



Mt Maria College
Strong Mind – Compassionate Heart

2024 Information Handbook



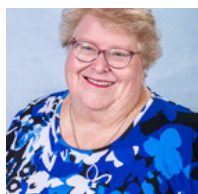
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Welcome from the Principal

I warmly welcome your family to the Mt Maria College, Mitchelton community.

As part of the Marist Schools Australia network, we combine timeless Marist values with exciting innovations in learning for the 21st Century. Our dedicated teachers are committed to preparing this generation of young people for the future.

While students graduate our College with an excellent education, we are just as proud that our students leave with a broad range of life skills, strong friendships and positive values gained through the many experiences they encounter at our College.

We expect the best of, and for, our students and support them through the many challenges they may face in adolescence. Our intention is that our students learn, grow, laugh, persist, support each other and work hard to achieve their personal best – all within our safe Mt Maria family environment.

Faith formation and social justice programs are grounded in the Marist Charism – our aim is to make Jesus known and loved to all our students and their families.

I look forward to seeing you in 2024.

Luke Reed
Principal

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Being Part of a Catholic School

Mt Maria College is a member of Brisbane Catholic Education and Marist Schools Australia as well as the Grovely, Samford, and Mitchelton Parishes. All students at Mt Maria College are equally valued for their uniqueness, gifts, and beliefs. All students and their families are expected to participate actively and respectfully in the Religious Life of the College, including Religious Education, irrespective of their personal religious beliefs.

Religious Life of the College

Throughout the year we celebrate key liturgical moments. Our year begins with an Opening Liturgy and ends with the Year 12 Graduation Mass. In between, we celebrate Champagnat Day and other significant days in the College calendar. Students actively contribute to Masses, liturgies, assemblies, and prayer rituals.

Religious teachings at the College are based on the life and teachings of Jesus Christ and the charism of St Marcellin Champagnat. We believe that Religious Education has a unique role in helping students understand themselves, and the world around them. As part of this learning, students are expected to attend retreats or reflection days associated with their year level throughout the year.

Campus Minister

The Campus Minister is a facilitator for the spiritual life of the staff and students and assists the Assistant Principal Faith and Mission with liturgies, social justice, and immersion programs. The Campus Minister also supports the faith, spiritual and pastoral development of students and empowers them to use their gifts and talents in their service to others.

Justice and Service

At the heart of our Catholic faith and identity is social justice – students and families are encouraged to contribute in various ways throughout the year. The four major charities that Mt Maria College supports are Caritas – Project Compassion, Marist Asia Pacific Solidarity, Catholic Mission, and St Vincent de Paul. Service-learning opportunities are offered to all students both within the school and wider community.

Students in senior years have the opportunity to participate in the Santa Teresa Immersion to learn more about Indigenous Australians. The College actively supports Rosie's Friends on the Street, senior students are invited to participate in this community service.

We also have a range of ministry groups which foster a deeper sense of spirituality and social awareness in students. These include the Social Justice Group, Music Ministry, Drama Ministry and Youth Group – Alpha. Throughout the year, students are invited to attend 'Marist Connect' nights, leadership forums as well as other events associated with our Marist Charism.

Aboriginal and Torres Strait Islander Group (ATSI)

Students who identify as Aboriginal or Torres Strait Islander have the opportunity to participate in a range of educational and cultural activities which allows them to explore their heritage. The College has a Yarning Circle which is located adjacent to the Oval.

Stillness and Silence

A musical piece is played for five minutes after lunch daily during which time everyone on campus sits in stillness and silence. In this five minutes, staff and students are encouraged to pray, reflect, or meditate. Research indicates that meditation and mindfulness promote memory, attention, and concentration in class.





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

Set high standards

Have a
growth mindset

Strive to
improve,
take risks, and
show initiative

Be self-motivated

Embrace your
learning journey

Be your
authentic self

Respect

Be inclusive, friendly,
and supportive

Communicate
and act respectfully

Present yourself
with pride

Uphold others'
right to learn

Care for College
resources and our
shared environment

Engage

Actively participate
in school life

Be punctual, present,
and prepared

Be a proactive and
collaborative learner

Contribute to a
positive learning
environment

Complete set tasks

Use technology
and equipment
appropriately

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

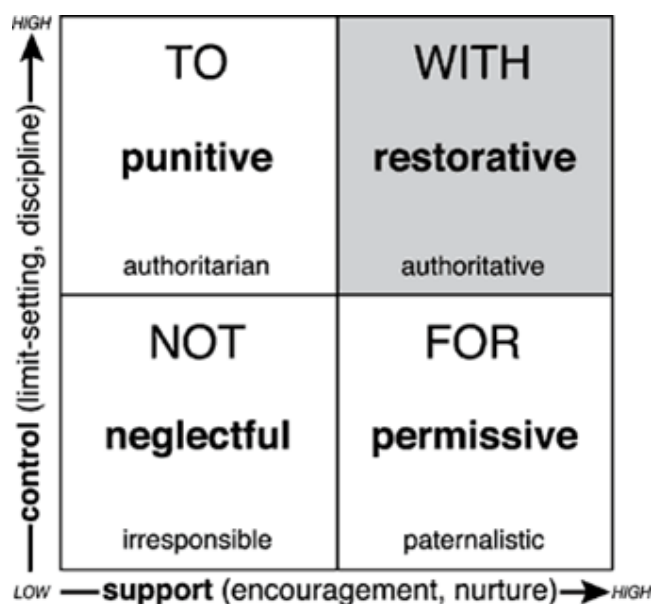
Restorative Practices: A Caring Approach

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

We promote positive relationships between students at Mt Maria College, but understand that bullying issues have the potential to arise. At Mt Maria College our community values instil us to hold those who might bully others to be accountable for their actions so that they might learn more appropriate ways of relating to others. At the same time we provide real support for those who have been affected. The following is an excerpt from our Anti-Bullying Policy.

What is bullying?

Bullying is usually a repeated attack on, or harassment of, another person or group of people. It could be physical, verbal, online, or psychological. Bullying can even occur unintentionally if we are insensitive to the feelings and safety of others.

"It was only a joke" or "She/he doesn't mind" or "She's/he's a friend of mine" are never acceptable excuses for bullying behaviour.

What to do if bullying occurs:

1. Try not to show that you are upset. Try to look and sound confident. Don't give the bully the satisfaction of thinking that they have hit their target.
2. Consider whether you have been bullying others yourself (e.g. Have you been name calling, annoying, threatening, showing off?) If you have, change behaviour.
3. Report it. Bullying will continue if those responsible think they can avoid being held accountable for their actions. Approach your Pastoral Care Group teacher, classroom teachers, Pastoral Leader, parents, Counsellor, or another adult/teacher with whom you feel comfortable.
4. If the bullying continues after reporting it, report it again and talk to your Pastoral Leader. Consider talking to a College Counsellor for help in developing skills, which can be useful in situations where you might be bullied.

The influence of bystanders is significant. Research shows 85% of bullying occurs in the presence of bystanders. What you do or do not do has a huge effect on bullying. Research also shows when a bystander objects, behaviour is stopped in over 50% of cases.

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 emphasizes 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.



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.

2024 Curriculum Priorities

In 2024, 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 (2024)				
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*	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 (2024)				
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 Crime and Justice
		• Business	• Certificate III & IV in Business
		• Digital Solutions	• Certificate III in IDMT
	The Arts	• Drama	• Visual Arts in Practice
		• Film, TV & New Media	• Drama in Practice
		• Music	
		• Visual Art	
	Technologies	• Design	• Certificate II/III Hospitality
			• Certificate I Construction
	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
	Pathways		• Work Readiness (Certificate II in Skills for Work & Vocational Pathways and 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, Oliver, to find information for assignments, or a reading for pleasure.
- 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
- 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:

- Queensland Catholic Colleges Music Festival (QCMF)
- Gaythorne Anzac Day Ceremony
- Musical Productions
- Clairvaux Mackillop BOTRB
- The Gap State High BOTRB
- Marist Biennial Conference
- Year 12 Graduation Mass and Dinner
- Local primary school fetes and events
- Champagnat Day celebrations
- Art Week
- 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

Violin
Viola
Cello
Double Bass
Acoustic Guitar
Electric Guitar
Electric Bass

Woodwind

Flute/Piccolo
Clarinet/Bass
Clarinet
Saxophone
Bassoon

Brass

Trumpet
French Horn
Trombone
Euphonium
Tuba

Other

Piano
Voice
Percussion *
Music Theory
*tuned, untuned
and drumkit are all
taught in
percussion lessons

Membership of the following ensembles is available:

All Welcome

- College Choir
- Rock Band Program
- AV Crew

Must be Learning

- Year 7 Beginner Band
- Wind Band
- Brass Ensemble
- Percussion Ensemble
- String Ensemble
- Guitar Ensemble

By Invitation

- Vocal Ensemble
- Studio (Jazz) Band
- Concert Band
- Senior Percussion Ensemble
- Chamber Strings
- World Music Ensemble
- Liturgy Band



Sport Program

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

Interhouse Carnivals:

Swimming
Cross Country
Athletics

SECA Sport:

SECA Carnivals
SECA Gala Days
2 x SECA Seasons

Representative Sport:

Basketball, Football /
Futsal, Hockey, Netball,
OzTag, Rugby League,
Rugby 7's, Touch
Football, OzTag,
Volleyball

District/ Regionals/ States Pathways:

North-West Independent
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 Football
OzTag
TheatreSports
Chess

Term 3

SECA Athletics

SECA Season 2
Basketball
Touch Football
TheatreSports
Chess

SECA Gala Day
Rugby 7's

Term 4

SECA Gala Day
Afl 9's

Mobile Phone Policy



Mt 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 criticisms on a wide range of issues.

Social media includes forums, blogs, microblogs, photo sharing, wikis, podcasts and social communities e.g. Facebook, Instagram, Snapchat, Twitter, Tik Tok etc.

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





Uniform Policy

The College uniform is a source of school pride. Students are always expected to dress neatly in the complete College uniform during school, at school functions and when travelling to and from school. This is a sign of respect for themselves, both present and past students and of loyalty to the College. On any occasion a student is not wearing the correct College uniform they must carry a note from their parents/caregivers which explains the difficulty, and the timeline for resolving the issue. It is an expectation that all uniforms will be pressed and ironed and fit students correctly.

All uniform items (except shoes) are available from the College Uniform Shop - 3550 3453

College Term Trading Hours (excluding public holidays and school holidays)

Monday - 7.30am to 11.00am

Tuesday - 7.30am to 11.00am

Thursday 7.30am to 11.00am

Uniform Infringement Consequences

- Students will be issued with an appropriate consequence for minor uniform infringements
- Several minor infringements within a short time will incur an after-school detention
- Students will be asked to remove excess make-up, coloured nail polish or hair product at the College
- Students who consistently wear the incorrect uniform may be sent home or suspended if the previous measures are not successful in modifying how the student wears the uniform
- Students who present with extreme hair styles/colours, body piercing, obvious tattoos or other visible ornamentation will be immediately sent home until the student can comply with the College expectations

Formal uniform requirements

- College navy trousers, skirt or shorts
- College striped short-sleeve blouse with tie
- College striped short-sleeve shirt with crest, shirt must be tucked in
- College tie must be worn with striped short-sleeve shirt in Terms 2 and 3, and on formal occasions
- Plain black leather polished, low-heeled lace-up shoes below the ankle
- Plain black leather belt
- College socks
- College formal hat or College sun hat
- College bag

Sport uniform requirements	<p>The Sport Uniform is only to be worn on official sports days (Tuesdays) and on days where students have their HPE lesson.</p> <ul style="list-style-type: none"> • College navy sport shorts • College polo shirt • College sports socks • Lace-up joggers • College sun hat
College hats	<p>It is an expectation that students will wear either the College formal hat or College sun hat to and from school and at break times.</p> <ul style="list-style-type: none"> • College formal hat <p>AND/OR</p> <ul style="list-style-type: none"> • College sun hat
Uniform variations	<ul style="list-style-type: none"> • College jumper may be worn in cooler weather • Black stockings may be worn instead of socks with the College formal skirt • College blazer must be worn to and from school by students in Year 11 and 12 in Terms 2 and 3 • Navy trousers must be worn with striped short-sleeve shirt in Terms 2 and 3 • College scarf (optional) • College tracksuit is the only tracksuit to be worn and only with the sport uniform.
College bags	<ul style="list-style-type: none"> • Students may only use official College bags, available for purchase from the Uniform Shop • All bags are to be kept in lockers and not taken to classes
Jewellery	<ul style="list-style-type: none"> • Students may wear a pair of earrings – either plain metallic small studs (<4mm), or small sleepers (<10mm diameter). One earring is allowed in the bottom of the lobe of each ear (no diamantes or pearl variations) • A small clear stud is the only permissible covering for students who wear more than one set of earrings outside of the school or have any other facial piercing (nose, tongue, eyebrow, helix etc) • Students are not to wear rings, bangles, bracelets, or wrist chains • Students may wear a small crucifix on a fine chain around the neck – no other chains or necklaces are permitted • Body piercings not permitted (i.e. nose, eyebrows, tongue etc.) • Visible tattoos are not permitted • Students may wear a plain wristwatch • No other visible ornamentation is permitted

Make-up	<ul style="list-style-type: none"> • students are able to wear clear lip gloss or tinted sunscreen • Other forms of make-up (e.g. lipstick, coloured lip gloss, foundation, blush, powder, eyeliner, eye shadow, fake eye lashes, eye shadow or mascara) are not to be worn. • Fingernails can have clear nail polish only. French tips are not permitted. . • False nails are not permitted. No decorative nail decals. Nails must be a short length due to WH&S issues in practical subjects.
Hair and grooming	<ul style="list-style-type: none"> • All students are expected to have hair that is clean, brushed/combed and of a length that is neat and tidy • Extreme hairstyles which draw attention to the student will not be permitted (e.g. "mohawk", "rat tails", "mullet") • Collar length or longer hair should be tied back and kept off the face • Boys faces must be clean shaven, and sideburns should not extend past the earlobe • Unusual hair colourings which distract from the natural look of an individual's hair are not permitted • Hair must be tied back with a single colour hair tie (navy, maroon, black or white) • Hair fashion accessories are not permitted (e.g. clip on bows, flowers, diamante clips) • Undercuts, tails, and tracks are not acceptable • Blade 3 is the shortest acceptable for "all over" cuts <p>If any clarification is required regarding a hair issue, a decision is to be sought from the College Leadership Team.</p>

Casual Dress Days

Expectations for casual dress days are as follows.

Behaviour code and school rules must be adhered to on Casual Dress Days.

Clothing	<ul style="list-style-type: none"> • Shoulder and midribs must be covered e.g. no sleeveless shirts/tops • No inappropriate messages or images on T-shirts, caps, etc. • Modest appropriate length of shorts, skirts
Footwear	<ul style="list-style-type: none"> • Covered shoes • All students should remember that they have an obligation under the Workplace Health & Safety Act in relation to wearing anything that would risk their own or anyone else's safety.
Hats	<ul style="list-style-type: none"> • Caps permitted but must not be worn in the classroom
Accessories	<ul style="list-style-type: none"> • Hair and jewellery as per normal school rules. Hair longer than shoulder length is to be tied up.

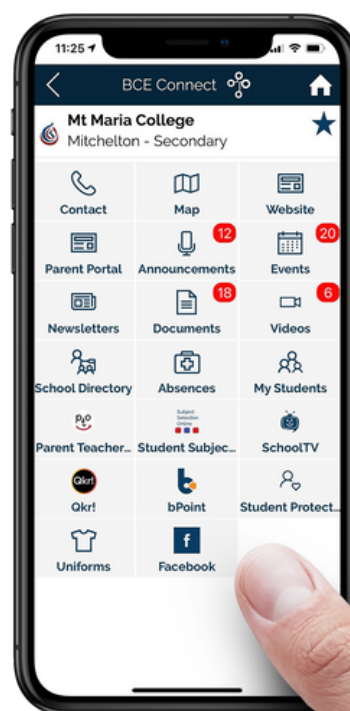
Parent Portal & BCE Connect

The Parent Portal and BCE Connect app are the easiest ways to receive important communication from Mt Maria College, report your child's absence, provide us with any changes to your contact details or your child's medical information, book Parent-Teacher interviews and much more. We strongly encourage all College families to utilise both the Parent Portal and the BCE Connect app.

Brisbane Catholic Education advises that to successfully access the Parent Portal and Parent Slips; it is important that all parents/legal guardians have individual email accounts. Attempts to login with shared email accounts will result in an error

New Parents will be granted parent portal access from 11 January 2024.

If you experience issues logging in to the Parent Portal or 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.



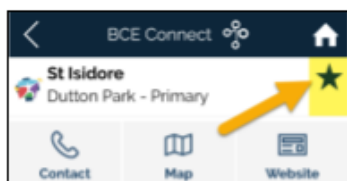
Setting up your account

A guide to getting started with your BCE Connect and Parent Portal account.

1. Download BCE Connect

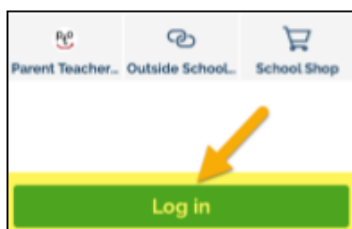


2. Favourite your school



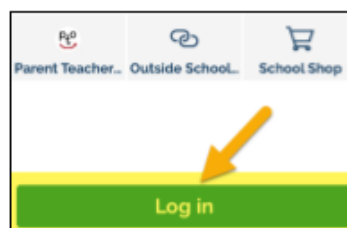
Favouriting your school in BCE Connect enables you to receive Push Notifications from the school and makes it easier to navigate back to the school by adding a shortcut on the home screen of the app.

3. Create an account



Select the first-time logging in option and enter the e-mail address you have supplied the school. A security code will be sent to your email. Return to the page and follow the prompts to **create your password**.

4. Log in



Log in to the BCE Connect App using your email address as your username and enter your newly created password.

Logging in will unlock all the features of BCE Connect. You can also access the Parent Portal from the Parent Portal link on the BCE Connect App.

5. Visit the Parent Portal



The **Parent Portal** offers a more feature rich experience for Parents.



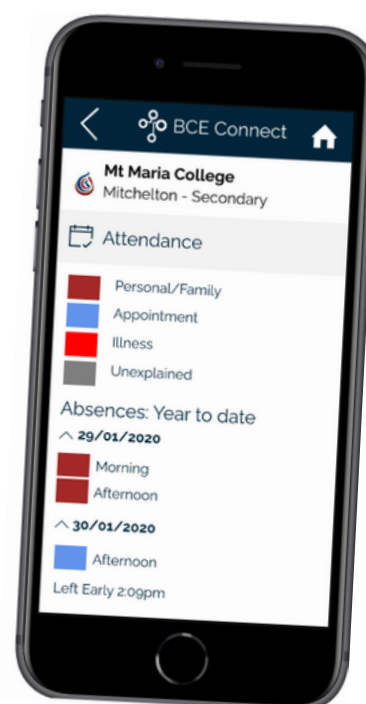
Attendance

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. Alternatively, absences can be advised through the Parent Portal.

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/carers must physically come to Parent Reception to collect a student. The College does not permit Year 7-10 students to leave the College unaccompanied.

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. Students will be given a form to have signed by a Pastoral Leader.

Students will either rest in sick bay for one period or parents/guardians will be contacted by Student Reception to arrange collection.

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 and sign in.

Parent Slips

Mt Maria College utilises Parent Slips (also known as EdSmart), a paperless permission form system which links with the Parent Portal.

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 Parent Slips via the Parent Portal.



My Student Account Funds



- On-campus shopping for your child without cash using their Student ID
- On-line orders/payments (sport, Uniform 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 the Parent Portal or on BCE Connect.

First time users:

login with your email address registered at the College (same as Parent Portal) then use the link "Forgot Password"



MT MARIA COLLEGE, MITCHELTON
2024 INFORMATION HANDBOOK



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 following purposes which are aligned to the Vision and Mission of the College to:

- 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 a student 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.

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 unless a formal Direct Debit payment arrangement is in place. Direct Debit instalments may be set to suit the family e.g. weekly, fortnightly, monthly or quarterly.

Updated statements will be sent at the beginning of each term.

Please contact the College Finance department if you have any queries regarding your account. Email: mmcmfinance@bne.catholic.edu.au

Phone: 3550 3400

General Information

Transport Information

For bus and train timetable information go to the Translink website – www.translink.com.au or Brisbane Bus Lines – www.brisbanebuslines.com.au

There are two dedicated afternoon school buses (951 and 952) which take students to Everton Hills, Albany Creek and Eatons Hill. They depart at 3.10pm and 3.15pm from the bus stop at Mitchelton train station – refer to Translink for more information.

Brisbane Bus Lines run a morning and afternoon bus which picks up students from Warner, Cashmere and Eatons Hill. For more information please contact Brisbane Bus Lines.

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 Parent Portal or 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 Parent Portal.

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, a signed note from home must accompany the medication. Anything other than over the counter medications will require a signed form or letter from the student's doctor or hospital. This form can be collected from the College's office and is also available on the Parent Portal. Paracetamol is not supplied or given without parental permission.

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 Student Reception before the start of the school year so the College can document an Action Plan for the student.

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:

- Diagnose and arrange repair of 1:1 College provided laptops in-line with DELL Warranty and Service Conditions
- Manages accidental damage protection or warranty claims for your College provided 1:1 laptop
- Advocate with Dell to get the fastest/most cost-effective repairs
- Provide a loan laptop while a student's laptop is being repaired, conditional of all claim excesses being paid*
- Charge student's laptop
- Reimage (reload) the software on laptops if requested
- Maintain a service history of all laptops
- Top up student print card money
- Sell replacement or additional power supplies and laptop bags
- Create or replace student print cards including taking ID photos subject to availability

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

Tuckshop

The College Tuckshop is open Monday - Friday across the school term with a variety of products available. Please check the Parent Portal at the commencement of Term 1 for the most up-to-date Tuckshop menu list and ordering procedures.

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





Bell Times

Period	Time	Minutes
Warning Bell	8.25am	
TG	8:30 – 8:45am (Warning Bell 8.25am)	15 minutes
3 minutes		
Period 1	8:48 – 9:48	60 minutes
3 minutes		
Period 2	9:51 – 10:51	60 minutes
First Break	10:51 – 11:24 (Warning Bell 11:19am)	30 minutes
Period 3	11:24 – 12:24 (incl Stillness & Silence)	60 minutes
3 minutes		
Period 4	12:27 – 1:27	60 minutes
Second Break	1:27 – 2.00 (Warning Bell 1:55am)	30 minutes
Period 5	2.00 – 3:00	60 minutes

2024

Term Dates

Term 1

Tuesday 23 January – Thursday 28 March

Term 2

Monday 15 April – Friday 21 June

Term 3

Monday 08 July – Friday 13 September

Term 4

Monday 30 September– Friday 06 December





Mt Maria College

Strong Mind – Compassionate Heart

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