red), McAuley (blue) and Muluridji (green). Each pastoral house will have two student leaders elected from the senior cohort. In addition, each year level will be under the care of a Pastoral Middle Leader and Home Form teachers.

All students are placed into Home Form and meet daily with an assigned Home Form Teacher. The daily Home Form period, at the commencement of school, is a time to allow for completion of administrative duties, to receive daily notices and to commence the day with prayer. Home Form teachers are expected to take a special interest in the members of their home form group, monitor the student record book and pay close attention to the holistic development of the young people under their care.

Each year group is overseen by the Pastoral Middle Leader who facilitates year group meetings, oversees the pastoral needs of a particular group and co-ordinates camps, retreats and special activities involving the year group under his/her care. When necessary, the Pastoral Middle Leader will communicate with parents through the Student Record Book or by other forms of contact. Parents with concerns regarding their child's academic progress are encouraged to contact their child's subject teacher or make contact with their child's Pastoral Middle Leader.

Camps and Retreats

Each year level traditionally participates in an annual school camp / retreat or alternative team-building activities. These activities enable students to meet new challenges, to foster relationships with their peers and to develop spiritually. There is an expectation that all students participate in these activities (unless removed at the Principal's discretion).

Student Representative Council

The Student Representative Council is a forum for student input into college decision-making that relates to students' issues. Representatives from each year level have the opportunity to be advocates for their peers and to take on a leadership role.

Social Justice Committee

The mandate of this committee is to initiate fund-raising and other community activities to assist those in need. The executive is drawn from the senior cohort.

Pastoral Care Policy

Mission Statement

St Stephen's Catholic College is a community which strives to create a sense of family. The College fosters a harmonious, safe and nurturing learning environment that supports students in developing respect, responsibility and confidence. Students are encouraged to become independent, life-long learners capable of adapting to a rapidly changing and increasingly technological world. We seek to develop compassionate, whole people who are morally autonomous and have an awareness of God's presence. Students are encouraged to build successful relationships, communicate effectively and achieve their personal best.

Executive Summary of the Policy

Guided by the Gospel, pastoral care at St Stephen's incorporates a range of attitudes, procedures and responses which ultimately foster:

- recognition of the dignity of each person
- care and concern for the well-being of all members of the college community
- maintenance of positive relationships between members of the college community
- recognition of the right for all to learn in a supportive environment
- restorative approaches when relationships are diminished

St Stephen's encourages, wherever possible, that resolution of concerns be reached at the most basic/local level. As each situation is unique the policy offers a guide as to appropriate people with roles of responsibility while possible strategies for management are assessed individually for each situation.

Short form of the Policy: With the Gospel for our guide, we are to be in the right place, at the right time, doing the right thing.

Policy

St Stephen's Catholic College is a community of parents, students and staff that models values and beliefs formulated with the ideals presented in the Gospels. The uniqueness and dignity of each individual is to be respected. Members of the college community are encouraged to be inner-directed, responsible, compassionate and just.

Essential components of Pastoral Care at St Stephen's

As members of St Stephen's Catholic College, our actions must reflect the Gospel values of our Mission Statement and our college culture. All members of the college community are expected to have:

- Respect for self
- Respect for others
- Respect for Christian principles
- Respect for individual and community property
- Respect for authority
- Respect for an appropriate academic and social environment
- Respect for the good name of St Stephen's Catholic College

Principles underpinning the parent-staff partnership

Relationships between staff and parents/guardians of St Stephen's will be guided by the following principles:

- Parents are the primary educators of their children
- Parents are to be supported in their role as primary educators
- Parents entrust their children to St Stephen's
- Parents are welcome to be involved in the education of their children
- Parents are welcome to participate in the life of the college
- Parents will receive caring, professional and effective communication and reporting at appropriate times
- Parents will support the college by re-enforcing acceptable behaviours with students
- Students will be adequately prepared for each school day
- Students will arrive at school and depart from school at the appropriate times, unless otherwise negotiated via the appropriate channels
- The college will be supported in its spiritual, social and academic goals
- The college will receive parental input on aspects of college life, expressions of concern and notification when events may impact their child's school routines in a timely and respectful manner via the appropriate channels
- Parents will be available for communication with college staff when required

Principles underpinning the student-staff relationships

Relationships between staff and students of St. Stephen's will be guided by the following principles:

Students will:

- be co-operative and contribute to an effective learning environment
- work to the best of their ability and be receptive to teachers' guidance
- care for and share school equipment
- assist in the maintenance of a clean, tidy and safe environment
- participate in discussions and conversations with respect for others
- be familiar with college expectations and their associated consequences
- abide by college expectations
- be punctual, correctly dressed and uphold the good name of the college

The college will:

- maintain a safe and clean Christian school environment
- uphold equality in the educational opportunities it offers
- ensure appropriate access to school facilities
- support students to express their opinion and be listened to
- guide and form students in acceptable behaviour
- receive input from students regarding college life via the Student Representative Council

Students should be able to feel proud of themselves and their school.

The college places great importance on forming respectful young men and women.

Promoting positive engagement consists of:

- Effective communication with stakeholders about students' interaction within the college
- Recognition of students' outstanding conduct in the many areas of college life
- Empowering students to develop respect, responsibility and confidence in their interactions with others, to be morally autonomous and to build successful relationships

Consequences

The college reserves the right to determine appropriate consequences to ensure that the spirit of its Mission Statement is upheld.

When students' behaviour breaches college expectations, two things will ordinarily occur:

1. A meeting to discuss the breach, the implications for that and any consequences that may need to follow. Guided by the principles of restorative justice, this meeting will aim to bring about:
 - listening to each person's perspective
 - recognition that the actions/behaviour in question caused harm to another student/s
 - an effort to restore the relationship
2. The student accepts a consequence for the breach

Consequences for minor and once-off breaches of college expectations will be managed first by the teacher involved, possibly supported by the Pastoral Leader if required. These consequences may include detentions during Recess 2 (supervised by the teacher involved), beautification brigade or other logical consequences as appropriate. The teacher will be responsible for contacting parents, ordinarily via the student's SRB, to notify them of the student's behaviour and the action taken to resolve it. For repeated or serious behaviour concerns the teacher may refer the matter to the Pastoral Leader. At this level of management, parents would be contacted and may be requested to attend a meeting to discuss the matter and any further action to be taken. He/she might recommend an after-school detention to the College Leader – Pastoral Care.

If the concern is not able to be resolved at the level of the Pastoral Leader, or is of a more serious nature, the support of the College Leader – Pastoral Care could be sought. At this level, the parents would normally be required to meet with the College Leader Pastoral Care and the Pastoral Leader to discuss the matter and the necessary action to be taken. By this stage, parents will be advised that should resolution not be reached, the matter will be referred to the Principal whose decision will be final. Possible consequences that the College Leader Pastoral Care might deem appropriate at this level include after-school or Saturday morning detentions. As with all levels of management, the first goal is for resolution and restoration to right relationships of all parties involved.

Suspension

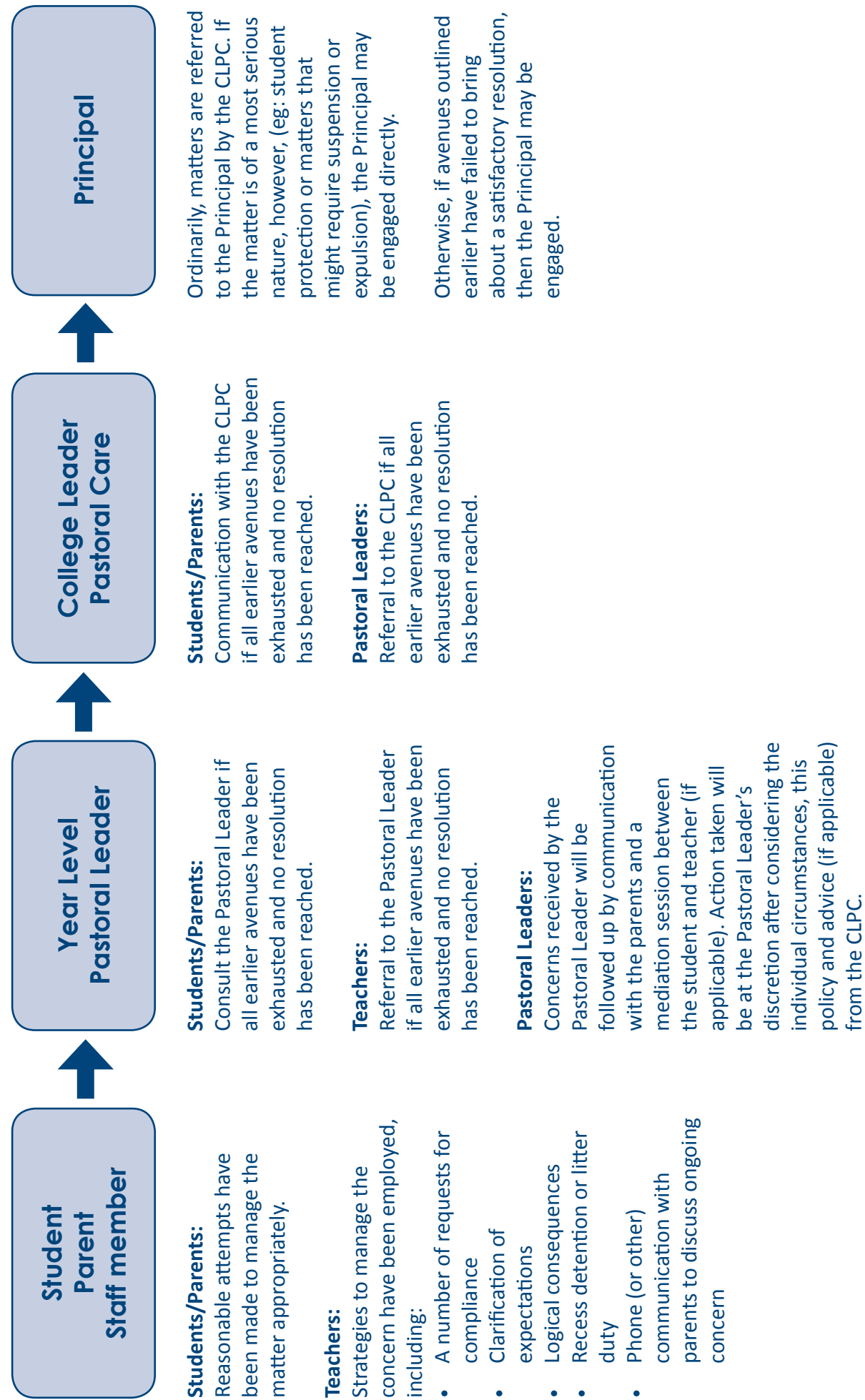
Suspension is always the decision of the Principal (or other, if delegated). It is considered to be a failure to resolve the concern/s. It acknowledges that there is a question about the ability of the student to maintain college expectations and/or right-relationships with others; the process is underpinned with hope, however, that with reflection on the seriousness of the situation the student might still yet choose to seek restoration.

Expulsion

Expulsion is a process managed by the Principal in consultation with CES. It is undertaken by the Principal for serious matters which may affect the safety of others or be for a student's continuous inability to embrace the Mission Statement.

Flow Chart: Pastoral Care Concerns

For pastoral (personal / social / behavioural) areas of concern:



Facilities

All areas of the College are bright, appropriately furnished and have data and wireless connections, good display areas and a physical structure that promotes both individual and collaborative learning styles.

There is access to computers via three computer laboratories and lap-top and iPad use through a booking system.

Students have access to a 400 metre running track and sports area, a rugby league and a soccer field, a cricket pitch and indoor /outdoor netball and basketball facilities and two handball courts.

All students are issued a locker in which they store their personal belongings. Students carry their books for two lessons. Students are required to purchase a combination lock (through the college) and keep their combination confidential. Such a procedure maintains security for student belongings and encourages students to develop organisational skills.

The students purchase their lunch and morning tea through the self-serve school tuckshop which operates five days per week. The college endeavours to maintain a policy of 'healthy foods' for students and staff.

Specialist Areas include:

- Language and four science laboratories
- Trade Training Centre
- Performing Arts Centre (Music and Drama)
- Hospitality
- Visual Art



Bus and Travel

Students wishing to catch a school bus to attend St Stephen's Catholic College, are encouraged to confirm details of their travel with the proprietor who manages their school service.

Any student who travels over 4.8 kms to school by bus is funded by the State Government to attend the nearer of either the State High School or St Stephen's Catholic College. There will be a fare attached to travel from Mareeba State High School to St Stephen's. Students travelling between 1.6 kms - 3.2 kms can expect to pay approximately \$2.50 each way. Parents of children in Non-Government schools receive a subsidy from the Non-Government Schools Transport Assistance Scheme (NGSTAS) so their children can access Non-Government schools. Families from outside Mareeba are required to pay \$33 per week for bus travel. This amount is billed to families by the college and then reimbursed to the various bus companies. The remainder of student bus fares are paid by the NGSTAS.

Students travelling from Atherton, Tolga, Dimbulah, Mossman, Julatten, Kuranda or Speewah by bus will receive an account for bus fares as part of their term school fee account.

Please note that it is quite common in other centres that students change buses when travelling to and from school. In some cases students will be required to change buses at Mareeba State High School or at St Thomas'. Students who come from the Atherton side of town will be dropped directly at the college. Please contact your bus proprietor if you require more information.

Names of Bus Drivers and their contact details:		
G & A Buses Anna Ravello	Mareeba Area/Ellery Rd Aerodrome/ Jennings Rd	Phone: 40927125 Mobile: 0427 932 288
Rob McCarthy	Atherton/Tolga/Rangeview	Phone: 4092 6462 Mobile: 0417 787 301
Michael Baksaj	Dimbulah	Phone: 4092 4390 Mobile: 0447 737 554
Michael Baksaj	Paddy's Green and Springs Road	Phone: 4092 4390 Mobile: 0447 737 554
Frank & Silvano Ruggeri	Kuranda, Speewah, Koah Emerald End Rd, Hastie Rd, Amaroo, Ceola Drive	Frank: 0417 613 406 Silvano: 0437 455 888
Michael Panetta	Mossman, Julatten	Home: 4092 4110 w/h Fax: 4092 4112 Mobile: 0459 132 246
Robert Bambino & Erminio Bambino	Mt Molloy, Bilwon, Chewko Road	Robert: 0429 451 861 Erminio: 0447 462 765
Brystar A+K Nastasi	Residents of Springmount to meet Dimbulah bus run	Phone: 4092 2203
Tiffany Bambino	Mutchilba to Dimbulah	Phone: 4093 1040 Mobile: 0400 058 761
Coral Coaches	Connection from Mossman / Julatten	Phone: 4098 2800
Emerson Bus Company	Connection from Ravenshoe/ Malanda/ Millaa Millaa/ Yungaburra to Atherton	Phone: 4096 5262

Fees and Levies

The prime purpose of all fees and levies is to raise funds that will be used to provide quality educational outcomes and experiences. Parents, through their commitment to St Stephen's Catholic College, have a responsibility and obligation to pay college fees and levies by the due date. Students seeking a Catholic education are not excluded from attending St Stephen's because of financial hardship. Families who experience genuine difficulty meeting fee and levy payments are asked to contact the college Principal to make special arrangements.

Tuition Fees: Tuition fees are an annual fee that is generally charged quarterly. Tuition Fees are set for all Catholic schools and colleges in the Diocese by Catholic Education Services, Diocese of Cairns. Discounts on tuition fees are provided to families when there are two or more students enrolled in Diocesan Catholic schools. Refer to your enrolment package for fee schedule details. These tuition fees contribute to most educational costs including tuition, teaching materials, library resources, internet access, levies to copyright associations etc.

Learning Area Levies: Learning area (or subject levies) are charged quarterly to cover the costs of consumables, photocopying, materials used by students and teaching materials specific to particular learning areas. These levies are per child and may vary slightly for each year level. The learning area levy for Years 7, 8 and 9 in 2017 will be \$300 and \$360 for Years 10, 11 and 12.

Building Levy: The building levy is an annual levy charged quarterly to families for children attending St Stephen's Catholic College. As a family levy this fee is \$520 per family, regardless of how many children attend St Stephen's Catholic College.

General Purpose Levy: The general purpose levy is charged to offset the costs of students' involvement in pastoral activities, bus travel to special activities and sports, student record book (school diary), feast day celebrations, the issuing of student IDs, participation in subject competitions, school camps, excursions and attendance at Arts Councils. With larger activities such as camps, retreats and social outings the levy offsets these costs and families may be required to make a smaller contribution to cover the costs of such activities. The general purpose levy for 2017 is \$530.

Technology Levy: This levy contributes towards the increasing technology costs of providing broadband connectivity, wireless connectivity and the increased costing for technical support. All year 7 – 12 students utilise technology within the College. The levy is \$160 per student.

Parents and Friends Levy: The Parents and Friends levy is \$40. This levy is invested back into the college infrastructure under the guidance of the sitting P&F Executive. Recent purchases have included upgrading the college instrumental program, lighting for evening events and large trees to provide shade for students.

Lock for Student Locker: A once only charge of \$30 is charged to all students who receive a prescribed lock useable for their years at St Stephen's. Any replacement is paid for by the student. Only prescribed combination locks which are master-keyed by the College may be used.

Payment options: Accounts are issued quarterly and are due within 14 days of the date of issue. Payment can be made by monthly or fortnightly instalments, including credit card and direct debit options. Please contact Mr Hadyn Flynn, the Business Manager, to arrange a payment plan.

Up-Front Payment: Families who elect to pay the full year's fees and levies during the first term of school will receive a 5% discount on all fees and levies.

Technology Code of Conduct

Acceptable use of computer and internet resources Cairns Catholic Education

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.

The use of digital devices and points of access to email and Internet services is provided to students in order to support their educational and administrative needs. These digital devices and services are educational tools and must be used in a responsible manner. There are constant advances and changes in the use of technology (including for example software, apps, information sharing, social media platforms, new devices etc. and this list is not exhaustive). Therefore students must seek advice and clarification from the school as soon as possible when engaging with new or unfamiliar technology. Acceptable use is guided by the following principles.

- Students must behave in an ethical manner when using digital devices, whether school owned or student provided devices (Bring Your Own Devices “BYOD”) to access resources, communicate and interact with others.
- Online behaviour should at all times demonstrate a Christ-centred respect for the dignity of each person.
- It is never acceptable to use digital devices to harass, bully or humiliate others.

This agreement informs parents and students of our school’s expectations when students are using the devices and services provided whether provided by the school or BYOD, and when using their personal equipment to communicate to or about members of the wider school community. Students whose actions contradict this will be subject to the school’s Pastoral Care processes. This may include the withdrawal of access to services. Unacceptable material will be supplied to the Police or other relevant agency at the discretion of the school or Catholic Education Services (CES) Cairns.

The school reserves the right to capture, store and review all online activity and content created or accessed via school provided services. Such material is the property of the school and CES Cairns.

School devices or BYOD may be taken or accessed where there is a reasonable belief that:

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

Students will cooperate with a directive from the school in providing access to the BYOD.

Interaction with school staff on social media sites is only to occur in the context of a formal learning exercise.

Parents and Friends Association

St Stephen’s Catholic College Parents and Friends Association was formed in 2006 when the College was first opened. This organisation is an integral part of our school community and provides a formal structure for parents and others interested in the welfare of the students to plan and organise activities for the benefit of the school, and the ongoing development of students. Membership of the Parents and Friends Association is an excellent way to become more involved in the school community and to get to know other parents, something which can often be more difficult at high school.

In particular the St Stephen’s Catholic College Parents and Friends Association:

- provides an avenue of support and information to aid the involvement of parents/carers in their children’s education and the school community
- promotes the development of collaboration between parents/carers and school staff
- promotes the principles of Catholic education and a distinctive Christian community/environment in the school
- provides an opportunity to participate at school community, Archdiocesan, State and National levels.

It recognises and values the role that parents and carers play in the education of their children and aims to strengthen the partnership between family, school, Parish and the wider community.

Membership

Every parent or carer of a child in the school is a paying member of the P&F automatically, by virtue of the P&F levy, which is paid as part of school fees. In addition, membership is open to staff of the school, members of the Parish Community, and other “friends” - grandparents, aunts and uncles, past students, neighbours and other members of the local community.

Meetings

Meetings are advertised in the school calendar and in the newsletter. Meetings are held on the second Tuesday of most months, commencing at 5.30 pm at St Stephen’s. The meetings are attended by the Principal and/or an Assistant Principal. Parents’ attendance is encouraged and welcomed at these meetings, providing an opportunity for them to have ready access to up to date information about the college, and to allow them to make a contribution to the decisions being considered for:

- allocation of available funds
- requests for financial assistance
- fundraising activities
- how the P&F can best benefit all students.

How are decisions made?

The P&F is a democratic organisation. Most decisions are made by the vote of membership at the monthly meetings. An agenda is published prior to each meeting so that members are aware of the issues to be discussed and decided. The elected Executive Committee Members decide some minor expenditure and urgent issues, where it is not practical to take these issues to a meeting.

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St Stephen's Catholic College



Trust in the Lord

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