

Orientation Handbook



Document current as at November 2023



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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 core of 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 in preparing your child for Year 7.

Mr Patrick Toohey - Principal (Acting)

College Overview

College Details

Campus Details 60 Sippy Downs Drive, Sippy Downs, 4556, Queensland

ph: 07 5476 6100

email: ssippydowns@bne.catholic.edu.au

web: 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

Student Enrolment

There are 935 students enrolled across Years 7 - 12, with the average cohort size approximately 155 students.

Staff

Currently there are 71 teachers and 28 ancillary staff members (some employed part-time). All teaching staff are registered, qualified, and accredited to teach in Catholic schools, and are generous in their commitment to the College and their on-going professional development.

Our Senior Management and specialist staff comprises of:

- Principal
- Deputy Principal (HR and Organisation)
- Assistant Principals each with a particular focus
 - Mission and Identity
 - Teaching and Learning
 - Wellbeing and Engagement

- Middle Leadership includes:
 - Pastoral Leaders (responsible for the health, well-being, and behaviour support of students)
 - Academic Leaders
 - Program Leaders Sport, Pedagogy and Literacy
- Other key support personnel are:
 - Guidance Counsellors
 - Inclusive Education Teachers
 - Speech Therapist
 - Campus Minister

College Leadership Team



Patrick Toohey Principal (Acting)



Catharine Hannan Assistant Principal Mission and Identity



Christine Walton Business Manager



Haydn Perugini Deputy Principal (Acting) - HR and Organisation



Joshua Maudsley Assistant Principal Wellbeing and Engagement



Kelly Jack Assistant Principal (Acting) -Teaching and Learning

College Order of the Day

Monday, Tuesday, Thursday	, Friday	Wednesday	
House Group	8.45am – 9.00am	House Group	8.45am – 9.00am
Period 1	*	Period 1	*
Period 2	*	Period 2	*
Recess	*	Recess	*
Period 3	*	Period 3	*
Period 4	*	Lunch	*
Lunch	*	Mindfulness	*
Mindfulness	*	Period 4	1.10pm to 2.10pm
Period 5	2.10pm to 3.10pm	Period 5	2.10pm to 3.10pm

^{*} under review

School Hours

School begins at 8.45am and finishes at 3.10pm. Students are expected to be at the College by 8.35am.

Timetable Schedule

Lessons are 60mins in duration with 5 periods per day in a 10-day (two week) cycle consisting of 50 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.

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 to 12. This group meets each morning and afternoon at a designated room for roll marking, notices, lock-up, etc. Student's lockers are outside this room.

House Patrons

St Bernardino of Siena (1380 - 1444)



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

St Catherine of Siena (1347 - 1380)



Catherine Benincasa was born in Siena, Italy, the 24th child of her family. Following a number of visions of Jesus, she felt called to consecrate herself to Him. She became a member of the Dominican Third Order and was a powerful preacher and spiritual guide, peace-maker and reformer. Catherine is known as a mystic and is one of the few women to be named as a Doctor of the Church. She is the Patron Saint of Italy.

St Mary of the Cross MacKillop (1842 – 1909)



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 (money) was not given to church schools. The sisters, led by Mary, worked tirelessly to provide a good education for their students. Mary's Sisters also cared for anybody in need: orphans, the elderly, young women in danger and the friendless of all ages.

Blessed Frederic Ozanam (1813 - 1853)



Frederic, born in Milan, studied Law in his youth. He strongly defended Christianity, but during a cholera outbreak in Paris he was asked; 'What has Christianity done for the poor?' Frederic's response was; 'Let us go to the poor." Ozanam founded the Society of St Vincent de Paul in 1833. The Society helped the poor, desolate and needy and this work continues today, with members of the Society active in communities across the world.

Blessed Teresa of Calcutta (1910 - 1997)



Agnes Gonxha was born in Skopje, Albania (Yugoslavia) in 1910. In 1928 she joined the Loreto sisters in Ireland and was sent to Calcutta. She asked permission to leave this order in 1946 so that she could work with the poorest of the poor. Mother Teresa officially formed the Missionaries of Charity in 1950. She believed that God has not created poverty; it is we who have created it as, before God, all of us are poor.'

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.

Religious Life of the College

Siena Catholic College is a Christ-centred community that strives to support and encourage students, staff, and parents to reach their potential - as they make the Gospel message of love, compassion, stewardship, justice, and peace evident in all they do.

In parallel with the promotion of religious literacy, we strive to foster the spiritual lives of our students. This occurs through those events that contribute to the broader **Religious Life of the School**.

In keeping with the Four Pillars of our Charism, students participate in regular *prayer* opportunities. These occur in House Groups, in classrooms, at Masses, and as part of our regular College Assemblies. In addition, a variety of prayer styles are taught and practiced in Religious Education classes. All students also engage in whole-school liturgies for events including ANZAC Day, Siena Day, Awards Night, and Catholic Education Week.

Throughout the year, the College also provides students with extended opportunities (of one, two or three days) for reflection and spiritual formation.

Service activities are designed to raise much needed funds for and awareness of the work of organisations like Caritas, Vinnies, and Catholic Mission. Students also have opportunities to demonstrate their faith-in-action through participation in the Stella Maris Community Meal, their engagement with the Missionaries of Charity and their involvement in Socktober, and the Vinnies School Sleepout and Christmas Appeal.

Our work in these aspects of school life is guided by the Dominican prayer, which challenges us to ... have eyes to see and hands to do the work of God. Feet to walk and a voice to preach the word of God.

Teaching and Learning

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.

As a Catholic Christian Community, we educate all to live the Gospel of Jesus Christ as successful, creative and confident, active and informed learners; empowered to shape and enrich our world. (BCE Learning Framework 2019). In this way, our students will embrace their mission to contribute to the common good and the transformation of the world by being:

- Community Contributors
- Leaders and Collaborators
- Effective Communicators
- Active Investigators
- Designers and Creators
- Quality Producers

Education in a Catholic school "aims to inspire a love of learning that actively and wholly engages students as they live and learn in the world around them." (Strategic Plan 2021 – 2025). 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.

Such a curriculum:

- values all students for their uniqueness and their dignity as children of God
- is creative and flexible in addressing the identified needs of students (and the staff/ community)
- is high in intellectual quality and expectations
- supports every student to achieve success and acknowledges and celebrates this success
- promotes equity of opportunity
- is holistic and offers co-curricular opportunities
- is supported by a professional teaching community that values the needs of all students.

At Siena this is evidenced by:

- a comprehensive flexible whole of school approach towards education underpinned by a positive acceptance and acknowledgement of the presence, needs and abilities of the diverse range of students
- students feeling valued in a learning environment which challenges and supports them to both pursue excellence and develop a passion for lifelong learning
- innovative and flexible programs and effective classroom practices across all subject areas that are designed to ensure all students are challenged and supported
- analyses of student achievement through tracking and monitoring
- the regular evaluation of student programs
- established partnerships between the school, parents and the wider community in supporting quality educational outcomes for students

Fundamental to a Catholic school is the value of inclusiveness and the concept of Inclusive Education is embraced by Siena. By definition, Inclusive Education implies that the curriculum in all subjects involves a degree of differentiation so that each student experiences learning that is both challenging and supported.

The application of principles associated with the differentiation of the curriculum are applied within the context of the diverse student population a Catholic school supports. The population includes students who may need adjustments to their learning because they:

- have learning difficulties
- are students with a disability
- are marginalised health, family background or the risk of becoming disengaged from their schooling
- are gifted

- have English as a second language
- are a First Nations' person

Siena has additional structures to respond to the needs of these students and these reflect the BCE Vision of "exercising a preferential option for the poor and the marginalised"

Model of Pedagogy — Secondary



Focus on learners and their learning

- · Identify progress, prior achievement and development of learners and their learning
- · Begin with the approved curriculum
- · Identify learners' levels of thinking
- · Plan to accelerate the cognitive levels of all students
- · Recognise the attributes students bring to the classroom

Establish clear learning intentions & success criteria

- Use the curriculum to create and make clear and visible the success criteria
- Establish learning goals with all students

Respond with feedback that moves learning forward

- · Provide students with progressive feedback about their ongoing progress towards the learning intentions and success criteria
- Use different levels of feedback
- Explicitly teach peers how to give accurate and appropriate feedback to one another

Evaluate the impact of teaching

- Evaluate the impact of teaching on student achievement and success
- Review the climate of the class
- Evaluate the invitation to learning experienced by students
- Collect students' feedback on the impact of teaching
- Evaluate from a curriculum perspective

- ctivate multiple opportunities

 Establish positive classroom environments
- Activate and evaluate student involvement in ongoing responsive cycles of learning
- Teach multiple ways of knowing, interacting and opportunities for practice
- Teach explicitly and differentiate to move each student's learning forward towards the success criteria

We are a faith-filled learning community creating a better future



Academic and Program Leaders

Academic Leaders



Mark O'Connor Religious Education



Helen Fitzpatrick English



David ThiessMathematics



Tamara Jeffery Science, Engineering and Environment



Kate Maher Humanities



Aaron Deckys Heath and Physical Education



Justine Stewart The Arts



Paul Dionysius Technologies

Program Leaders



Michele Akers Sport



Kylie Denny Leader of Pedagogy Innovation



Brenden Tucker Leader of Pedagogy Teaching and Learning

Religious Education

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.

The aim of the **Religious Education Curriculum** - in the subjects of Religious Education (Years 7-10), Religion & Ethics, and Study of Religion (Years 11 -12) - is to develop each student's religious literacy in the light of the Catholic tradition. This literacy will ensure that they can participate critically and effectively in the life of their faith communities and wider society.

In Religious Education classes, students gain a knowledge and understanding of:

- the foundational Scripture texts of a variety of religious traditions
- key religious beliefs and practices and the way they assist believers to find meaning in life
- the way God communicates with people through their participation in prayer and worship
- Social Justice teachings and how they inform our relationship with God, each other, and our world

Junior 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. 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.

Curriculum Handbooks are available on the College website, College App and Parent Portal.

Year 7

Core Subjects (all year)

- Religion
- English
- Mathematics
- Science
- Humanities (Geography/History)
- Health and Physical Education
- Sport (core Physical Education)

Rotation Subjects (trimester blocks)

- Technologies (Food and Textile Design)
- Technologies (Design Technology and Industrial Design)
- Technologies (Digital Technologies)
- Languages (Italian)
- The Arts (Performing Arts)
- The Arts (Visual Arts)

Year 8

Core Subjects (all year)

- Religious Education
- English
- Mathematics
- Science
- Humanities and Social Sciences -History/Geography
- Health and Physical Education

Rotation Subjects (Semester Units)

- Humanities and Social Sciences Business
- Languages Italian
- Technologies Food Specialisation
- Technologies Textile and Fibre Production
- Technologies Design Technology Materials
- Technologies Engineering Principles and Systems
- Technologies Digital Technologies
- The Arts Dance
- The Arts Drama
- The Arts Media Arts
- The Arts Music
- The Arts Visual Arts

Year 9

Core Subjects (all year)

- Religious Education
- English
- Mathematics
- Science
- Humanities and Social Sciences -History/Geography
- Health and Physical Education

Rotation Subjects (semester units)

- Humanities and Social Sciences Civics and Citizenship
- Humanities and Social Sciences Economics and Business
- Languages Italian
- Technologies Digital Technologies
- Technologies Design Technology Materials
- Technologies Food Specialisation
- Technologies Textiles and Fibre Production
- Technologies Engineering Principles and Systems
- The Arts Dance
- The Arts Drama
- The Arts Media Arts
- The Arts Music
- The Arts Visual Arts

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).

Curriculum Handbooks are available on the College website, College App and Parent Portal.

Year 10

Core Subjects (all year)

- Religious Education
- English
- Mathematics/Mathematics Advanced
- Science
- Humanities

Rotation Subjects (semester units)

- Health and Physical Education Practical Applications of Anatomy and Physiology
- Health and Physical Education Movement and Physical Activity
- Humanities and Social Sciences Geography
- Humanities and Social Sciences History
- Humanities and Social Sciences Civics and Citizenship
- Humanities and Social Sciences Economics and Business
- Languages Italian (Family, Friends and Travel)
- Languages Italian (Creativity, Italian style, and Who are you?)
- Technologies Digital Technologies
- Technologies Design and Technologies Textile and Fibre Production
- Technologies Design and Technologies Food Specialisation
- Technologies Design and Technology Materials
- Technologies Design and Technologies Engineering Principles and Systems
- The Arts Dance
- The Arts Drama
- The Arts Media Arts
- The Arts Music
- The Arts Visual Arts





Years 11 and 12

QCAA Senior Syllabus Subjects

Mathematics

General

- General Mathematics
- Mathematical Methods
- Specialist Mathematics

Applied

■ Essential Mathematics

English

General

- English
- Literature

Applied

■ Essential English

Humanities

General

- Ancient History
- Business
- Geography
- Legal Studies
- Modern History
- Study of Religion

Applied

- Business Studies
- Religion & Ethics

Technologies

General

- Design
- Digital Solutions
- Food & Nutrition

Applied

- Industrial Graphics Skills
- Industrial Technology Skills

Health and Physical Education

General

■ Health

Year 11 and 12

■ Physical Education

Applied

■ Sport and Recreation

Science

General

- Biology
- Chemistry
- Physics
- Psychology

Languages

General

■ Italian

The Arts

General

- Dance
- Drama
- Film, Television & New Media
- Music
- Visual Art

Vocational Education

- Diploma of Business*
- Certificate I in Construction*
- Certificate II in Health Support Services *
- Certificate II in Health Community Services *
- Certificate III in Health Services Assistant *
- Certificate IV in Crime and Justice*
- Certificate II in Hospitality
- Certificate III in Tourism*
- Certificate III in Fitness*

^{*}delivered by an external provider





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 <u>Assessment Policy and Guidelines</u> 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 11 Unit Reports are reported on at the end of each Unit.
- 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.

Field Trips and Camps

Curriculum 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.

Camps

There is one camp per year for Year 7 to 12. Camps provide opportunities for students to display a variety of skills and talents not necessarily shown at school. At Siena, year level 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.

- Year 7 Camp is held at the Currimundi Recreation Centre in Term 1 and is themed around uniting students as a cohort.
- Year 8 Camp is held at Emu Gully, Helidon in Term 3. The philosophy at Emu Gully is that success in life is often based on one's character, measured in the way we handle pressure and difficult circumstances and work together to overcome adversity.
- Year 9 Camp is held in Term 2 with the girls attending Boulder Creek and boys Luther Heights. The focus of the camp is an extension of our Pastoral Program at Siena, focusing on specific themes covered for both boys and girls in our Pastoral Program from Year 7 and 8.

- Year 10 Wilderness Experience is held at the end of Term 3 at the Great Sandy National Park Cooloola Section. Students are divided into six (6) groups and head out on a 3-day opportunity to explore and develop their individual spiritualities.
- Year 11 Camp is held at Emu Gully, Helidon in Term 2. Students return to the location they experienced in Year 8, however this is a totally different experience to their previous experience. Emu Gully's activities revolve around problem-solving through teamwork, based on the ANZAC core values of courage, mateship, perseverance and sacrifice.
- **Year 12 Retreat** is held at the beginning of the year and focuses on supporting the Year 12 cohort in strengthening ties within the cohort and preparing for their final year of schooling.

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.

Cultural activities include Music Ensembles, Dance Ensembles, Arts Fest, Shake Fest and our bi-annual Musical.

The **Instrumental Music** program is available to students who wish to learn/further their skills in piano, brass, percussion, strings, guitar and singing. Lessons are taught by qualified tutors in sessions that can be either before, after or during school. There is an additional charge for this program.

Sport has a major place at Siena, as it assists with students' physical development, and engenders a sense of team and spirit that can permeate into the classroom, thus improving student learning. Sports currently played outside of school time are AFL, Basketball, Cricket, Netball, Rugby League, Rugby Union, Touch, Volleyball and Water Polo. Sporting facilities of the College include, indoor courts, a floodlit oval, cricket practice nets and outdoor covered multi-purpose courts for Netball, Basketball and Tennis.

Students also have access to a range of extra-curricular **Academic** activities including Debating, Public Speaking, Future Problem Solving, da Vinci Decathlon, Australasian subject-specific competitions, Linguistics Olympiad (OzCLO), and the Ethics Olympiad.

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

Our Student Support program is student-centred 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 a student finds themselves outside clearly published and reinforced expectations, this quality relationship allows low level interventions to be aimed at the individual who can be re-directed so that more positive actions can occur. When students require additional support, our Pastoral Team uses restorative practices to ensure the student is offered appropriate support in reflecting on their situation and choosing alternate actions in the future.

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.



Nathan Clohesy Year 7



Ken Bolton Year 8



Paul Pennisi Year 9



Bill Kelly Year 10



Kerri Buckley Year 11



Daniella Shuttlewood Year 12

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



Sarah Macauley



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 students will be inducted into the **'Student Protection'** program by College staff when they commence at the college. The relevant policy and procedures are available on the <u>College website</u>.



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 amanda.jamieson@bne.catholic.edu.a <u>u</u>



Julie Weatherill
Support Teacher Inclusive Education
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Education
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u

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 <u>Student Behaviour Support Framework Policy</u> and <u>Guidelines</u> which is available on our website and on the Parent Portal.

Student Expectations

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

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 <u>Student Behaviour Support Framework</u>, <u>Policy and Guidelines</u>. This document is available on the website (under the Student Support menu item) and on the <u>Parent Portal</u>.

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
Dress	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).
Tie	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.
College Badge	To be worn on the crossover part of the tie.
Socks	White, above ankle style.
Stockings	Black or neutral tones, may be worn during Terms 2 and 3 only (no tights permitted).
Formal Shoes	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.
Hat	Formal white hat - mandatory for events. Formal cap - can be worn with formal uniform and sports uniform.
Pullover	Unisex black wool blend with black, blue and white stripes around the V neckline, wrists and waist. Siena Catholic College embroidered on left front.
Microfibre Jacket	Black microfibre zip-up jacket with blue and white trim. Siena Catholic College logo embroidered on left front.
Bag	Black nylon Spartan backpack with College logo screen-printed on the front.

Note – Girls have the option of Formal Shorts and Pants with Blouse.

Boys Uniform	
Item	Description
Formal Shirt	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 Catholic College embroidered on the pocket. Shirts are to be worn tucked in.
Shorts/Trousers	Dark grey fabric, with pleated front.
Tie	Diagonal striped in black and white (worn all year round).
Belt	Black Leather.
Socks	Long grey, with double black stripe and centre white stripe.

Boys Uniform	
Item	Description
Formal Shoes	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.
Hat	Formal grey hat - mandatory for events. Formal cap - can be worn with formal uniform and sports uniform.
Pullover	Unisex black wool blend with black, blue and white stripes around the V neckline, wrists and waist. Siena Catholic College embroidered on left front.
Microfibre Jacket	Black microfibre zip-up jacket with blue and white trim. Siena Catholic College logo embroidered on left front.
Bag	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 must wear their formal uniform to school and then get changed at the beginning of their PE lesson and will need to change into their formal uniform at the completion of the lesson.

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

Hats



Formal Girls Hat

Formal Boys Hat







Unisex Cap Unisex Bucket Hat

The Hats/Caps above are permitted to be worn with the girls and boys formal uniform or sports uniform.

This Unisex Sports Cap can ONLY be worn with the a Sports Team Uniform (not sports uniform)

Unisex Sports Cap

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

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



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!



С

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.









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.

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.

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 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 \$17.

Student Diary

A College Student Diary is provided to all Year 7 students to assist them with their transition into high school life and must be brought to all classes. Parents are encouraged to refer to the Student Diary, as 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. Lost diaries will need to be replaced at an additional cost. Replacement diaries are \$15.

Students in years 8-12 are allowed to purchase/use any type of diary that suits their diarising requirements (this can be physical hand-held diary or alternatively electronic).

Stationery

Stationery lists are available on the College App 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.

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

The College through Brisbane Catholic Education have a Student Accident Policy in place for students. In the unfortunate event of an accident please contact the College for further information.

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. As part of a BCE school, students are provided with a personal email address (username@mybce.catholic.edu.au) which can be accessed anytime, anywhere using their BCE username and private password. In addition, they also use a range of other web-based tools, including: the College Portal to access various documents, OneDrive for cloud storage of documents, and Microsoft Teams as a collaborative learning platform.

A condition of their access to these services is that all students and parents sign an Information Technology Use Agreement. The ICT and Laptop Policy, Guidelines and Use Agreement outlines the responsibilities of students and parents in relation to ICT at the College and is available on the College BCE App and 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.

Financial Information

The **College Fees Schedule** is available on the <u>College website</u> 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 <u>ssipfinance@bne.catholic.edu.au</u>.

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) or directly from staff members. Online Permission Forms will also be emailed using our online system.

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.

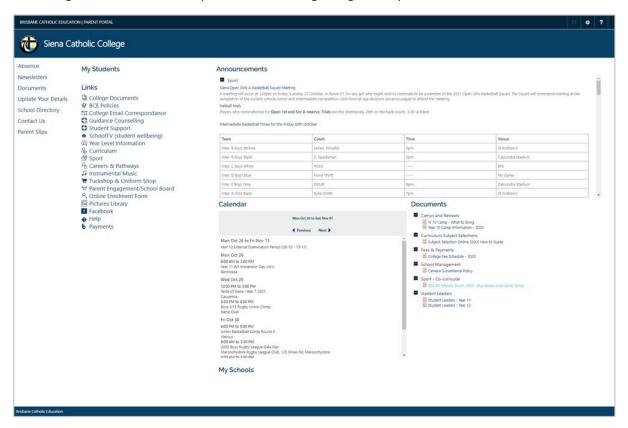
Student attendance and duty of care is a high priority at Siena. Parents/Carers are informed by SMS of any unexplained absences for the child.

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.

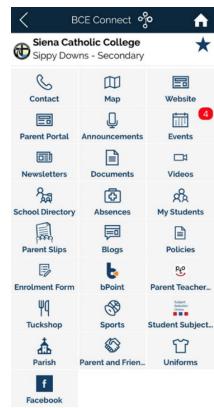


BCE Connect App

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



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's Careers Website, College Events, and other relevant resources.







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 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.

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 College Executive Assistant
- 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

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.or 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/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 qo 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

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 assist with planning of meeting focus, including advice from parent reps on Board.
 - Family levy to contribute to small capital projects. Ideas discussed at 'school business' meetings.

2024 College Term Dates

3	
TERM 1	10 weeks
Term 1 Commences for Year 7 and 12	Tuesday 23 January
Term 1 Commences for Year 8, 9, 10 and 11 (on campus with 7s, and 12s)	Wednesday 24 January
Term 1 Finishes	Thursday 28 March
TERM 2	10 weeks
Term 2 Commences	Monday 15 April
Term 2 Finishes	Friday 21 June

TERM 3	10 weeks
Term 3 Commences	Monday 8 July
Term 3 Finishes	Friday 13 September

TERM 4	10 weeks
Term 4 Commences	Monday 30 September
Term 4 Finishes	Friday 6 December

College Map



