



# Orientation Handbook

## Year 7 2021



Document current as at 8 December 2020

Siena  
CATHOLIC COLLEGE



# Table of Contents

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PRINCIPAL'S WELCOME.....	4
COLLEGE LEADERSHIP TEAM .....	4
COLLEGE DETAILS.....	5
COLLEGE MAP .....	5
PARENT ENGAGEMENT STRATEGY.....	6
PURPOSE (BASED ON EPSTEIN'S FRAMEWORK):.....	6
AIMS AND OBJECTIVE.....	6
STRUCTURE .....	6
COLLEGE ORDER OF THE DAY .....	7
SCHOOL HOURS .....	7
TIMETABLE SCHEDULE.....	7
COLLEGE ORGANISATION .....	7
CLASS GROUPINGS .....	7
HOUSES.....	8
HOUSE GROUP .....	8
HOUSE PATRONS .....	8
RELIGIOUS EDUCATION .....	9
CHARISM .....	9
COLLEGE PRAYER .....	9
CURRICULUM.....	10
ACADEMIC AND PROGRAM LEADERS .....	10
YEAR 7 CURRICULUM.....	10
CURRICULUM HANDBOOKS .....	11
SAMPLE YEAR 7 TIMETABLE .....	11
SENIOR CURRICULUM .....	11
ASSESSMENT .....	12
ACADEMIC REPORTING .....	12
CAMPS AND FIELD TRIPS .....	12
CAMPS .....	12
SUBJECT FIELD TRIPS/EXCURSIONS.....	12
CO-CURRICULAR ACTIVITIES .....	12
STUDENT SUPPORT .....	13
PASTORAL LEADERS .....	13
GUIDANCE COUNSELLORS.....	13
STUDENT PROTECTION .....	14
INCLUSIVE EDUCATION .....	14
STUDENT BEHAVIOUR SUPPORT.....	14
STUDENT EXPECTATIONS .....	14
MOBILE PHONE AND TECHNOLOGY CONSIDERATIONS .....	14
PRESENTATION .....	15
UNIFORM .....	15
STUDENT ATTENDANCE AND ABSENCES.....	18
COLLEGE LIFE .....	18
LIBRARY.....	18
PHOTOCOPYING AND PRINTING .....	19
LOCKERS.....	19
STUDENT DIARY .....	19
STATIONERY .....	19
TEXTBOOK HIRE .....	19

ICT AND LAPTOP USE .....	19
INTERNET ACCESS.....	19
STUDENT FIRST AID .....	19
STUDENT ACCIDENTS .....	20
FINANCIAL INFORMATION.....	20
FEE ADMINISTRATION DAYS.....	20
UNIFORM COLLECTION.....	20
COLLEGE COMMUNICATION .....	21
EMAIL .....	21
SMS .....	21
PARENT PORTAL .....	21
BCE CONNECT APP .....	22
FACEBOOK PAGE.....	22
COLLEGE WEBSITE.....	22
COLLEGE NEWSLETTER .....	23
CONTACT WITH TEACHERS .....	23
CONTACT WITH OFFICE AND ADMINISTRATION.....	23
COLLEGE SERVICES.....	23
TUCKSHOP .....	23
UNIFORM SHOP .....	23
TRANSPORT TO SCHOOL .....	24
BICYCLES AND SKATEBOARDS .....	24
BUS .....	24
SCHOOL TRANSPORT ASSISTANCE SCHEME (STAS).....	24
TRANSLINK GO CARDS .....	24
2021 KEY DATES.....	25

# Principal's Welcome

A warm welcome to our school community. We hope as you peruse this handbook and start your child's secondary schooling with us, you will see evidence of a contemporary Catholic school that aims to educate the whole person – intellectually, physically, socially and emotionally, with a strong emphasis on a fifth dimension, the spiritual.

Siena Catholic College seeks to develop the whole person - the spiritual, intellectual, physical, social and emotional – so that each student can realise their God-given potential.

All members of our school community offer talents, gifts and skills bestowed upon them by God, to be used in the service of the Church in spreading the Good News: that Jesus lived, died and rose again so that we all may have eternal life. The College is unwaveringly committed to a Catholic-Christian philosophy of education which defines all that we do in College life, and is based firmly in the Gospel values of love for one another, compassion and mercy.

Siena Catholic College understands that our moral purpose is to provide your child with the best Catholic education, so that they can be brought to a realisation of their God-given potential. High expectations for students coupled with mechanisms of authentic support are at the basis our approach to school life. Our hope for your child is that they are enriched by their membership in our College community and that they, in turn, become the person God intended them to be.

This handbook is an abridged guide to key staff, dates, policies and procedures. I commend it to you as a source of information to assist you to prepare your child for Year 7.



## College Leadership Team



**Michael McCarthy**  
Principal



**Paul Ford**  
Deputy Principal



**Catharine Hannan**  
Assistant Principal  
Mission and Identity



**Christine Walton**  
Business Manager



**Patrick Toohey**  
Assistant Principal  
Students



**Haydn Perugini**  
Assistant Principal  
HR and Organisation

# College Details

## Campus Details

60 Sippy Downs Drive,  
Sippy Downs, 4556, Queensland

ph: 07 5476 6100

email: [ssippydowns@bne.catholic.edu.au](mailto:ssippydowns@bne.catholic.edu.au)

web: [www.siena.qld.edu.au](http://www.siena.qld.edu.au)

## College Office Hours

Monday – Friday 8.00am – 4.00pm

## Uniform Shop

ph: 0472 718 655

Tuesday and Thursday 8.00am - 11.00am

Wednesday 8.00am - 10.30am

## Tuckshop

ph: 5456 4249

## Student Absence

BCE Connect App - Absences

email: [ssipabsentee@bne.catholic.edu.au](mailto:ssipabsentee@bne.catholic.edu.au)

## College Map

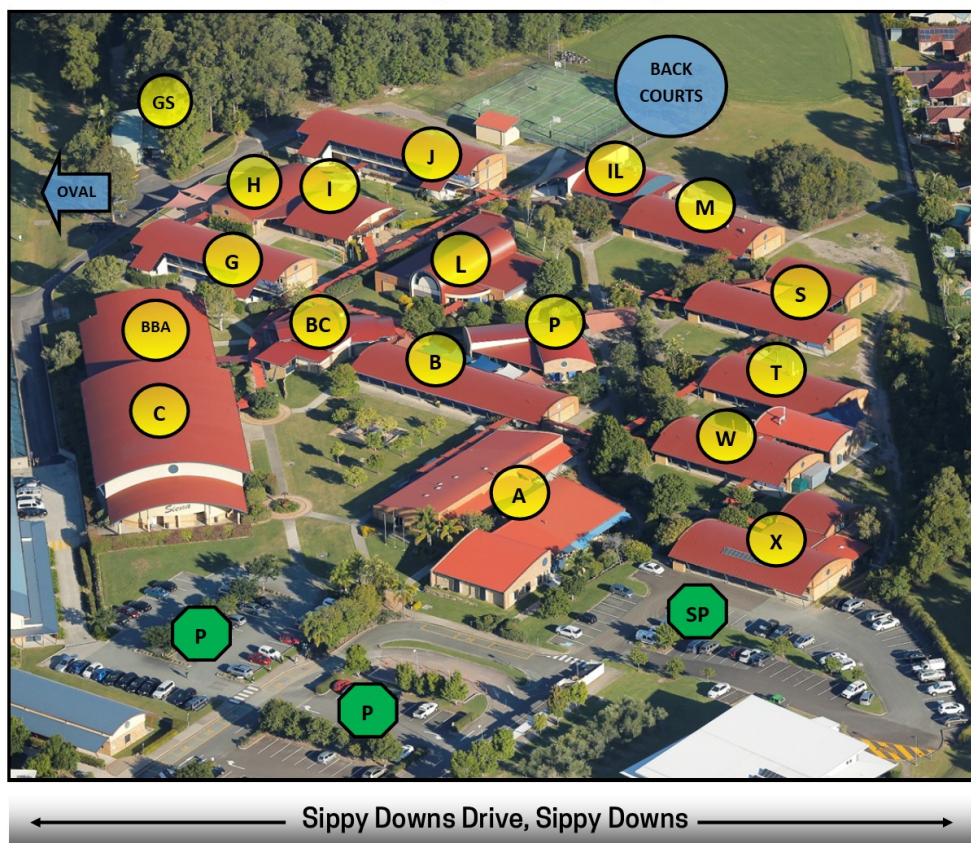


### LEGEND

A.....ACACIA  
B.....BANKSIA  
BBA.....BRYAN BAKER ANNEXE  
BC.....BENINCASA  
C.....CASUARINA (TUCKSHOP)  
G.....GREVILLEA  
GS.....GROUNDS SHED  
H.....HAKEA  
I.....IRONBARK  
IL.....IL CAMPO  
J.....JARRAH  
L.....LEICHARDT (LIBRARY)  
M.....MELALEUCA  
P.....PANDANUS  
S.....STRINGYBARK  
T.....TUCKEROO  
W.....WARATAH  
X.....XANTHORRHOEA

P.....PARKING  
SP.....STAFF PARKING

## Siena Catholic College Site Map



# Parent Engagement Strategy

The Parent Engagement Strategy references Epstein's framework for parent engagement. The framework directs the purposes of the parent engagement strategy at the College.

## Purpose (based on Epstein's Framework):

- **Type 4:** Provide information and ideas to families about how to help students at home with homework and other curriculum-related activities, decisions, and planning.
- **Type 6:** Identify and integrate resources and services from the community to strengthen school programs, family practices, and student learning and development.

## Aims and Objective

To engage parents in the school of their adolescent child and the College community.

The Siena Catholic College Parent Engagement Strategy seeks to:

- Offer parents relevant, evidence-based strategies and ideas in respect of their child's academic progress (eg. study, time management)/
- Provide parents with strategies which effectively promote and support their child's wellbeing.
- Establish a forum for parents to provide advice and feedback to the College on matters relating to College life as this relates to the positive experiences of students.

## Structure

- 6 Meetings per year;
  - 2 x 'school business': strategic priorities, capital projects, uniform, policy and procedure.
  - 4 x Type 4/6 engagement: teaching and learning, study skills, mental health and wellbeing, neuroscience and adolescent behaviour, growth mindset, resilience.
  - Parent Advisors: to assist with the planning of meeting focus. Includes advice from parent reps on Schools Board.
  - Family levy to contribute to small capital projects. Ideas discussed at 'school business' meetings.



# College Order of the Day

## School Hours

School begins at 8:50am and finishes at 3:10pm. **Students are expected to be at school by 8:40am.**

Daily Timetable	
Staff Meeting	8.30am – 8.45am
Admin/House Group	8.50am – 9.05am
Period 1	9.10am – 9.55am
Period 2	9.55am – 10.40am
RECESS	10.40am – 11.00am
Period 3	11.05am – 11.55am
Period 4	11.55am – 12.45pm
LUNCH	12.45pm – 1.25pm
Mindfulness	1.30pm – 1.35pm
Period 5	1.35pm – 2.20pm
Period 6	2.20pm – 3.00pm
Admin	3.00pm – 3.10pm

## Timetable Schedule

Lessons are approximately 50mins duration with 6 periods per day in a 10 day (two week) cycle consisting of 60 periods. The weeks alternate between Week A and Week B.

Timetables are issued at the beginning of the year. If changes occur to the timetable throughout the year (eg. new rotation has begun) a new timetable will be issued.

# College Organisation

## Class Groupings

In Year 7, students have different class groupings. These include, **Core Class, Maths and English Classes, Rotation Subject Classes** and **House Group**.

### Core Class

In a student's Core Class, they study Religion Education; English; Mathematics; Science; Humanities and Social Sciences and Health and Physical Education (HPE). Classes are named 7.1 – 7.5.

### Rotation Subject Classes

Rotation subject classes include Design and Technologies (Food and Fibre Production); Design and Technologies (Materials and Design); Digital Technologies; Italian; Performing Arts and Visual Arts. Students study two of these at a time in 12/13 week blocks.

# Houses

Students are placed into one of our five Houses at Siena:

- **Bernardino** (house colour Red)
- **Catherine** (house colour Gold)
- **Mackillop** (house colour Purple)
- **Ozanam** (house colour Green)
- **Teresa** (house colour Blue)

Siblings are placed in the same House and participate in Sporting, Academic, Cultural and Service events throughout the year as they compete for the very prestigious House of the Year.

## House Group

As well as being assigned to a House, students are assigned to a **House Group** eg. Bernardino 1 (BN1). Each House Group contains approximately 25 students across Years 7 – 12. This group meets each morning and afternoon at a designated room for roll marking, notices, lockup, etc. Student's lockers are outside this room.

## House Patrons



### BERNARDINO – St Bernardino of Siena

Bernardino, a Franciscan priest, became famous for his preaching throughout Italy. At the heart of his preaching was Jesus and he symbolised his message on a plaque which was inscribed with the Greek letters 'IHS' – a symbol for the name of Jesus.



### CATHERINE - St Catherine of Siena

Catherine Benincasa was born in Siena, Italy, the 24<sup>th</sup> child in the family. She became a member of the Dominican Third Order and was a powerful preacher, spiritual guide, peacemaker and reformer. Catherine is a Doctor of the Church and Patron Saint of Italy.



### MACKILLOP - St Mary of the Cross - MacKillop

Mary was the co-founder of the Sisters of St Joseph of the Sacred Heart with Fr Julian Tenison Woods. Mary taught at a time when State Aid was not given to church schools. The sisters, led by Mary, worked tirelessly to provide good education and care for anybody in need.



### OZANAM - Blessed Frederic Ozanam

Ozanam founded the Society of St Vincent de Paul in 1833. The Society helped the poor, desolate and needy in Paris and continues this work today with members active in bringing change to communities across the world.



### TERESA – St Teresa of Calcutta

In 1928 she joined the Sisters of Loreto in Ireland and was sent to Calcutta. She asked permission to leave this order in 1946 in order to work with the poorest of the poor. Mother Teresa formed the Missionaries of Charity in 1950. She was canonized in 2016.

# Religious Education

Religious Education in a Catholic school is comprised of two dimensions – Religious Education, which aims to develop religious literacy; and the Religious Life of the School, which aims to develop and enhance the faith life of all of this members.

Religious Education is an academic endeavour that informs learners about the Catholic tradition, as well as a variety of other religious beliefs, including Aboriginal and Torres Strait Islander spiritualities.

In parallel with this, the College provides opportunities for reflection and action. Students have regular opportunities for both individual and group prayer – with daily prayer in Homerooms; and whole school liturgies for commemorations that include Ash Wednesday, Holy Week, ANZAC Day, Siena Day and Catholic Education Week.

There are also many opportunities for students to engage in Social Action initiatives, which include; Caritas fundraising, Relay for Life and Shave for a Cure, Vinnies Sleepout, Surfing for the Disabled, and many others. All of these endeavours have at their heart Mary MacKillop's call to 'never see a need without doing something about it'.

## Charism

A Charism is an expression of a community's mission and spirit, providing a distinctive character that fills its daily practice with meaning. When using the word Charism, we refer to the gifts of the Spirit that inspired us to turn a vision into action.

St Dominic de Guzman (1170 - 1221), the founder of the Dominican Order had a passion to do something to respond to the needs of his time. His passion inspired others to join him and out of this grew a religious community, whose members adopted a lifestyle of poverty and preaching, especially to the poor.

As a Tertiary of the Dominican Order, St Catherine of Siena (1347 - 1380) lived according to the Order's Charism. It provided her with a way to understand, give voice to and live out her relationship with Jesus Christ. It was the spiritual energy that permeated all that she did and said and it led her to follow Jesus and serve others in a particular way.

At Siena, where we strive to follow in the footsteps of St Catherine, we too are called to embody a Dominican way of being and of doing; a Charism that allows us, in the here and now, to make a unique and meaningful contribution to our Church and society.

For followers of the Dominican Charism, there are four Pillars of life that, when lived, enable them to do the work to which they have been called.

**Prayer** is how we encounter Jesus in liturgy, in Scripture, in contemplation and in meditation. It is about placing ourselves in the presence of God.

**Study** gives us a deeper understanding of God. Through study, we come to know truth, which should fill every aspect of our lives, guiding us to love of God and love of neighbour.

**Community** provides us with a place of encouragement and support, where we are truly present to others and where we are united in a common purpose.

**Service** is how we communicate the truth and love of Jesus to others, through word, action and example.



### College Prayer

*You Light, give us light*













*You Wisdom, give us wisdom*

*You, Supreme Strength, give us strength*

# Curriculum

Siena aims to provide high quality learning and teaching that challenges and supports all students to develop their talents and abilities. With this comes the responsibility to provide appropriate opportunities which enable all students to access the curriculum, participate in the life of the school and to achieve curriculum outcomes.

## Academic and Program Leaders

Academic Leaders					
	<b>Amanda Rowe</b> Religious Education		<b>Helen Fitzpatrick</b> English		<b>David Thiess</b> Mathematics
	<b>Simon Harris</b> Science		<b>Caitlin Brown</b> Humanities and Languages		<b>Aaron Deckys</b> Heath & PE
	<b>Justine Stewart</b> The Arts		<b>Leesa O'Brien</b> Design & Technologies		<b>Paul Dionysius</b> Digital Technologies
Program Leaders					
	<b>Michele Akers</b> Sport		<b>Kylie Denny</b> Leader of Pedagogy		<b>Brenden Tucker</b> Leader of Pedagogy

## Year 7 Curriculum

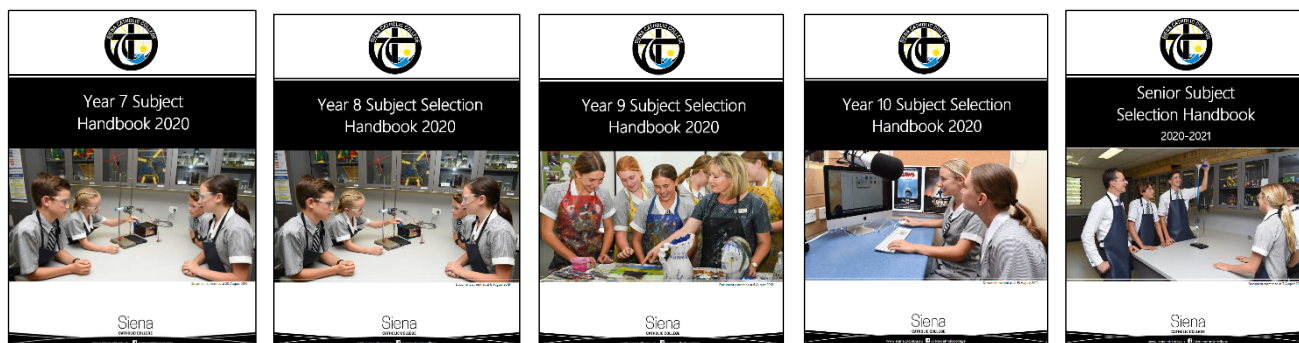
Junior curriculum at the College is currently organised around Middle Schooling with a number of "transition" elements for Year 10 based around elective units linked to Senior Curriculum. Students in Years 7 study a combination of core subjects and rotation subjects. Rotation subjects are designed to give experience in a broad range of subjects outside those designated as Core. Rotation subjects have a time allocation of six periods per cycle (two weeks). Students study these subjects two at a time for 13 week blocks.

At the end of Year 7 students will be required to select four single semester electives to be studied in Year 8.

Core Subjects (all year)	Rotation Subjects (trimester blocks)
<ul style="list-style-type: none"><li>■ Religious Education</li><li>■ English</li><li>■ Mathematics</li><li>■ Science</li><li>■ Humanities and Social Sciences</li><li>■ Health and Physical Education</li><li>■ Sport (core Physical Education)</li></ul>	<ul style="list-style-type: none"><li>■ Design and Technologies (Food and Fibre Production)</li><li>■ Design and Technologies (Materials and Design)</li><li>■ Digital Technologies</li><li>■ Italian</li><li>■ Performing Arts</li><li>■ Visual Arts</li></ul>

# Curriculum Handbooks

Curriculum Handbooks for all year levels are available on the College website and Parent Portal.



## Sample Year 7 Timetable

### Student Timetable : Ernest Rutherford/ 267296 / 07.3 / MK5 /

	AM	1	2	MT	3	4	L	5	6	PM
Mon A	MK5 ROBN01 BB4	07ENG2 CLEC01 J6	07RE3 MAUJ01 G7	BREAK-07	07DTG1 TRAJ03 X1	07MAT2 PARL01 P3	BREAK-07	07HUM3 MAUJ01 G7	07ICT3 MAUJ01 G7	MK5 ROBN01 BB4
Tues A	MK5 ROBN01 BB4	07RE3 MAUJ01 G7	07HUM3 MAUJ01 G7	BREAK-07	07DTG1 TRAJ03 X1	07DTG1 TRAJ03 X1	BREAK-07	07SCI3 KERJ02 W2	07FTT1 OBRL03 M1	MK5 ROBN01 BB4
Wed A	MK5 ROBN01 BB4	07HUM3 MAUJ01 P1	07MAT2 PARL01 P3	BREAK-07	07SCI3 KERJ02 P1	07ENG2 CLEC01 J6	BREAK-07	07ICT3 MAUJ01 B2	07RE3 MAUJ01 B2	MK5 ROBN01 BB4
Thurs A	MK5 ROBN01 BB4	07FTT1 OBRL03 M1	07FTT1 OBRL03 M1	BREAK-07	07MAT2 PARL01 P3	07MAT2 PARL01 P3	BREAK-07	07SPO3 DUCB02	07SPO3 DUCB02	MK5 ROBN01 BB4
Fri A	MK5 ROBN01 BB4	07HPE3 KLEC01 G7	07HPE3 KLEC01 G7	BREAK-07	07ENG2 CLEC01 J6	07ENG2 CLEC01 J6	BREAK-07	07SCI3 KERJ02 W1	07HUM3 MAUJ01 G7	MK5 ROBN01 BB4
Mon B	MK5 ROBN01 BB4	07SCI3 KERJ02 W3	07HUM3 MAUJ01 G7	BREAK-07	07MAT2 PARL01 P3	07FTT1 OBRL03 M1	BREAK-07	07DTG1 TRAJ03 X1	07ENG2 CLEC01 J6	MK5 ROBN01 BB4
Tues B	MK5 ROBN01 BB4	07ENG2 CLEC01 J6	07ENG2 CLEC01 J6	BREAK-07	07FTT1 OBRL03 M1	07FTT1 OBRL03 M1	BREAK-07	07RE3 MAUJ01 G7	07HPE3 KLEC01 P1	MK5 ROBN01 BB4
Wed B	MK5 ROBN01 BB4	07RE3 MAUJ01 P3	07ICT3 MAUJ01 P3	BREAK-07	07MAT2 PARL01 P3	07HPE3 KLEC01 P3	BREAK-07	07HUM3 MAUJ01 P1	07HUM3 MAUJ01 P1	MK5 ROBN01 BB4
Thurs B	MK5 ROBN01 BB4	07DTG1 TRAJ03 X1	07DTG1 TRAJ03 X1	BREAK-07	07RE3 MAUJ01 G7	07SCI3 KERJ02 T2	BREAK-07	07SPO3 DUCB02	07SPO3 DUCB02	MK5 ROBN01 BB4
Fri B	MK5 ROBN01 BB4	07SCI3 KERJ02 T2	07SCI3 KERJ02 T2	BREAK-07	07MAT2 PARL01 P3	07MAT2 PARL01 P3	BREAK-07	07ENG2 CLEC01 J6	07HUM3 MAUJ01 G7	MK5 ROBN01 BB4

## Senior Curriculum

Developing a learning pathway to suit the needs and the ability of each individual is continued in the senior school (Years 10 and 12). The College offers academic and vocational pathways, with both offering the opportunity to qualify for a [Queensland Certificate of Education](#) (QCE).

## Homework/Study

Homework can be an effective way for students to consolidate concepts and practice skills related to the curriculum. However, the effective use of home study time is a skill which needs to be taught explicitly. Further, additional work during the early transition period can hamper students' full integration into Secondary school. Therefore, Year 7 students will not have formal homework for Term 1 in an effort to promote the transition to Secondary school by:

- Allowing families the time to speak with their children about their experiences of school without the pressure of establishing and maintaining homework routines.
- Reducing unnecessary pressure and anxiety in relation to the completion of work.
- Focusing on study and organisational skills during school time to enable a foundation for the effective use of homework/study time.

## Assessment

The College [Assessment Policy and Guidelines](#) outlines our commitment to assessment practices and procedures that promote educational excellence and lead to justice for all. This document is available on the College website and on the Parent Portal.

## Academic Reporting

All Reports are uploaded onto the Parent Portal and available using Parent Portal logins via the App BCE Connect or directly from the Parent Portal.

- An **Interim Academic Report** for each student is available at the end of Term 1 and Term 3.
- More comprehensive **Semester Reports** are available at the end of Semesters 1 and 2 and these cover all aspects of a student's progress and achievements.
- Year 7 **Rotation Reports** are reported on as the course of study is completed.



Parents and students are invited to discuss these reports with teachers at the **Student Progress Meeting** evenings or by appointment at other times.

## Camps and Field Trips

### Camps

There is one camp per year for Year 7 to 12. The Year 7 camp is held at the Currimundi Recreation Centre in Term 2 and is themed around uniting students as a cohort. Camps are a compulsory part of the curriculum and all students are expected to attend. The cost of the camp is included in the school fees and are non-refundable.

### Subject Field Trips/Excursions

Field trips and excursions are an essential element of curriculum and require attendance by each student. In some cases, these learning experiences are directly related to assessment and/or mandatory requirement of the syllabus. The cost of the Field Trips/Excursions are included in the school fees and are non-refundable.

## Co-curricular Activities

Siena is well known for the breadth of co-curricular activities available to students including, **academic, cultural, music, service** and **sporting** opportunities. These experiences provide students with the opportunity to be part of a team, make new friends and to develop their talents.

Students are encouraged to 'have a go' and their varying strengths and talents are developed and appreciated throughout the College community. This involvement in the wider College community contributes greatly to their quality of experience at the College and helps them develop into decent, well-balanced people who are positive and adept.



# Student Support

Student support at the College takes many forms and staff collectively accept responsibility for all students. All students are supported by Pastoral Leaders, Home Room Teachers, Guidance Counsellors, the Campus Minister, Learning Enrichment Program Leader, Inclusive Education Teachers, Curriculum Leaders, Classroom Teachers and Ancillary Staff.

## Pastoral Leaders

Each year level at Siena is under the direct care of a specific Pastoral Leader. The Pastoral Leader for each year level is the 'go to' person for any queries, concerns or feedback that may arise regarding a student in that year level group. This dedicated and passionate group of people embody our system of wrap around care here at the college and are committed to ensuring each and every student is best able to take their place as engaged, life giving members of this vibrant community.



**Josh Maudsley**

Year 7 Pastoral Leader

[Joshua.Maudsley@bne.catholic.edu.au](mailto:Joshua.Maudsley@bne.catholic.edu.au)



**Kerri Buckley**

Year 8 Pastoral Leader

[kbuckley@bne.catholic.edu.au](mailto:kbuckley@bne.catholic.edu.au)



**Paul Pennisi**

Year 9 Pastoral Leader

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**Bill Kelly**

Year 10 Pastoral Leader

[wkelly@bne.catholic.edu.au](mailto:wkelly@bne.catholic.edu.au)



**Daniella Shuttlewood**

Year 11 Pastoral Leader

[dshuttlewood@bne.catholic.edu.au](mailto:dshuttlewood@bne.catholic.edu.au)



**Ken Bolton**

Year 12 Pastoral Leader

[kbolton@bne.catholic.edu.au](mailto:kbolton@bne.catholic.edu.au)

## Guidance Counsellors

Our guidance counselling services at the College focus on physical, emotional and social wellbeing of students. They engage in personal counselling, social and emotional support, general student welfare and referral advice. Career counselling, assistance with subject selection, Tertiary preparation and QTAC advice for students and families is also an important element of the services provided.

The College Guidance Counsellors work closely with the Pastoral Leaders who often refer students to them. They also maintain relationships with community support organisations and Health professionals.

Students can self-refer or may be referred by parents and teachers. A key component of counselling is the maintenance of confidentiality within the bounds of ensuring the safety of the students. An appointment can be made directly by email.



**Kassie Bromley**



**Connie Reed**



**Maree Cansick**



**Cameron Millach**

## Student Protection

All students have a right to expect that Siena will always act to protect them from any kind of harm.

The College has procedures in place to fulfill its pastoral policy and legal responsibilities, as supported by Brisbane Catholic Education.

All Year 7 students will be inducted into the **'Student Protection'** program by College staff early in the school year. The relevant policy and procedures are available on the [College website](#).



## Inclusive Education

The Inclusive Education unit at the College addresses the education of all students within the complex community of learners and works to enhance the education of students.



**Amanda Jamieson**  
Leader of Student Learning Services  
[tba@bne.catholic.edu.au](mailto:tba@bne.catholic.edu.au)



**Julie Weatherill**  
Support Teacher Inclusive Education  
[jweatherall@bne.catholic.edu.au](mailto:jweatherall@bne.catholic.edu.au)

## Student Behaviour Support

The College Student Behaviour Support Framework is student-centered and has at its core a philosophy of support for students in their journey through secondary school. We have a strong emphasis on quality relationships, which are engendered in the classroom and in the many extra-curricular activities offered to our students and supported by our wonderful staff.

When students require additional support our Pastoral team, spearheaded by our Pastoral Leaders, use restorative practices to ensure the student is offered appropriate support in reflecting on their situation to make better choices in the future.

The comprehensive pastoral structures at Siena are framed in our [Student Behaviour Support Framework Policy and Guidelines](#) which is available on our website (under the Student Support menu item) and on the Parent Portal.

## Student Expectations

The expectations at Siena revolve around the three key principles of **preparedness**, **participation** and **positive intent**. These three areas allow students the greatest opportunity to engage meaningfully in learning and in the community.

## Mobile Phone and Technology Considerations

Mobile phones are allowed at Siena Catholic College as a privilege. This privilege exists in acknowledgement of the fact that mobile phones allow easy and convenient contact between students and their parents in break times and after school to organise pickups and to inform each other of any changes in previously made plans. The following conditions exist for possession of a mobile phone:

- All mobile phones that are brought to Siena are to be switched off during all lesson times.
- It is strongly recommended phones are locked in students' lockers to protect them from damage or loss.
- The use of a mobile phone (or any device) to video or take a photo at Siena is strictly regulated in order to protect the members of our community from harm.
- The owner of the phone is responsible for any content that is stored on the phone.

## Presentation

It is a clearly stated expectation of Siena that students be well presented and comply with our uniform regulations. It is the expectation that students will maintain the highest standard of presentation for the entire day including travelling to and from school.

Specific expectations regarding **piercings, jewellery, tattoos, make-up, nail polish** and **hair** are outlined in the [Student Behaviour Support Framework, Policy and Guidelines](#). This document is available on the website (under the Student Support menu item) and on the [Parent Portal](#).

## Uniform

The uniform is to be worn correctly for the entire day including travelling to and from school.

**If the students are unable to wear the correct uniform a note is to be presented to the House Group teacher for signing and dating. The note is to be carried with the student for the remainder of the day. Any long term variations in uniform must be referred to the Pastoral Leader.**

Girls Uniform	
Item	Description
<b>Dress</b>	Black and white stripe in polyrayon. The dress has a white collar and short sleeves with white cuffs. It is buttoned down the front to the hip seam. The skirt has three knife pleats on each side, front and back (worn at or below knee length).
<b>Tie</b>	Black and white striped. The tie must be worn with the dress at all times. Junior crossover tie for Years 7 – 10, the tie buttons under the collar of the dress. Senior tie for Years 11 – 12 is a longer tie.
<b>College Badge</b>	To be worn on the crossover part of the tie.
<b>Socks</b>	White, above ankle style.
<b>Stockings</b>	Black or neutral tones, may be worn during Terms 2 and 3 only (no tights permitted).
<b>Formal Shoes</b>	Must be black, lace up shoes with a sole and a distinct heel. They are the “traditional school shoe” - black lace up runners are not acceptable nor are the moulded wave soles that have no defined heel. There must not be any buckles or straps or high heels. If unsure, please ask for clarification before purchasing.
<b>Hat</b>	Formal white hat - mandatory for events. Formal cap - can be worn with formal uniform and sports uniform.
<b>Pullover</b>	Unisex black wool blend with black, blue and white stripes around the V neckline, wrists and waist. Siena Catholic College embroidered on left front.
<b>Microfibre Jacket</b>	Black microfibre zip-up jacket with blue and white trim. Siena Catholic College logo embroidered on left front.
<b>Bag</b>	Black nylon Spartan backpack with College logo screen-printed on the front.

Boys Uniform	
Item	Description
<b>Formal Shirt</b>	Years 7 to 10 - black and white stripe in polyrayon with white piping on pocket. Shirts are to be worn tucked. Year 11 and 12 – white shirt with black piping on the pocket and inside the collar. Siena

Boys Uniform	
Item	Description
	Catholic College embroidered on the pocket. Shirts are to be worn tucked in.
<b>Shorts</b>	Dark grey fabric, with pleated front.
<b>Tie</b>	Diagonal striped in black and white (worn all year round).
<b>Belt</b>	Black Leather.
<b>Socks</b>	Long grey, with double black stripe and centre white stripe.
<b>Formal Shoes</b>	Must be black, lace up shoes with a sole and a distinct heel. They are the “traditional school shoe” - black lace up runners are not acceptable nor are the moulded wave soles that have no defined heel. There must not be any buckles or straps or high heels. If unsure, please ask for clarification before purchasing. Refer picture of the correct school shoes.
<b>Hat</b>	Formal grey hat - mandatory for events. Formal cap - can be worn with formal uniform and sports uniform.
<b>Pullover</b>	Unisex black wool blend with black, blue and white stripes around the V neckline, wrists and waist. Siena Catholic College embroidered on left front.
<b>Microfibre Jacket</b>	Black microfibre zip-up jacket with blue and white trim. Siena Catholic College logo embroidered on left front.
<b>Bag</b>	Black nylon Spartan backpack with College logo screen-printed on the front.

## Sports Uniform (Unisex)

Sports Uniform may be worn on allocated sports days. These are Wednesday for Years 7, 8, 10, 11 and 12 and Thursday for Year 9 and 12. Students who have Physical Education practical classes in Period 1 and Period 2 on a given day may wear their sports uniform to school, however will need to change into their formal uniform at the completion of the lesson.

Unisex Sports Uniform	
Item	Description
<b>Shirt</b>	Black and white polo shirt. Siena Catholic College embroidered on left front and Siena Catholic College logo on right front.
<b>Shorts</b>	Microfibre unisex shorts (short or long) with elasticised waist and side pockets. Siena Sport embroidered on left leg.
<b>Shoes</b>	Well-constructed runners or trainers which offer good support during activity. Students are allowed to wear runners that incorporate <b>muted</b> tones of the school colours – blue, black, white, grey/silver <b>ONLY</b> . Under <b>no circumstances</b> is there to be any <b>fluorescent colour</b> or swipes on the shoes or laces.
<b>Socks</b>	Ankle Siena sports socks.
<b>Hat</b>	Formal cap - can be worn with formal uniform and sports uniform. Bucket Hat - black soft hat with Siena embroidered in white on front (optional).

## Co-Curricular Sports Uniforms

Students who participate in co-curricular sporting teams will be provided with College team shirts/jerseys for and will be returned by the student at the end of the season. Some apparel may be required to be purchased eg. socks, shorts and skirts.



## Shoes

Each year we have students arrive on the first day with brand new shoes that **do not comply** with our uniform requirements. *It is never pleasant to ring parents who have just bought a new pair of shoes and ask them to buy another pair.*

### Formal Shoes

The shoes for our formal uniform for both boys and girls are:

- Black
- Leather
- Lace-up
- Proper Heel

Correct  
✓



Incorrect  
✗




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**Note** - We do not allow black, leather, lace up “runner” style shoes that many primary schools accept.

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### Sports Shoes

Sports shoes must be proper runners or trainers with full support for the ankle and foot. They need to be lace up, and one or mixture of MUTED school colours – NO FLUORO!

Correct  
✓



Correct  
✓



Incorrect  
✗



Incorrect  
✗



## Hats

Day Wear Options				Team Sport Option
<b>Unisex Cap</b> worn with either the formal or sports uniform	<b>Unisex Bucket Hat</b> worn with either the formal or sports uniform	<b>Boys Formal Hat</b> worn with the formal uniform each student must own a formal hat	<b>Girls Formal Hat</b> worn with the formal uniform each student must own a formal hat	<b>Unisex Team Sport Hat</b> worn when part of a team where a hat is appropriate eg. OzTag, Touch, Cricket, Cross Country, Athletics

## Naming of Items and Lost Property

All items of uniform and equipment **must** be clearly labelled with the student's name. Sometimes students lose or mislay items of clothing or equipment. These items, if found, should be handed in to Student Services. Students may check for lost property at morning tea and lunch time.

At the end of the term, any unnamed uniform items will go into a second hand uniform pool.

## Student Attendance and Absences

### Reporting a Student Absence

All absences must be explained by a Parent/Carer. To report a student absence, complete the online **Report a Student Absence** form via **BCE Connect App 'Absences'**.

If no contact is made, a note should be given to the House Group teacher on the day of return outlining the days absent and the reason for the absence.

**Please note** - an SMS will be sent in the morning to parents of students who have an unexplained absence.

### Arriving Late and Early Departures

Students who:

- arrive late to school must present at Student Services with a note from their parent/carer.
- leave school early must have written request in the form of a note from parent/carer and that this parent/carer (or adult proxy listed as one of students emergency contacts) presents at Student Services to sign out the student. Students will not be released from school unless the parent/carer is present to pick up their son/daughter.

To avoid disrupting classes we ask that students wait until the end of the lesson to go to Student Services for early departures. Please bare this in mind when collecting students and making appointments.

**Please note** - unexplained absences must be explained within 2 days, either through a note or phone call to the college office.

### Student Attendance during Term Time

Students are expected to be at school for the whole of each term. Holidays outside of these times should be avoided, but where necessary, parents should seek permission in writing from the Principal. [Term-Time Holidays Policy and Guidelines](#) for such situations are available on the website (Our Policies and Reports) and on the Parent Portal.

## College Life

### Library

The Library seeks to provide students with the resources and environment to pursue research assignments, individual study and borrowing of books. Students will be issued with an ID card which is compulsory for borrowing. If the ID card is lost, a new one may be purchased from the Library.

Replacement ID cards are \$6.

#### Library Opening Hours:

Monday – Thursday      8.00am - 4.00pm

Friday                      8.00am - 3.30pm

## Photocopying and Printing

Photocopying and printing facilities are available at the Library. If students are wishing to use this facility, money is to be added onto their student card and the fee for printing is deducted off their account.

## Lockers

To assist with security and storage, all students are issued with a locker and a school supplied combination lock. Students should ensure their locker is always locked in their absence. Lockers are located at their particular House Group room.

Replacement locks are \$25.

## Student Diary

Parents are encouraged to refer to the Student Diary. It is a valuable tool for parents and students, in relation to general information relating to daily school routines and policies, ie. absentees, code of dress, code of conduct, homework/study guidelines, assessments, Information Technology Use, student examination rules, etc.

Students must bring their diary to all classes. Lost diaries will need to be replaced at an additional cost.

Replacement diaries are \$15

## Stationery

Stationery lists are available on the College Website and Parent Portal and can be purchased through the service provider provided by the College or sourced by families themselves.

## Textbook Hire

Students are supplied with all essential texts at the beginning of each year. It is the students' responsibility to ensure these are name and kept in excellent condition. Damaged or lost books must be replaced.

## ICT and Laptop Use

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programs at Siena Catholic College, and to the effective operation of the College. This applies whether the ICT equipment is owned or leased either partially or wholly by the College, and used on or off the College site.

All students are provided with a laptop (MacBook), accessories and software whilst they are enrolled at the College. These are owned by the College and when a student leaves, they are required to return their assigned laptop and accessories in good order. The [ICT and Laptop Policy, Guidelines and Use Agreement](#) outlines the responsibilities of students and parents in relation to ICT at the College. This document is available on the College website and on the Parent Portal.



## Internet Access

Internet access is available for student use for educational purposes only as per the [ICT and Laptop Policy, Guidelines and Use Agreement](#).

## Student First Aid

Students feeling unwell should report to Student Services – care will be provided and an assessment will be made. If the student is in class and they feel unwell, they are to inform their teacher who will send them to Student Services. Any contact with parents regarding illness needs to be made through the Office.

Students who require Student Services to administer medication during school time must have the **Authority to Administer Medication Form** completed and provided to Student Services. Medication is stored at Student Services and must be collected on your child's last day of the school year.

## Student Accidents

Every day there are accidents involving children. To assist parents with the costs associated with those accidents, Catholic Education in association with Catholic Church Insurances (CCI) Limited have developed the SchoolCare Children's Accident insurance program.

Our College is pleased to be a part of this program and the School Activities Only - Standard policy provides protection to all children attending our school. SchoolCare is worldwide student's personal accident insurance.

**School Activities Only - Standard** includes cover for school camps, school sports (including sports out of school hours, as long as they are organised by the school), work experience, traveling to and from school or school activities. It also includes any activity organised or authorised by the school. This includes before and after school care, if organised by the school.

SchoolCare Insurance are only permitted to provide cover for the cost of any hospital treatment or other benefit if the cost arises from an injury whilst taking part in certain activities, such as:

- attending school;
- engaging in a sporting activity;
- secondary student undertaking a work experience program;
- voluntary services to a religious, charitable, educational or benevolent organisation
- youth activities organised by a voluntary association such as Guides or Scouts;
- travelling to or from the above activities.

The full table of benefits is outlined in the [Schoolcare Information Sheet](#) located on the CCI website.

If you have any queries regarding this cover, please contact the CCI SchoolCare Helpline: 1300 138 498 or visit the dedicated website, [www.ccinsurance.org.au/schoolcare](http://www.ccinsurance.org.au/schoolcare).

## Financial Information

The **College Fees Schedule** is available on the [College website](#) along with the **Fee Collection and Payment Policy and Guidelines**. Should you have any enquires or require further information please contact the College Finance Administrator on 5447 3053 or email [ssipfinance@bne.catholic.edu.au](mailto:ssipfinance@bne.catholic.edu.au).

## Fee Administration Days

All families are required to attend one of the Fee Administration Days to set up payment arrangements for the year.

Thursday, 21 January	9.00am – 7.00pm
Friday, 22 January	9.00am – 5.00pm

- **Annual Levies Payment** – Benincasa Building
- **Book Collection – Year 7s only** (books under the book-hire scheme) - Library Leichhardt Building
- **Uniforms** - Uniform Shop Daintree Building

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**Note** – Annual Levies payment must be arranged before collecting books from the Library.

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## Uniform Collection

Tuesday, 19 January	8.00am – 3.00pm	Friday, 22 January	8.00am – 3.00pm
Wednesday, 20 January	8.00am – 3.00pm	Monday, 25 January	8.00am – 3.00pm
Thursday, 21 January	8.00am – 6.00pm		

# College Communication

We aim to keep parents/carers informed about College activities and functions by using a number of different mediums. The **Email**, **SMS**, **Parent Portal**, **BCE Connect App**, **Facebook** and **Newsletter** are the College's primary means of communication between school and home.

## Email

College staff will use email communication to distribute information to families and students from the College mailbox ([ssippydowns@bne.catholic.edu.au](mailto:ssippydowns@bne.catholic.edu.au)) or directly from staff members. Online Permission Forms will also be emailed using our online system 'EdSmart'.

It is important to have email details up-to-date at all times. For changes to email contacts, logon to the Parent Portal and make the relevant alterations.

## SMS

Occasionally, the college will be required to contact parents/carers urgently or to highlight an important event approaching. This communication will be sent via Mobile SMS to the main contact's mobile device.

Student attendance and duty of care is a high priority at Siena. Parents/Carers are informed by SMS of any unexplained absences for the child.

It is important to update any change to mobile number/s through the Parent Portal.

## Parent Portal

The Parent Portal enables easier access to information about the college and events happening. Within the portal you can access Staff Contact Details, Online Permission Forms, College Calendar and Announcements, Policy Information, Year Level information, Reports, Newsletters and much more.

The portal is restricted to parents of students at our school and a logon is required. Instructions for use are on the College website and will be provided at the beginning of the year.

Access to Parent Portal is available for Year 7 2021 parents/carers from 1 January 2021.

The screenshot shows the Siena Catholic College Parent Portal. The header includes the college name and a navigation menu on the left with options like Absence, Newsletters, Documents, Update Your Details, School Directory, Contact Us, and Parent Slips. The main content area is divided into three sections: My Students, Links, and Announcements. The Announcements section features a table of Intermediate Basketball Times for Friday 30th October, listing teams, coaches, times, and venues. Below this is a calendar view for the week of October 26 to November 1, showing various school events and exams. A right-hand sidebar contains a Documents section with links to various school policies and information.

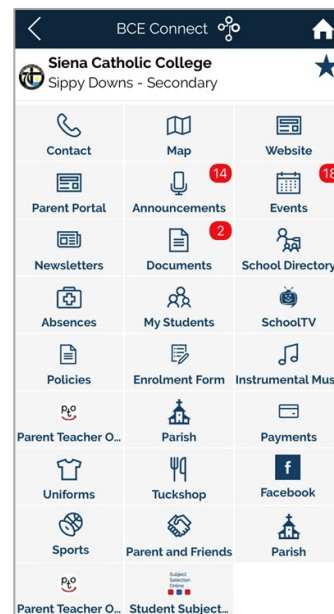
Team	Coach	Time	Venue
Inter. B Boys Wolves	James Kinsella	5pm	St Andrew's
Inter. B Boys Black	C. Sparkman	5pm	Caloundra Stadium
Inter. C Boys White	RODI	-----	BVE
Inter. D Boys Blue	Fiona Thrift	-----	No Game
Inter. E Boys Grey	DOUB	6pm	Caloundra Stadium
Inter. A Girls Black	Kylie Smith	7pm	St Andrew's

## BCE Connect App

The BCE Connect App makes it easy for our Parents/Carers to access a broad range of 'public' and 'private' College information from your smart device making it easier to keep track and stay in touch.

### Instructions to get you started with the App

1. Download the BCE Connect app (Google play store or Apple App Store)
2. Add **Siena Catholic College** as a 'favourite' school to make it easy to find and to receive the most up-to-date information directly from us.
  - Tap on *School Search*, find our school *Siena Catholic College* using one of the search options and tap to open our dashboard.
  - Set our school as a *Favourite* by tapping on the star in the top right corner of our dashboard.
3. Open the Siena Catholic College dashboard and Log In
  - Click on the Log in button (green bar at the bottom of the screen)
  - Enter your Email Address and Password in the fields displayed (login details are the same as the ones used for the Parent Portal) and click on Sign in
  - You will now have access to all public and private 'locked' information



## Facebook Page



The Siena Catholic College page is a place to go to learn about life at Siena.

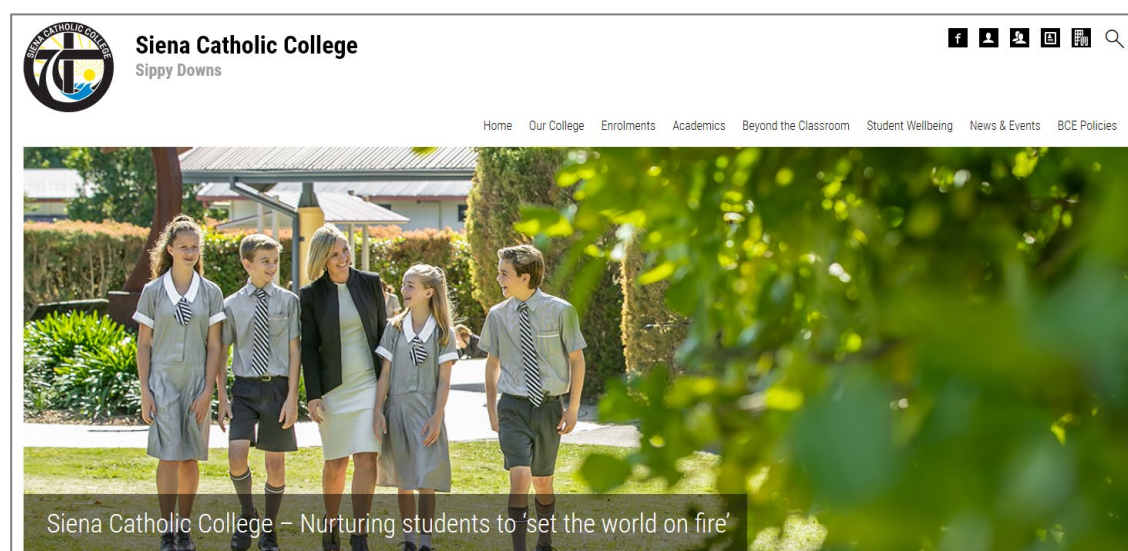
<https://www.facebook.com/SienaCatholicCollege/>

Keeping our parents, students and community members up-to-date and celebrating significant events and achievements is important to us at Siena. This is the main intent of having a Facebook presence. We hope you enjoy our posts and 'Like' us a lot!

We love including photographs of our students and staff. In order to post a photo however requires full media consent from parents/carers. If you are unsure if consent has been given, please contact the College Office.

## College Website

The Siena Catholic College website is a great resource for prospective families with important information about the College. There is also Quick Links buttons in the top righthand corner of the website and middle section of the site providing quick and easy navigation to important parent and student information including Facebook, Student Portal, Parent Portal, Siena Community Business Register, Siena's Careers Website, College Events, and other relevant resources.

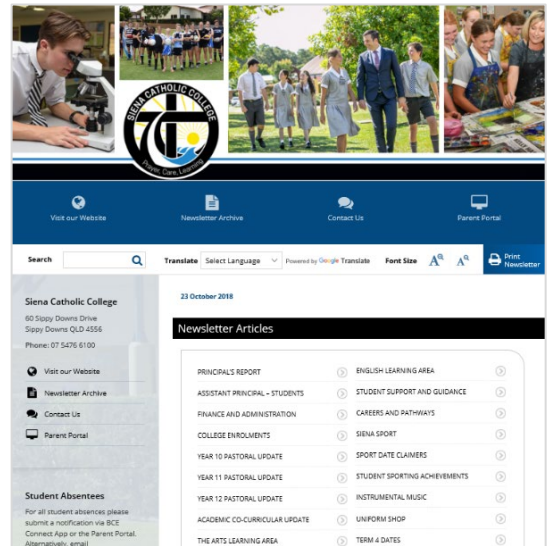


## College Newsletter

The College Newsletter is produced throughout the term with contributions from college staff. The newsletter serves to:

- Report on the progress made within the College
- Reinforce expectations such as behaviour, uniform, etc
- Promote the mission, ethos and values of the College
- Celebrate achievements of the college and its members
- Act as a reference point for events and activities within the College.

Schoolzine is our current eNewsletter provider and is distributed electronically and sent to families via email provided.



## Contact with Teachers

Contact details for all staff are available on the **Parent Portal** and through the **BCE Connect App**.

It is preferable that teachers are contacted by email in the first instance so that an appropriate time can be organised to contact by phone.

- For **student queries** - contact the Year Level Pastoral Leader
- For **subject queries** – contact the subject teacher

## Contact with Office and Administration

- For **Principal queries** – contact the Executive Assistant in the Office
- For **changes to emergency contacts** – logon to the Parent Portal and make the relevant changes

## College Services

### Tuckshop

Siena's tuckshop provides for both Siena Primary School and the College and operates every day of the week during term time. It is outsourced through a tender process and currently we enjoy an excellent working relationship with Chancellor State College P&C who run our tuckshop. The agreement sees a percentage of profits returned to the schools.

The Tuckshop is open daily for access by students before school (from 8am), morning tea, lunch and afterschool (until 3.30pm).

The [menu](#) is published at the beginning of each Term and is available on the website and on the Parent Portal.

Students can buy and pay for their food directly from the tuckshop or Flexischools can be used to place an online order providing a 24/7 payment and ordering system that can be accessed from home, work or a mobile device.

Should you need to contact the tuckshop please call the friendly staff on **5477 3049**.

### Uniform Shop

The Uniform Shop provides for both Siena Primary School and the College. It is outsourced to wearitto...smart clothing centres who pay an annual percentage of profits to the schools. The Siena Uniform Shop is the exclusive sellers of our College Uniform, enabling reliable quality and styling.

The Uniform Shop is located at the rear of Siena Primary's Daintree building and is open during term time. Any queries with regards to uniforms can be made direct to the Uniform Shop on **0472 718 655**.

The [College Uniform Shop Pricelist](#) is available on the website and on the Parent Portal.

#### Term Time Opening Hours:

Tuesday 8.00am - 11.00am  
Wednesday 8.00am - 10.30am  
Thursday 8.00am - 11.00am



wearitto...smart clothing centre - <http://www.wearitto.com.au/schools/siena-catholic-college>

## Transport to School

### Bicycles and Skateboards

Bike and skateboard racks are available for students who choose to ride or skateboard to school. Helmets are required to be worn when riding.

### Bus

The main service operators are:

**CDC Queensland** (previously known as Buslink), covers the coastal strip from Caloundra to Noosa.

**Web:** <https://cdcqueensland.com.au/school-services/siena-catholic-college/>

**Phone:** 5476 6622



**Glasshouse Country Coaches** serves Glasshouse, Beerwah and Landsborough with connections from Peachester and Maleny.

**Web:** <http://www.glasshousecoaches.com.au/school-services>

**Phone:** 5496 9249



Refer to the next page for Bus Services

### School Transport Assistance Scheme (STAS)

Any enquiries regarding transport eg. driving students to school or to the bus stop, please contact Queensland Department of Transport, phone 5477 8400 or visit <http://translink.com.au/tickets-and-fares/concessions/school-transport-assistance>.

For further information and an application form - contact your nearest Queensland Transport office and or visit their website on <http://www.tmr.qld.gov.au/Travel-and-transport/School-transport/Assistance-schemes.aspx>

### TRANSLink *go* cards

*go* card is TRANSLink's South East Queensland electronic ticket. It allows students to travel seamlessly on all TRANSLink bus, train, ferry and tram services. Plus, it provides you with travel savings and discounts.

Students are eligible for Concession *go* cards, giving them a reduced fee for their ride.

It is easy to top-up at any 7-Eleven store and participating retailers or students can register for online or phone top-ups.

It is strongly advised that the students name is written on their *go* card once purchased.

**Phone:** 13 12 30

**Web:** <https://gocard.translink.com.au/webtix/>

**Participating Retailers:** <http://translink.com.au/tickets-and-fares/go-card/locations>



# 2021 Key Dates

FEE ADMINISTRATION DAY		
Thursday 21 January	9am – 7pm	<b>Benincasa Building</b> – Fee Payment/Setup
Friday 22 January	9am – 5pm	<b>Library Leichardt Building</b> – Books (Year 7) <b>Uniform Shop Daintree Building</b> – Uniforms

TERM 1	10 weeks
Staff Professional Development and Planning Days	Wednesday 20 January – Friday 22 January
Staff Administration Day	Monday 25 January
Australia Day Public Holiday	Tuesday 26 January
Year 7 and 12 return	Wednesday 27 January
Year 8, 9, 10 and 11 return	Thursday 28 January
End of Term	Thursday 1 April

TERM 2	10 weeks
Start of Term	Monday 19 April
Anzac Day	Sunday 25 April
Anzac Day Public Holiday	Monday 26 April
Labour Day Public Holiday	Monday 3 May
Sunshine Coast Show Day	TBA
End of Term	Friday 25 June

TERM 3	10 weeks
Start of Term	Monday 12 July
Staff CTJ Day (Student Free Day)	Friday 3 September
End of Term	Friday 17 September

TERM 4	9 weeks
Queen's Birthday Public Holiday	Monday 4 October
Start of Term	Tuesday 5 October
Year 12 finish	Friday 19 November
Year 10 and 11 finish	Friday 26 November
Year 7, 8 and 9 finish	Thursday 2 December
End of Term	Friday 3 December

## Notes

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