

2027 INFORMATION HANDBOOK

Pastoral Support Team



Michael Crank
Assistant Principal Pastoral



Ian Sweeney
Education Leader - Pastoral

Pastoral Leaders



Rob Johnson
Benedict House



Hayley Williamson
Champagnat House



Danielle Mulcahy
MacKillop House



Helen Perry
Lavalla House



Madonna Witham
Pelletier House



Benn Jarrott
Montagne House



Paul Towner
Samaritan House

Guidance Counsellors



Martine Mackay
Champagnat and Montagne Houses



Deena Cooper
Benedict and Pelletier Houses



Courtney Wilton
Lavalla and MacKillop Houses



Angeline Lal
Samaritan House





Welcome from the Principal

Welcome to Mt Maria College, Mitchelton

We are delighted to welcome your family to the Mt Maria College community. As part of the Marist Schools Australia network, we proudly blend the enduring values of the Marist tradition with innovative approaches to learning that prepare students for life in a rapidly changing world.

At Mt Maria, education is more than academic achievement. While our students graduate with strong results, we are equally proud that they leave as confident, compassionate individuals with practical life skills, lasting friendships, and a sense of purpose shaped by the many experiences offered here.

We believe in setting high expectations for every student and walking alongside them through the challenges and opportunities of adolescence. Our goal is for each young person to learn deeply, grow in character, laugh often, persist through difficulties, support one another, and strive for their personal best—all within a safe and nurturing Mt Maria family environment.

Faith formation and social justice remain central to who we are. Grounded in the Marist Charism, we seek to make Jesus known and loved, inspiring our students and their families to live with integrity, empathy, and hope.

Welcome to a community where tradition meets innovation, and where every student is encouraged to flourish.

Luke Reed
Principal



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The Joy of Belonging to a Catholic School Community

At Mt Maria College, we believe that every student is a unique and valued member of our community. As part of Brisbane Catholic Education and Marist Schools Australia, and in partnership with the Grovely, Samford, and Mitchelton Parishes, we are proud to offer a faith-filled environment where students and families are welcomed with open hearts.

Faith in Action

The Religious Life of the College is central to who we are. From the beginning of the school year with our Welcome and Investiture Liturgy, to the final celebration of the Year 12 Graduation Mass, we mark key liturgical moments with respect and joy. Students participate in liturgies, House Masses, prayer rituals, and assemblies that reflect our Catholic identity and Marist charism.

Our Religious Education curriculum, taught from Year 7 to Year 12, is grounded in the life and teachings of Jesus Christ and inspired by St Marcellin Champagnat. All students, regardless of their personal beliefs, are invited to engage respectfully and meaningfully in this learning journey.

Spiritual Growth and Reflection

Retreats and reflection days are offered at each year level, providing students with opportunities to pause, connect, and grow spiritually. Our Campus Minister works closely with the Assistant Principal – Faith & Mission to support the spiritual and pastoral development of students and staff, encouraging everyone to use their gifts in service to others.

Each day after lunch, the College embraces a moment of stillness and silence. A gentle musical piece plays as students and staff take five minutes to reflect, pray, or simply be present. This practice nurtures mindfulness and enhances focus and wellbeing.

Living the Gospel Through Service

Social justice is at the heart of our Catholic mission. Students and families are encouraged to support key charities including Caritas – Project Compassion, Marist Asia Pacific Solidarity, Catholic Mission, and St Vincent de Paul. Service-learning opportunities are embedded throughout the school experience, helping students to see beyond themselves and make a positive impact in the wider community.

Senior students may also participate in immersion experiences and support outreach programs such as Rosie's Friends on the Street and Emmanuel City Mission. Our SECA Service program further extends opportunities for meaningful engagement for students from Years 9 to 12. The Year 7 and 8 cohorts are invited to participate in the Marist Youth Game Changers program.

Celebrating Culture and Identity

Mt Maria College proudly supports Aboriginal and Torres Strait Islander students through our Mt Maria Mob group. With the guidance of our Indigenous Liaison Officer, students explore their heritage through cultural and educational activities. Our Yarning Circle, located beside the Oval, is a special space for storytelling, connection, and reflection.

A Place to Belong

At Mt Maria College, we are more than a school — we are a community. A place where faith, learning, and service come together to shape confident, compassionate young people ready to enrich the world. We welcome you to walk this journey with us.





Pastoral Care

The wellbeing and care of our students is a fundamental aspect of Marist Catholic education. The College places significant emphasis on our Pastoral Care program based on the educational philosophy of Marcellin Champagnat.

We are a strong community which believes in developing positive relationships within a family atmosphere where people are welcomed, respected, and valued. We believe learning is life-long and occurs both inside and outside of the classroom.

Pastoral Care for students in Years 7-12 is provided through a vertical seven House system. This vertical approach sees the students of the College being encouraged and supported by their Pastoral Leader and Pastoral Care Group teachers. The Pastoral Leader is responsible for the organisation of each House and the pastoral wellbeing of students in their House. Pastoral Leaders work alongside Curriculum Leaders, Guidance Counsellors, Inclusive Education Support Leaders, and the College Leadership Team who work together with parents to provide an infrastructure which aims to support every student in our College community.

Each student belongs to a Pastoral Care Group consisting of students across all year levels from their House group. The House system and Pastoral Care Groups promote a strong sense of community, personal care, and leadership opportunities. Special care is given to Year 7 students in helping them to make the transition from primary to a large secondary school.

Pastoral Care Groups

Within each House, there are Pastoral Care Groups which consist of approximately 25 students ranging from Years 7 to 12. The Pastoral Care Group teachers work in partnership with the Pastoral Leader, undertaking the daily pastoral care of students. Pastoral Care Teachers should be the first point of contact for parents should a student wellbeing issue arise. The House system and Pastoral Care Groups promote a strong sense of community which enhances student wellbeing.
Pastoral Care Group is where students report to in the morning to be marked off on the roll, pray together, listen to the daily notices and important information and organise their books and other equipment for the day of learning ahead.

College Counsellors

The College Counsellors are available to assist students in their personal and academic growth. They focus on enhancing the mental health and resilience of all students, including those considered at risk and those with special needs, and provide career advice to students.

Defence School Mentor

Mt Maria College is aware of the unique educational needs of students whose parents are members of the Australian Defence Force. The government sponsored role of the Defence School Mentor at the College is to provide support and assistance to students of ADF families and to hopefully alleviate some of the concerns that families may have when transferring to a new school.



We ARE Mt Maria

Aspire	Respect	Engage
Set high standards	Be inclusive, friendly, and supportive	Actively participate in school life
Have a growth mindset	Communicate and act respectfully	Be punctual, present, and prepared
Strive to improve, take risks, and show initiative	Present yourself with pride	Be a proactive and collaborative learner
Be self-motivated	Uphold others' right to learn	Contribute to a positive learning environment
Embrace your learning journey	Care for College resources and our shared environment	Complete set tasks
Be your authentic self		Use technology and equipment appropriately

Presence · Simplicity · Love of Work · Family Spirit · In the Way of Mary

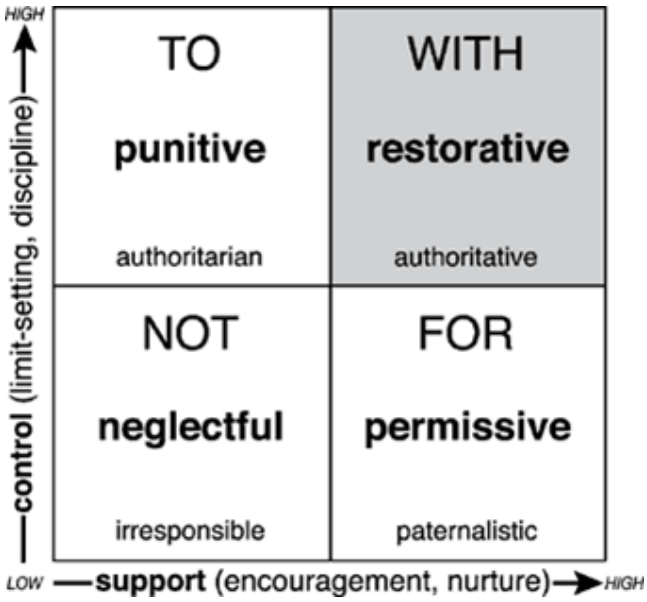
Restorative Practices: A Caring Approach

At Mt Maria College we promote high expectations of each student with a high level of support. Our approach to Pastoral Care and discipline encourages individuals to challenge themselves to be respectful and cooperative participants in all aspects of College life. Our aims at Mt Maria College are to:

- Better educate students towards self-directed right behaviours
- Promote, nurture, and protect healthy relationships among members of the community
- Hold students accountable for the real consequences of wrongdoing

A Student's Perspective

When we build relationships with each other, share a love of learning with our teachers, and participate actively in the curricular and co-curricular activities of the College, we have a positive, challenging and rewarding experience at school. This positive experience depends upon all students showing respect for the dignity of others and meeting shared expectations that reinforce community values. When we do not respect others in our community, we need to consider the harm done to others and how we can make things right again.



When wrongdoing occurs, we should:

- Discuss with teachers what happened in an honest and truthful manner.
- Consider how others have been affected, and in what way.
- Determine what needs to happen to make things right again; and
- Decide how to make sure this does not happen again

Positive Relationships at Mt Maria College

Our staff are trained to recognise and respond to bullying. We also empower students to manage conflict, speak up for themselves and others, and contribute to a culture of care and respect.
Bullying isn't always obvious. It's not just physical harm, it can show up as exclusion, rumours, subtle put-downs, or online messages that leave someone feeling isolated or anxious.
Together, we can create a safe and supportive environment for your child.

Here are three ways you can stay actively involved in this process:

Recognising the signs at home

Watch for changes in your child's behaviour, such as:

- Avoiding school or social situations.
- Mood swings, withdrawal, or sudden anxiety.
- Unexplained physical complaints or damaged belongings.
- Hesitation to use devices or go online.

These may be signs that something's not right—and we're here to help.

Keep the conversation going

Talk regularly with your child about:

- What it means to be an upstander - someone who speaks up or supports others when they see bullying.
- How to respond safely and respectfully, like saying "We don't do that here" or checking in with someone who's been targeted.
- The importance of telling a trusted adult if they or someone else is being treated unfairly.
- Let them know that being kind, inclusive, and brave makes a real difference.

Stay connected with us

We're committed to open communication between school and home. If you have concerns, questions, or just want to check in, please reach out. Our Pastoral House Leaders, counsellors, and leadership team are here to listen and act.

Together, we can build a culture where every student feels safe, valued, and supported.

A powerful way to stop bullying is to respectfully say, "We don't do that here."

Curriculum

Belief About Learning

Promoting excellence and equity, Mt Maria College supports a student-centred, holistic approach to education, recognising that students have different strengths, needs and backgrounds. We affirm our commitment to the importance of meeting these individual needs, with a focus on student progress and growth, regardless of the starting point.

Our educational goals have as a specific focus, the building of students' capacity to develop empathy-enhanced skills in collaboration, creativity, critical thinking, and communication. We work to unlock the potential of each student, aspiring to extend their potential, and develop agency for their learning to be active and informed members of the community.

We affirm education's role in developing young people's resilience and mental wellbeing, enabling them to confidently recognise, adapt to, and manage change.

In making our vision a reality, we have high expectations of our students and staff. We support all students – irrespective of their background, relative advantage, or cultural heritage – to develop a growth mindset to enable their progress into self-directed, confident, and creative lifelong learners. Our teachers aspire to be positive, enthusiastic, and engaging to facilitate differentiated, quality teaching and learning experiences which will engage and motivate our students.

Learning and Teaching

Mt Maria College offers a tailored program of study from Year 7-12 underpinned by our Marist values – Presence, Family Spirit, Love of Hard Work and Simplicity. To this end, the College offers programs within two distinct phases of schooling – Middle Years (7-9) and Senior Years (10-12).

This sub-school separation enables Mt Maria College to:

- Enhance and develop curriculum and support structures appropriate to the students' developmental and intellectual needs.
- Expand specialist facilities, tuition, and support necessary to complement the child's growth and development.

Mt Maria College Pedagogical Framework

Our school-wide Pedagogical Framework translates our vision into everyday practice and is based on the belief that every student can learn. It provides a consistent, evidence-based set of guidelines and resources to support our teachers in delivering high quality teaching that maximises learning for all students.



We foster a strong academic culture by:

- Utilising innovative, high-quality and proven teaching practices
- Fostering a growth mindset
- Setting high expectations of teachers and students
- Differentiating learning experiences
- Celebrating student success

We aim to work in partnership with parents to achieve the best outcomes for our students. Student academic progress is carefully monitored, and it is our expectation that every student works hard at their learning through active participation in class and completing all set tasks.

Assessment

We assess student learning in accordance with the Australian Curriculum Achievement Standards and QCAA assessment policies. The sequence of achievement standards within each learning area emphasises the depth of conceptual understanding, sophistication of skills, and the ability to apply essential knowledge expected of students.

At Mt Maria College, assessment is aligned with the designated curriculum, unit overviews and learning experiences in each class. Assessment is differentiated as required to meet the learning needs of our students.

Reporting

The College reports (A-E) twice a year across Year 7-12 according to ACARA and QCAA achievement standards. Year 7-10 reports are based on semester units of work while reports are issued at the end of each Unit in Year 11 and 12. An interim report measuring student engagement is also provided at the end of Term 1 for students in Year 7-11.
All report cards are available on the BCE Connect App.

Marcellin Academic Excellence Award Criteria

Level	*Minimum Number of 'A' Grades Awarded*		
	Year 7 & 8	Year 9 & 10	Year 11/12
	(7 core subjects)	(8 subjects)	(6 Subjects)
Gold	7	8	6
Silver	6	7	5
Bronze	5	6	4

Please note: A failing grade in any subject makes you ineligible.

Curriculum Overview

At Mt Maria College, students engage in a range of authentic learning experiences and opportunities in accordance with BCE Religious Education Curriculum, Australian Curriculum (Years 7-10), QCAA Year 11 and 12 General, Applied and Extension subjects, and a range of Vocation Education & Training Certificate (I-IV) subjects offered both on campus and externally through our community partners.

Students in Year 7 and 8 study a designated program and have the opportunity to choose elective subjects for Year 9 to complement their core studies. Students can refine their elective subjects for Year 10 with greater specialization of knowledge and skills encouraged, before choosing their pathway and subjects for Year 11 and 12 as part of their SET Plan.

2027 Curriculum Priorities

In 2027, the staff at Mt Maria College are focusing on a range of initiatives aligned with the priorities identified by the Australian Curriculum, Assessment and Reporting Authority (ACARA) and Brisbane Catholic Education, as well as those important in our local context.

1. 21st Century Skills
2. Embedding Catholic Perspectives
3. Assessment Capable Learners
4. Literacy
5. Effective Pedagogy
6. Feedback
7. Positive Culture





Subject Offerings and Time Allocation

Year 7 & 8

Students in Year 7 and 8 study a fixed program comprising of core subjects and elective subjects. Two elective subjects are studied in Year 7 each term and again in Year 8 where knowledge and skills are further developed.

Year 7 & 8 Learning Area Time Allocations				
The timetable operates on a 10-day cycle with 5 x 60-minute lessons per day.				
Learning Area			**Year 7**	**Year 8**
			Lessons/Cycle	**Lessons/Cycle**
Core	English		**7**	**7**
	Mathematics		**7**	**7**
	Science		**6**	**6**
	Humanities	History	**6**	**6**
		Geography		
		Civics		
	Religious Ed		**5**	**5**
	HPE		**4**	**4**
	Language (Japanese)		**4**	**4**
	Personal Development		**1**	**1**
Elective Rotations	Arts*	Drama	**4**	**4**
		Media		
		Music		
		Visual Arts		
	Technologies*	STEM/Food Specialisation	**4**	**4**
		Design & Materials		
		Digital Technologies		
	Economics & Business*		**4**	**4**
* Elective Units run for 1 term in Year 7 and again Year 8 on a rotational basis. Two electives run concurrently.				

Year 9 & 10

Students in Year 9 and 10 study a mixed program comprising of core subjects and elective subjects.

Five (5) semester-long elective units are chosen across the learning areas in Year 9 and 10. Increased specialization is possible in Year 10 with multiple units in a learning area able to be selected.

Year 9 & 10 Learning Area Time Allocations				
The timetable operates on a 10-day cycle with 5 x 60-minute lessons per day.				
Learning Area			**Year 9**	**Year 10**
			Lessons/Cycle	**Lessons/Cycle**
Core	English		7	7
	Mathematics		7	7
	Science		6	6
	History#		6	6
	Religious Ed		5	5
	HPE		4	4
	Personal Development		1	1
Electives *	Arts	Drama	6	6
		Media Arts		
		Music		
		Visual Arts		
	Technologies	Food Specialisation	6	6
		Design & Materials		
		Digital Technologies		
	Economics & Business		6	6
	Language (Japanese)		6	6
# Studied for 1 semester only				
*5 x elective subjects are studied for 1 semester each over the year				
• Other electives include – Geography, Civics & Citizenship, & HPE Extension				
• Some electives have multiple units i.e. Drama A & B. If choosing Japanese in Year 10, it is compulsory for students to complete both units				

Year 11 & 12

Students in Year 11 and 12 study six (6) subjects including a Religion, English and Mathematics subject along with three (3) other electives aligned with their SET Plan.

Each subject is allocated 8 x 1-hour lessons per 10-day cycle.

Department	Subjects	
	General	**Applied**
Languages	• Japanese	• Essential English
	• English	
	• Literature	
Mathematics	• General Mathematics	• Essential Mathematics
	• Mathematical Methods	
	• Specialist Mathematics	
Science	• Biology	• Science in Practice
	• Chemistry	
	• Physics	
	• Psychology	
Religious Education	• Study of Religion	• Religion & Ethics
Business and Digital Technologies	• Accounting	• Certificate IV in Justice Studies
	• Business	• Certificate III & IV in Business
	• Digital Solutions	• Diploma in Business
The Arts	• Drama	• Arts in Practice
	• Film, TV & New Media	• Drama in Practice
	• Music • Music Extension	
	• Visual Art	
Technologies	• Design	• Certificate II/III Hospitality • Hospitality Practices
		• Certificate I/ II Construction Pathways • Buildings & Construction Skills • Industrial Graphics
Humanities	• Ancient History	
	• Geography	
	• Modern History	
	• Legal Studies	
Health and Physical Education	• Physical Education	• Certificate II in Sport Coaching • Certificate III in Sport and Recreation • Sport & Recreation Skills
Pathways		• Certificate II Workplace Skills • Certificate II in Active Volunteering
		• Other Certificate courses via BNWTTC, TAFE, or other RTO
		• School-based Apprenticeships & Traineeships (SATs)



Gabrielle Dore Resource Centre

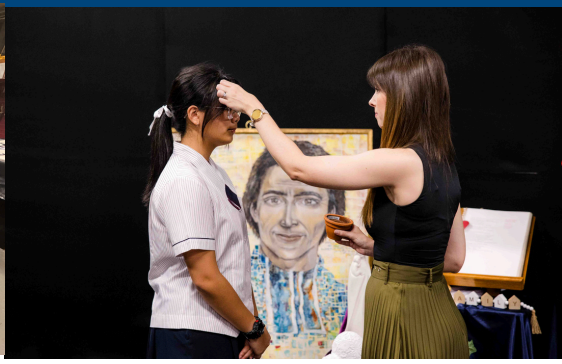
The Gabrielle Dore Resource Centre is the Mt Maria College library, located on the first floor of the Rose Pelletier Building. The Resource Centre offers the following services:

- Assistance with fiction and non-fiction loans, renewals of loans and reservation of books.
- Textbook Hire.
- Help searching the library catalogue.
- Access and support with research using Databases and online from the Teacher Librarian.
- Assistance using the Photocopier to print, scan or email with a student ID card.
- Welcoming spaces for quiet reading, study or homework.

Library Opening Hours

Monday to Thursday: 8.00am – 4.00pm
Friday: 8.00am - 3.00pm



Beyond the Classroom

Cultural Program

The Cultural co-curricular program offers numerous activities for students to participate in and are offered to all students. Cultural activities provide students opportunities to express themselves, build confidence, and develop social skills that are essential for their development.

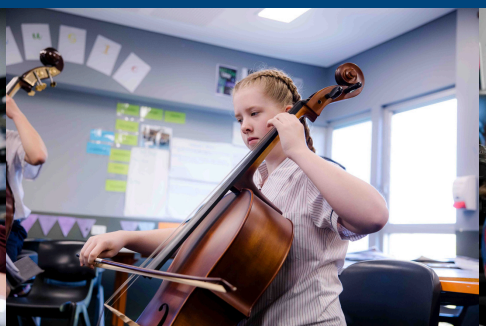
A positive Cultural program within Mt Maria enables our students to:

- develop a relationship with other students and the school
- cultivate a positive school spirit through arts, culture and activities
- develop behaviours that lead to a sense of community
- acquire new skills that can be applied to their lives (leadership, teamwork, collaboration and problem-solving)

The Mt Maria College Cultural Program activities include:

- Triennial Musical production, past productions include The Wedding Singer, Beauty and the Beast, The Wizard of Oz and Grease) and in 2024 High School Musical
- Triennial Arts Week Showcase
- Triennial 'Big' Production
- Performances at assemblies and P&F events
- Queensland Debating Union (QDU) Competition
- Shake n' Stir Queensland Shake Fest Competition
- Uno Club
- Theatre Sports Competition
- Robotics Club
- Inter-house Chess Competitions
- Lego League Competition
- Dance Troupe
- Class Clowns (Australia wide competition – Melbourne Comedy Festival)
- Song, Art and Film competitions
- Public Speaking (Lions Youth of the Year)

Cultural activities can be an effective way to make life-long friendships, nurture a commitment and love for work and community.


Music Program

Our aim at Mt Maria College is to make Music accessible and achievable for every student. This means that if you have never learnt an instrument or been part of an ensemble, there is a place for you. It also means that if you have learnt your instrument in primary school there is a place for you to advance and reach your potential on your instrument with our dedicated, specialist Instrumental Music staff. Music calms the mind and brings joy to everyone around. It helps to build perseverance, builds coordination, instils discipline and enhances listening skills.

We pride ourselves on offering a wide range of Instrumental lessons from our experienced teachers who are active performers in their fields, whether this be classical, jazz, or contemporary. Our ensembles perform regularly both within the College, at community events and in local festivals and competitions. Some of these include, but are not limited to:

- Queensland Catholic Colleges Music Festival (QCMF)
- Gaythorne Anzac Day Ceremony
- Musical Productions
- CMC Battle of the Rock Bands
- Year 12 Graduation Mass and Dinner
- Local primary school fetes and events
- College Awards
- State Honours Ensemble Program
- Soirees

The range of music we play, and sing is versatile and covers classical to rock n' roll – there is simply something for everyone at Mt Maria Music!

Lessons are offered on the following instruments:

Strings
Acoustic Guitar
Electric Guitar
Bass Guitar
Violin
Viola
Cello
Double Bass

Woodwind
Flute
Clarinet
Saxophone
Bassoon

Brass
Trumpet
French Horn
Trombone
Euphonium
Tuba

Other
Piano
Voice
Music Theory
Percussion
Drums

Membership of the following ensembles is available

All Welcome
- College Choir
- Rock Band Program

Must be Learning
- Year 7 Beginner Band
- Wind Band
- Brass Ensemble
- Pelletier Percussion
- Lavalla Strings
- Guitar Ensemble
- Concert Band

By Invitation
- Samaritan Singers
- Champagnat Combo
- Drumline
- Cinematic Symphony
- Stage Band





Sport Program

The Sport Program at Mt Maria College can be broken down into four main areas:

Interhouse Carnivals:	SECA Sport:	Representative Sport:	District/ Regionals/ States/ National Pathways:
Swimming Cross Country Athletics	SECA Carnivals SECA Gala Days 2 x SECA Seasons	Basketball, Football / Futsal, Hockey, Netball, OzTag, Rugby League, Rugby 7's, Touch Football, Volleyball	North District Met North Queensland

Representative sport offerings vary year-to-year depending upon coaching and administrative capacity.

SECA Program Overview

Mt Maria College is a member of the Southeast Colleges Association (SECA), where we compete against various North and South Brisbane Catholic Secondary Colleges at the 'Big 3' Carnivals, Gala Days, and Seasonal Sporting activities.

All SECA Sporting opportunities are carried out during school hours, allowing students to partake in a variety of other School Representative sporting opportunities or external club sport offerings on weekends. Training commitments for our Carnivals, Gala Days, and Seasonal Sporting activities, if offered, will largely be before or after school.

Term 1

- **SECA Swimming**
- **SECA Gala Day**
  - *Cricket*

Term 2

- **SECA Cross Country**
- **SECA Season 1**
  - *Netball*
  - *Rugby League*
  - *Volleyball*
  - *5-a-side Soccer*
  - *OzTag*
  - *TheatreSports*
  - *Chess*
  - *eSports*

Term 3

- **SECA Athletics**
- **SECA Season 2**
  - *Basketball*
  - *Netabll*
  - *Touch Football*
  - *TheatreSports*
  - *Chess*
  - *eSports*
  - *11-a-side Socer*
  - *Rugby 7s*
  - **SECA Gala Day**
  - *Rugby 7s*

Term 4

- **SECA Gala Day**
  - *AFL 9s*

For more information regarding the Mt Maria Sport Program, please refer the College's Sport Handbook located on our Website.

Technology Policy



Mt Maria College understands that mobile phones and wearable devices are a part of life now for many students. However, there is no need to carry them around during the day or bring them to classes (earbuds or headphones may be used in class under the direction of the teacher) for the following reasons:

• They are a distraction to learning and teaching during class time.
• They can encourage anti-social behaviour.
• Their value generally requires that extra care be taken with regard to security, which cannot be guaranteed by the College.

If these items are brought to school, students must take the responsibility for their own property.

Procedures for mobile phone usage

1. Students are not to carry mobile phones with them (including in folders or pencil cases etc) during the school day. Once the bell for Pastoral Care Group is sounded phones are to be turned off and locked in a student's locker. Alternatively, students can hand them in to Student Reception or to a student's Pastoral Leader for safe keeping.
2. Students are not to record (image or sound) class lessons or any other activities at school. This is in keeping with our privacy guidelines.
3. Wearable devices are to be considered under the same guiding principles as mobile phones as many of their smart functions are an extension of the mobile phone. e.g. making and receiving phone calls, messaging, accessing apps etc. Wearable devices are permitted in the classroom however are not to be used as an extension of the mobile phone.
4. Earbuds and headphones must not be used at break times or between classes.

Students who do not adhere to these guidelines will be subject to the standard College behaviour management procedures.

The College will not take any responsibility if these items are lost or stolen but will advertise any such losses to assist in their recovery.

If students are found with these devices on them throughout the day they will be expected to hand them in to a specified member of staff (e.g. Pastoral Leader or at Student Reception) and they can be collected at 3.00pm. Parent contact will be made with repeat offenders or if a student becomes argumentative or uncooperative.

Social Media Guidelines

Mt Maria College recognises that social media is commonly used by the wider local and global community to express their views, ideas, comments and critcisms on a wide range of issues.

The Social Media Guidelines (for Students) has been developed to provide our community with a set of standards of behaviour for the use of social media that are consistent with the College's expectations and values.

The following key principles apply to student social media use:

- Your online presence should always be respectful and considerate of the rights and confidentiality of others.
- You must ensure that your personal online activities do not impact on the College's reputation or the reputation of any member of the College community.
- You must not use the College's name and/or crest on social media sites.
- You must not post photos of yourself or other students in school uniform or in the school setting.
- You must not post photos of staff, parents or other students without permission.
- Consider your "digital footprint". Your online behaviour can impact your future career path.





College Uniform

The College uniform is a symbol of school pride and a reflection of the high standards upheld by our community. Students are required to wear the complete and correct College uniform neatly and with care at all times—during school hours, at official College functions, and while travelling to and from the College.
Wearing the uniform appropriately demonstrates respect for oneself, fellow students, and the traditions of both current and past members of the College community.

In the event that a student is unable to wear the correct uniform, a written explanation from a parent or caregiver must be provided. This note should outline the reason for the non-compliance and indicate the expected timeframe for resolving the matter.

All items of the College uniform are to be clean, pressed, and properly fitted to ensure a neat and professional appearance at all times.
All uniform items (except shoes) are available from the College Uniform Shop, located near the Samaritan court at the Prospect Road carpark.

Please refer to the Mt Maria College Uniform Policy for further detailed information on the College Uniforms. This is found under on our website under ‘Uniforms’.

BCE Connect

BCE Connect is Brisbane Catholic Education's secure platform that serves as a central hub for school-related communication and family engagement. It is designed to keep parents, carers and school staff connected with their school community.

Available as both a mobile app and through a web browser, BCE Connect provides easy access to important school information, updates and communication in one convenient place. While BCE Connect can be accessed on the web, we are proudly mobile first, giving families the best possible experience through the app.

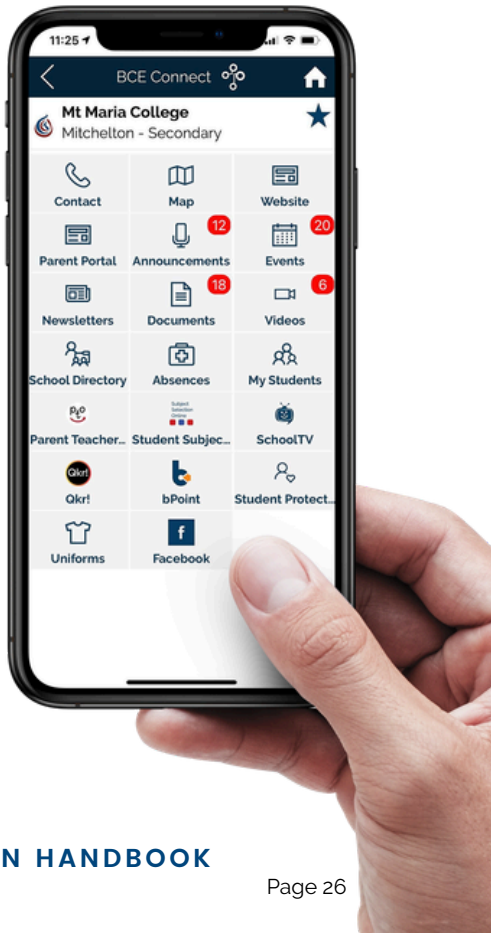
The mobile app offers secure login using biometric authentication, such as fingerprint or facial recognition, along with real-time push notifications to help you stay informed wherever you are.

Your BCE Connect experience is tailored to your family's needs. You can log absences for one or more children, access school information, view important updates, and receive communications relevant to your family, all from a single platform.
If your children attend different BCE primary or secondary schools, BCE Connect brings everything together in the one place, making it easier to stay informed and connected without needing multiple apps or accounts.

Designed with families in mind, BCE Connect is secure, simple to use, and built to support your day-to-day school journey. Whether you choose to access BCE Connect through the mobile app or a web browser, it helps make staying connected with your school easier than ever.

New Parents will be granted BCE Connect App access from mid January.

If you experience issues logging in to the BCE Connect once the school year has commenced, please contact the College office so that one of our friendly admin staff can follow this up for you.



BCE Connect | Brisbane Catholic Education
teaching · challenging · transforming

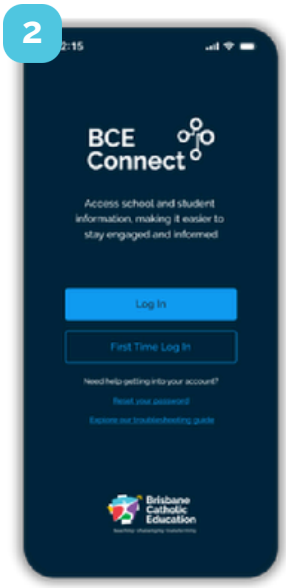
New User Guide

Your guide to setup your BCE Connect account.

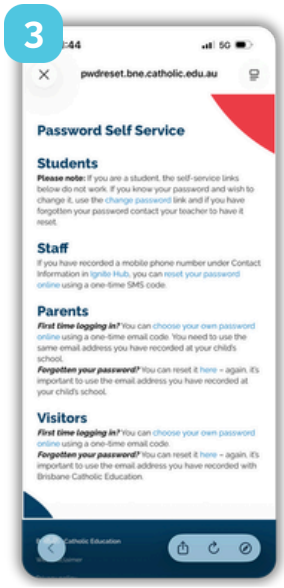
1. **Scan** the QR code or go to your App Store and **download** the latest BCE Connect App.



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



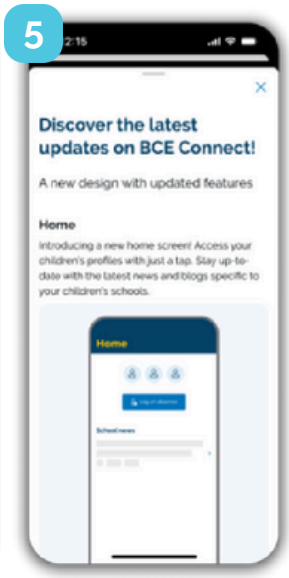
3. On the **Password Self Service** page, refer to the instructions for **Parents**. **Choose your new password** using the email address you provided to your child's school.



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.



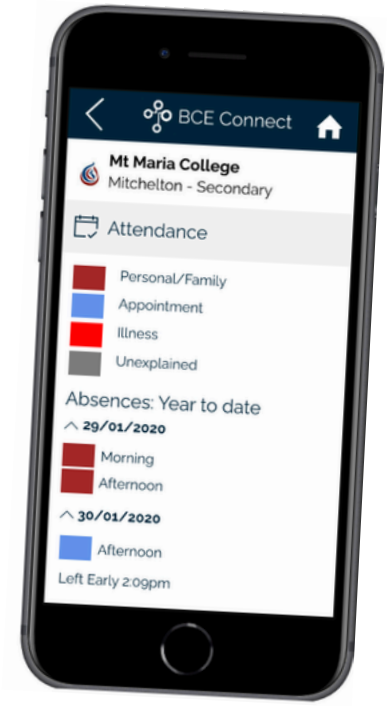
Attendance

Absences

The BCE Connect app is the preferred option to advise the school of student absences. This can be done by clicking on the 'absences' tile on the Mt Maria College homepage within the app.

It is requested, where possible, that absences are reported by 8.30am on the day of absence.

Unexplained Absences will be sent in a text to parents/guardians, usually between 10.00am and 12.00pm.



Arriving Late

Students who arrive late to school after the 8.30am bell are to report directly to Student Reception to sign in and collect their late slip to present to their teacher.

If you know your son/daughter will be late please send them in with a note explaining their absence or send a notification through the BCE Connect app.

Unexplained late arrivals will be sent via text to parents/guardians, usually between 10.00am and 12.00pm.

When your child has an appointment/needs to leave during school time

When a parent or carer has arranged an appointment during school time for their son/daughter, they should write a note in their child's diary or on paper to allow them to show the class teacher and submit a late arrival/early departure notification via the 'absences' tile on the BCE Connect app.

Students must go to Student Reception and wait for collection by a parent/guardian.

All students are to present at Student Reception for appointments or sickness to sign out and wait for collection by a parent.

For students in Years 7–10, a parent/carer must physically come to Parent Reception to collect a student. The College does not permit Year 7-10 students to leave the College unaccompanied. A parent must complete the relevant emergency contact forms for any person other than the parents, collecting a student during school hours.

When your child is sick/unwell at school

If students are feeling unwell at school, they may ask their teacher for permission to leave class and immediately report to Student Reception.

After 30 minutes in the sick bay, students will be given the option to either return to their timetabled class or have a parent/carer contacted to arrange for them to be collected from school.

Students are not to phone parents to arrange collection when they are unwell.
This will be handled by the office staff to avoid disruptions during class time and ensure we know where students are at all times.

The Student Reception area is for students only. All parents coming to Mt Maria College must report to Parent Reception.

Informs

Mt Maria College utilises InForms, a paperless permission form system which links with the BCE Connect.

Instead of paper permission forms for excursions and camps coming home in your child's school bag, you will be sent an email notification with a link to click that opens a secure web page version of the form to complete and submit.

You can do this on your phone, tablet, or computer at your convenience. Teachers will discuss these excursions and camps with students at school, but please ensure you have a conversation with your student/s about their upcoming activities and let them know you have given permission for them to attend.

All the data you submit in these forms is held in a secure database only accessible to selected College staff.

Parents can also check and respond to outstanding Forms via the BCE Connect. Please note that once one parent has reposnded, the second parent can no longer respond.



My Student Account Funds

- On-campus shopping for your child without cash using their Student ID
- On-line orders/payments (sport, Unform Shop, Events, Other)

My Student Account (MSA) allows you as a parent/carer to add funds to your child's ID card for the purchase of items on Campus. It also allows you to include information on the card as to how you want your child to utilise those funds on the card. Eg $15 limit on tuckshop per day/week.

Once you have successfully added funds to your child's account, this can be used in the tuckshop for purchases at break times, to top up print values or to purchase items at the Uniform shop. More and more functionality will be added to our MSA outlets to eventually include the purchase of replacement laptop chargers, obtain replacement ID cards and locks, use for fundraisers etc.

MSA online system allows you to pay for additional school items through the College & Uniform Shops using your credit card or the credit balance on your MSA account. Your MSA portal is where you can conveniently add funds to your child's student ID at any time of the day.

Access the Mt Maria College MSA portal link through BCE Connect > Schools > My Student Account.

First time users:
login with your email address registered at the College then use the link "Forgot Password"





Fee Information

As a Brisbane Catholic Education College, Mt Maria College is not fully funded by government grants. For this reason, the College sets the tuition fee annually to reflect current costs in the operation of the school.
Fees and levies collected at Mt Maria College are used to provide a high-quality education for the following purposes, which are aligned with the College's Vision and Mission:
·Provide quality teaching and learning, administrative services, classroom support and facilities

- Provide essential resources, materials, facilities, and equipment
- Provide access to 1:1 College owned laptop program
- Assist with providing learning enhancement activities such as excursions, presentations, workshops
- Student Welfare and Pastoral Care programs
- Support the Mt Maria College building program
- Maintain buildings, grounds and other facilities

When your child is enrolled at Mt Maria College, you provide an undertaking that you will do all that is possible to pay the fees that are charged in accordance with the College fee policy. As a matter of justice to all members of the community, and not to adversely affect the delivery of curriculum and co-curricular activities, College fees are expected to be paid in the year they are incurred. We understand that circumstances may change and our team are committed to assist with solutions that suit individual needs.

Fees and levies are charged once per year at the beginning of the year and are to be paid by the due date in term one or by a payment arrangement using the FACTs platform. Instalments may be set in the FACTs platform to suit the family budget e.g. weekly, fortnightly, monthly or quarterly from your account or credit card. Updated statements will be sent each month or at the beginning of each term.

Please contact the College Finance department if you have any queries regarding your account.

Further information may be found on the College Website: College Fees
Email: mmcmfinance@bne.catholic.edu.au
Phone: 3550 3400

General Information

Transport Information

The College is across the road from the Mitchelton Train Station. For train timetable information, please visit the Translink website - www.translink.com.au

The College is also next door to the Brookside Bus Exchange. For Translink bus timetable information, please visit the Translink website - www.translink.com.au

For other bus line information, please visit Kangaroo Bus Lines website - www.kangaroobuslines.com.au/timetables/

Pick Up/Drop Off Area

We have two designated drop off and pick up areas which can be accessed via the Prospect Road and Osborne Road entrances. The Stop, Drop, Go zones are for pick up and drop off only. If you need to come into the College office, please park in the allocated visitor carparks off Prospect and Osborne Road.

College Newsletter

The College newsletter is distributed three times during each school term, usually on a Friday. It will be emailed to your inbox and is also available via the BCE Connect app.

Parent/Teacher/Student Conferences

The College will report Academic Achievement and Academic Progress throughout the year. Families will have the opportunity to attend Parent/Teacher/Student conferences in a formal structured environment during the year. If you have any queries or concerns, you are welcome to contact your child's teachers via email. Staff emails are available through the BCE Connect app.

Student Lockers

Each student is allocated a locker and provided with a combination lock. Students are to keep their bags and valuables (including mobile phones) in their locker during school time and go to their lockers before morning Pastoral Care Group and during breaks to organise books and other equipment. Students are allowed to check their mobile phone during break times while at their lockers.

Medication/First Aid

If a student requires medication to be dispensed at school, the appropriat medical forms need to be completed by the parents and in some instances, the childs doctor.

Paracetamol is not supplied or given to students. There are First Aid Officers in the College Office for students who are injured during school time. Necessary precautions will be taken with first aid care.

If your student has serious allergies or medical requirements, please advise the College the begining of the school year and provide the relevant medications, forms and docuements. Please note a student can not hand in any medication to office staff, as a legal guardian must sign all medication into the College Office.

IT Helpdesk

The Mt Maria College IT Helpdesk is open between the hours of 8am to 2pm.
The IT Helpdesk provides the following services for students and their families:

- Takes payments for items or repairs via MSA
- Diagnoses and arranges repair of 1:1 College provided laptops in-line with Dell & LENOVO Warranty and Service Conditions.
- Manages accidental damage protection or warranty claims for your College provided 1:1 laptop.
- Advocates with Dell & Lenovo to get the fastest/most cost-effective repairs.
- Provides a loan laptop while a student's laptop is being repaired, conditional of all claim excesses being paid*
- Provides a charging rack.
- Reimages (reloads) the software on laptops if requested.
- Maintains a service history of all laptops.
- Tops up student print card money.
- Sells replacement or additional power supplies and laptop bags.
- Creates or replaces student print/ID cards including taking ID photos.

If you require assistance from the IT Helpdesk, please email mtmithelp@bne.catholic.edu.au.

Tuckshop

The externally run Tuckshop is open Monday - Friday across the school term with a variety of products available. Payments are made only with debit cards and Student ID cards.
No phones are allowed.

College Board

The College Board is a pastoral board which provides support to the College Principal for financing, building and maintenance, resourcing, staffing and policy formation and review. Membership of the College Board consists of both College personnel and parent members.

Parents & Friends Association

All parents are automatically members of the Parents and Friends Association. Parents are welcome at the monthly meetings held at the College on evenings published in the College calendar. The Executive is elected late in March each year.

Some of the main roles of the College Parents and Friends Association are:

- To be a forum where parents share information with other parents and the College Leadership Team.
- To build a community for parents at the College and provide support to new parents to the College.
- To be a forum for the College Leadership Team to share information with parents.
- To form a parents' group who consult with the College Leadership Team.
- To raise funds to provide special material support for College developments. Most of these funds are raised by the annual parent support levy, with a few social functions through the year.

Members of the Parents' groups are also invited to be delegates to The Queensland State Council of Parents and Friends Associations. www.pandf.org.au







Benedict Building

Ground Level:
- Classrooms BEN1.01 – 1.08

Level 1:
- Classrooms BEN2.01 – 2.08

Montagne Building

Ground Level:
- Classrooms MON1.01 – 1.03

Level 1:
- Classrooms MON2.01 – 2.06

Pelletier Building

Ground Level:
- Administration, Executive, Parent and Student Reception
- POD
- Staff Study
- VET/Careers

Level 1:
- Classrooms – PEL2.06 – 2.07
- Inclusive Education
- Library
- Staff Lunchroom
- Staff Study

Champagnat Building

Lower Ground:
- Rooms CHAL.01 – L.07
- Workshops and Design

Ground Level:
- Classrooms CHA1.03 – 1.13

Level 1:
- Classrooms CHA2.01 – 2.09

MacKillop Building

Ground Level:
- Classrooms MAC1.01 – 1.05

Level 1:
- Classrooms MAC2.01 – 2.04

Samaritan Precinct

- Classrooms SAM1.01 – 1.04

Bell Times

Period	Time	Minutes
PC	8:30am – 8:45am *(Warning Bell 8.25am)*	15 minutes
Period 1	8:48am – 9:48am	60 minutes
Period 2	9:51am – 10.51am	60 minutes
First Break	10:51am – 11:34am *(Warning Bell 11:29am)*	40 minutes
Period 3	11:34am – 12:34pm (incl. Stillness & Silence)	60 minutes
Period 4	12:37pm – 1:37pm	60 minutes
Second Break	1:37pm – 2.00 *(Warning Bell 1:55am)*	20 minutes
Period 5	2.00pm – 3:00pm	60 minutes

Term Dates

2026

Term 1	**Wednesday 27 January – Thursday 25 March**
Term 2	**Monday 12 April – Friday 25 June**
Term 3	**Tuesday 13 July – Friday 17 September**
Term 4	**Tuesday 5 October– Thursday 2 December**



Mt Maria College

Strong Mind – Compassionate Heart

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