

St Stephen's
Catholic College



Enrolment Handbook 2024

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Welcome from the Principal



Dear Parents,

Thank you for your interest in our College. We are excited and proud of our community and look forward to welcoming you in person. We offer a quality, educational experience for students from years seven to twelve across the Mareeba, Tablelands and Douglas Shire council areas. Established in 2006 under the auspices of the Catholic Diocese of Cairns, St Stephen's focuses on helping students to make the world a better place by growing each person to be the best they can be. To do this, we provide excellent learning opportunities and quality pastoral care for young people to enable them to have options for the future.

The College delivers a holistic curriculum which allows students to develop academically, socially, emotionally, spiritually and physically. Students are encouraged to be life-long learners who are aware of God's presence. A sense of family is an integral part of our College whereby students are welcomed, valued and encouraged to give their personal best in College life. Our pastoral approach fosters positive relationships among students, parents and teachers, in conjunction with outstanding facilities, supporting contemporary and innovative practices to optimise student learning.

St Stephen's is an excellent option for parents seeking a quality Catholic secondary education for their child. Please peruse our handbook to enjoy all that St Stephen's has to offer the young people of Mareeba and surrounding areas.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'G. Conwell', written in a fluid, cursive style.

Mr Gary Conwell
Principal



Mission Statement

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

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

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

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

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



History

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

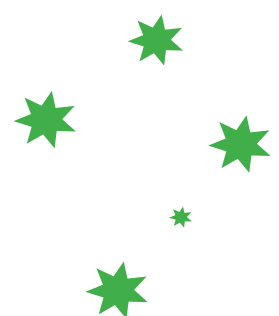
Enrolments at St Thomas' grew steadily over the decades that followed, and the community began to consider the possibility of a Catholic high school. Towards the end of the 1980s, the search for a suitable site began, and in 1991, the land on which St Stephen's Catholic College now stands was purchased.

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

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

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

St Stephen's has moved from strength to strength and now provides extensive subject offerings and the best facilities on the Tablelands.



College Crest and Motto



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

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

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

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

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

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

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

Family and College Partnership

St Stephen's Catholic College is a family committed to working in partnership with students and parents. This partnership can be defined by three major elements:

- Shared optimism for positive outcomes
- Shared responsibilities
- Good communication

As a Catholic College, we seek to fulfil our vision to make the world a better place. Parents and families, on accepting enrolment, work with staff and community members in ways that are supportive of our ethos and our commitment to an inclusive Catholic education.

All students are provided with many opportunities to encounter our Catholic charism through their expected participation in the Religious Education, Liturgical, Retreats/Camps, community activities and programs of the College.

Our College is an inclusive community and is welcoming of students from all faith backgrounds, abilities and family financial circumstances. By accepting an offer of enrolment at the College, each child and family also accept all facets of our College culture. This includes the uniform and grooming expectations, Student Engagement Plan and the Technology Code of Conduct.

Enrolment Process

Step 1:

Complete the enrolment application form online (hard copies provided if needed).

Online Application: <https://www.sccc.qld.edu.au/enrolments/apply-online/>

Printed Application: please contact Mrs Maree Lopez on 4086 2500 or email ssm.enrolments@cns.catholic.edu.au

Step 2:

Submit all required paperwork and the application fee. An email will be sent following your application, outlining the requirements to process and proceed with the application.

The application fee is \$100.00 (this is non-refundable).

Step 3:

Attend an enrolment interview with the Principal or a member of the Leadership Team.

The Principal or a member of the Leadership Team will conduct the interview. Our Community Liaison officer will contact parents to arrange an interview upon receipt of the application and documents listed above.

Step 4:

Notification of application outcome provided to families.

Letter of Offer

Enrolments are confirmed upon completion of the confirmation of enrolment forms and payment of a non-refundable \$200.00 fee (applicable to incoming Year 7 students only).

Students who are not offered a position in the first instance will be placed on the waiting list at the request of their parents.

Curriculum

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

YEARS 7 – 10 CURRICULUM OVERVIEW

	YEAR 7		YEAR 8		YEAR 9		YEAR 10	
LEARNING AREA	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
Religion	✓	✓	✓	✓	✓	✓	✓	✓
English	✓	✓	✓	✓	✓	✓	✓	✓
Mathematics	✓	✓	✓	✓	✓	✓	✓	✓
Science	✓	✓	✓	✓	✓	✓	✓	✓
• Science Enrichment	X	X	X	X	X	✓	X	X
Health & Physical Education	✓	✓	✓	✓	✓	✓	✓	✓
Humanities								
• History	Either Semester 1 or 2		Either Semester 1 or 2		Either Semester 1 or 2		Either Semester 1 or 2	
• Geography	Either Semester 1 or 2		Either Semester 1 or 2		Either Semester 1 or 2		Either Semester 1 or 2	
• Economics & Business	One unit on rotation		One unit on rotation		Elective Unit		Study of Humanities	
• Civics & Citizenship	One unit on rotation		One unit on rotation		Elective Unit			
• Problem Based Learning	One Unit on rotation		One unit on rotation		Elective Unit		X	
Engineering and Design								
• Engineering & Design	One unit on rotation		One unit on rotation		Elective Units		Elective course	
• Food Technology	X		One unit on rotation		Elective Units		Elective course	
• Industrial Technology & Manufacturing	X		One unit on rotation		Elective Units		Elective course	
Science and Technology								
• Digital Literacy Skills	Two units on rotation		Two units on rotation		Elective units		Elective course	
• Information Technology								
• Information Technology	One unit on rotation		One unit on rotation		Elective units		Elective course	
• Science Enrichment	X		X		Elective units		X	
Arts and LOTE								
• Visual Art	One unit on rotation		One unit on rotation		Elective units		Elective course	
• Media Art	X		X		Elective units		Elective course	
• Music	One unit on rotation		One unit on rotation		Elective course		Elective course	
• Drama	One unit on rotation		One unit on rotation		Elective units		Elective course	

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

Curriculum

Years 11 - 12 Curriculum Overview

Students will select 6 forms of learning:

1. English, Literature or Essential English.
2. General Mathematics, Mathematical Methods or Essential Mathematics.
3. Four (4) other subjects. For students undertaking an ATAR course a combination of General and Applied/Certificate 3 courses can be chosen.

As part of a course of study at St Stephen's Catholic College, students will be required to undertake a religious subject, either Catholic Faith in Action, Study of Religion or Religion and Ethics.

Students may also choose a TAFE Certificate or a School Based Apprenticeship as a form of learning.

Students will choose General or Applied subjects, or stand alone VET certificates:

- General subjects contribute to an ATAR.
- Applied subjects: more practical or vocational in nature. One applied subject can count towards an ATAR*.
- Stand alone VET certificates are either core or preparatory for QCE purposes. A Certificate 3 can contribute to a student's ATAR*.

*Other conditions to be ATAR eligible must be met.

General Subjects	
Biology.....	12
Chemistry	13
Digital Solutions.....	14
Economics	15
Engineering	16
English	17
Mathematics: General.....	18
Mathematical Methods.....	19
Specialist Mathematics	20
Geography.....	21
Legal Studies.....	22
Literature.....	23
Modern History	24
Music	25
Physical Education	26
Physics	27
Psychology.....	28
Study of Religion.....	29
Visual Art	30

Applied Subjects	
Aquatic Practices	32
Arts in Practice	33
Drama in Practice	34
Engineering Skills.....	35
Essential English	36
Essential Mathematics	37
Furnishing Skills	38
Hospitality Practices	39
Industrial Graphics Skills.....	40
Information and Communication Technology ...	41
Music in Practice	42
Religion and Ethics	43
Sports and Recreation	44
Tourism.....	45
Visual Arts in Practice	46
VET Courses	
Certificate II in Sports & Recreation SIS20115 /	
Certificate III in Fitness SIS30315	50
Stand Alone Subject (Non-QCE)	
Catholic Faith in Action.....	10

Reporting

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

Student Diversity

St Stephen's Catholic College strives to offer every student with significant learning needs (e.g disability, EAL/D) adjustments and interventions to enable equitable access and participation in learning. Student Diversity will embrace diversity and consider the 'whole' student. This department will be managed by the Student Diversity Middle Leader, alongside Counsellors, Case Managers and Teachers who will instruct and direct Learning Support Officers to support students. At St Stephen's we recognise that sometimes a student's academic, physical or social and emotional learning needs can be different from those of their peers and will be supported by the Diverse Learning Team.

Enrichment Opportunities

The College offers a diverse range of enrichment opportunities which may include:

- Participation in National and State competitions over the core learning areas of Science, English, Mathematics, History/Geography
- DATTA Awards
- Extracurricular activities such as instrumental music, the combined schools band, College choir and liturgy band
- Public speaking competitions at district level and beyond
- Readers' Cup
- Year 9 Mathematics Camp
- Year 8 Mathematics Quiz at district and regional level
- Participation in Brainways and OPTI-Minds
- Chess
- Spelling Bee Competitions
- Robotics
- Lions Youth of the Year
- OPTI-Minds



Pastoral Care

St Stephen's Catholic College's expectations for all staff and students are based on our College values of Faith, Service and Courage and grow out of our Mission Statement.

Students are expected to:

- build successful relationships,
- develop effective communication skills,
- show respect, responsibility, confidence, compassion and awareness of God's presence.

This is evident in our Student Engagement Plan as teachers work up and down the continuum as needed.



St Stephen's
Catholic College

St Stephen's Catholic College — STUDENT ENGAGEMENT PLAN —

OUR COLLEGE VALUES

FAITH • SERVICE • COURAGE



WE SUPPORT EACH OTHER TO ELEVATE STUDENT BEHAVIOUR RESTORATIVELY

- Teachers work up and down the continuum as needed.
- Teachers look to address behaviour by starting with Affective Statements before they escalate and to build Student empathy.
- Teachers are supported by Leadership to embed Restorative Language in Practice.
- On occasion, when Teachers need to send Students from the room for a short period, we commit to repairing the harm prior to re-entry.
- We are consistent about the Restorative process, but not always consistent about the outcome.
- Students sent to a member of the Senior Leadership Team will be exposed to Affective Interactions facilitated by that leader.
- Leadership will look for ways to release Teachers to repair Student-Teacher relationship issues as a first response.
- We look for ways to include Parents in both the positive and negative behaviour patterns of their children.
- We use Restorative Conferences to return our Students from any suspension that might be required.
- We solve all problems Restoratively, through the lens of high expectation & high support.
- We are embedding the basic Restorative tenets of focusing on HARM & RELATIONSHIPS in response to all conflict and tension, including bullying behaviours.

RESTORATIVE QUESTIONS

FOR THOSE WHO HAVE DONE THE WRONG THING...

- What happened?
- What were you thinking about at the time?
- What have you thought about since?
- What has been affected by what you have done? In what way?
- What do you think you need to do to make things right again?

FOR THOSE WHO HAVE BEEN HARMED

- What did you think when you realised what had happened?
- What impact has this incident had on you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right?

FIRM **TO** **WITH**
NOT **FOR**
FAIR

Student Code of Behaviour

At St Stephen's Catholic College, students embrace the culture by:

- Respecting the religious ethos of St Stephen's Catholic College and the College's Mission Statement
- Respecting all members of St Stephen's College community: staff, students, and visitors
- Engaging actively in learning and all school activities
- Being stewards of our environment.



Uniform and Grooming



Formal uniform for Years 7 to 9

St Stephen's Catholic College is a conservative school. The expectation is that the uniform and grooming of all students reflects the College's conservative ethos.

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

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

Uniform Supplier: Tina's Fashion, 209 Byrnes St, Mareeba. Phone: 4092 4096.

For a detailed description of our Uniform Policy, please see our website:
<https://sscc.qld.edu.au/enrolments/uniform-and-grooming/>



Formal uniform for Years 10 to 12



Pastoral House uniforms - Augustine, Deacon, McAuley and Muluridji

Facilities

Our College has outstanding facilities, offering learning spaces that cater for both individual and collaborative learning styles, and the opportunity for innovative teaching and learning.

All students participate in the one-to-one laptop program. Technology and laptop use are integrated into all curriculum areas.

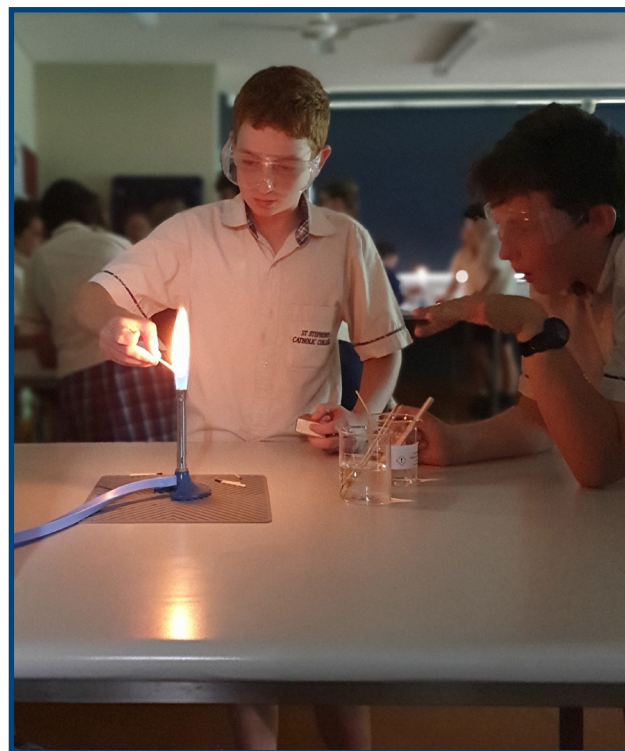
Students have access to a 400 metre running track and sports area, rugby league and soccer fields, a cricket pitch and nets, indoor/outdoor netball and basketball facilities, indoor and outdoor fitness equipment and several handball courts, including undercover courts.

All students are issued a locker in which they store their personal belongings. Students will be provided with a combination lock on their first day at College. The use of lockers assists students to develop organisational skills.

The College operates a self-serve tuckshop under a healthy food policy. Families may use an online purchasing system to pre-order and pay for tuckshop items.

The specialist areas are well supported in the College with extensive facilities including:

- Science laboratories
- Trade Training Centre
- Performing Arts Centre (Music and Drama)
- Hospitality
- Visual Art



College Transport

Students wishing to catch a school bus to attend St Stephen's Catholic College, are encouraged to confirm details of their travel with the proprietor who manages their own route. Families from outside Mareeba are required to pay a weekly fee for bus travel. This amount is billed to families by the College and then reimbursed to the various bus companies.

There is a subsidy from the Non-Government Schools Transport Assistance Scheme (NGSTAS) so children can access Non-Government Schools. Students who travel over 4.8 kilometres to school by bus are eligible for transport assistance, funded by the State Government. More information can be found on the Queensland School Bus Subsidy Scheme website. In 2024, the subsidy is \$35.00 per week. We will be notified of the 2025 rate in October 2024.

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

Please note that it is quite common in other centres that students change buses when travelling to and from school. In some cases, students will be required to change buses at Mareeba State High School or at St Thomas'. There will be a fare attached to travel from Mareeba State High School to St Stephen's. Students travelling between 1.6 kilometres and 3.2 kilometres can expect to pay approximately \$2.50 each way.

Queries regarding bus travel should be directed to the bus proprietor relevant to your location. The contact numbers are listed in the table below.

Names of Bus Drivers and their contact details:		
Rob McCarthy	Atherton, Tolga and Rangeview	Phone: 4092 6462 Mobile: 0417 787 301
Michael Baksaj	Paddy's Green and Springs Road Dimbulah	Phone: 4092 4390 Mobile: 0447 737 554
Frank and Silvano Ruggeri	Kuranda, Speewah, Koah Emerald End Road, Hastie Road, Amaroo, Ceola Drive Mareeba Area/Ellery Road Aerodrome/Jennings Road, Walkamin	Frank: 0417 613 406 Silvano: 0437 455 888
Michael Panetta	Mossman, Julatten and Port Douglas	Michael Panetta: 0459 132 246
Robert Bambino and Erminio Bambino	Mt Molloy, Bilwon and Chewko Road	Robert: 0429 451 861 Erminio: 0447 462 765
Tiffany Bambino	Mutchilba to Dimbulah (connects with Michael Baksaj bus run)	Phone: 4093 1040 Mobile: 0400 058 761
Emerson Bus Company	Connection from Ravenshoe/ Malanda/ Millaa Millaa/ Yungaburra to Atherton (connects with Rob McCarthy bus run)	Phone: 4096 5262

Fees and Levies

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

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

Learning Area Levies: Learning area (or subject levies) are charged quarterly to cover the costs of consumables, photocopying, materials used by students and teaching materials specific to particular learning areas. These levies are charged per student. The learning area levy for Years 7, 8 and 9 in 2024 will be \$360.00 and \$400.00 for Years 10, 11 and 12.

Building Levy: The building levy is an annual levy charged quarterly to families for children attending St Stephen's Catholic College. As a family levy this fee is \$560.00 per family, regardless of how many children attend St Stephen's Catholic College.

General Purpose Levy: The general purpose levy is charged to offset the costs of students' involvement in pastoral activities, bus travel to special activities and sports, student record book (school diary), feast day celebrations, the issuing of student IDs, participation in competitions, excursions and attendance at Arts Councils. With larger activities such as camps, retreats and social outings the levy offsets these costs and families may be required to make a smaller contribution to cover the costs of such activities. The general purpose levy for 2024 is \$600.00.

Technology Levy: This levy contributes towards the increasing technology costs of providing broadband connectivity, wireless connectivity and the increased costing for technical support. All year 7 – 12 students utilise technology within the college. The levy is \$180.00 per student.

One to One Device Levy: All students in 2024 are issued with a one-to-one device which attracts a payment of \$75.00 per term (\$300.00 per annum) which is added to school fees.

College and Family Connect Levy: The College Family Connect levy is \$40.00. This levy is invested back into the college infrastructure under the guidance of College Family Connect. Recent purchases have included additional lockers, additional outdoor seating, sanitary product dispensers for students, and SchoolTV.

Lock for Student Locker: A once only charge of \$30.00 is charged to all students who receive a prescribed lock useable for their years at St Stephen's. Any replacement is paid for by the student. Only prescribed combination locks which are master-keyed by the College may be used.

Payment options: Accounts are issued quarterly and are due within 14 days of the date of issue. Our preferred method of payment is BPAY. Payment can be made by monthly or fortnightly instalments, including credit card and direct debit options. Please contact the School Officer Accounts, to arrange a payment plan.

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

Fees and Levies

The following outlines some information about school fees in 2024 and different ways of paying the fees.
Please note that the following examples are based on current data and are subject to change.

Standard Fees – Example Jones Family from Mareeba Year 7 student

Fee or Levy	Amount for 2024	Detail
General Purpose Levy	\$600.00	Per student
Junior KLA Levy	\$360.00	Per student
Building Levy	\$560.00	Per family
Technology Levy	\$180.00	Per student
College Family Connect Levy	\$40.00	Per student
Locker Fee	\$30.00	Per student
One to One Device	\$300.00	Per student
Tuition Fees	\$2,644.00	Per student, set by the Diocese of Cairns. Discounts are applied when siblings attend other Diocesan schools. For example, 1 child in Year 8 at SSCC and 2 younger siblings at St Thomas' Mareeba the tuition fee will be reduced by 30%.
Total	\$4,714.00	This example assumes – only child, not catching a bus. Every family has different circumstances.

In the example above, we see that the total fees for the year will be \$4,714.00. These fees include all camps and the majority of classroom materials. Students who travel by bus (certain routes) pay up to an additional \$1,400.00 per year per family.

Standard Fees – Example Nixon Family from Tolga Year 11 student

Fee or Levy	Amount for 2024	Detail
General Purpose Levy	\$600.00	Per student
Senior KLA Levy	\$400.00	Per student
Building Levy	\$560.00	Per family
Technology Levy	\$180.00	Per student
College Family Connect Levy	\$40.00	Per student
Locker Fee	\$30.00	Per student
One to One Device	\$300.00	Per student
Tuition Fees	\$3,248.00	Per student, set by the Diocese of Cairns. Discounts are applied when siblings attend other Diocesan schools. For example, 1 child in Year 11 at SSCC and 2 younger siblings at St Joseph's Atherton the tuition fee will be reduced by 30%.
Bus	\$1,400.00	Per family (could change in 2025). Note: amount with concession card is \$1,000.00.
Total	\$6,758.00	This example assumes – only child and catching a bus. Every family has different circumstances.

Fees and Levies

Payment Options and Examples

In Week One of each term an invoice will be posted out containing the fees for that term. In the first example Mr and Mrs Jones would receive an invoice for \$1,178.50. The invoice will contain a standard 14 days payment notice.

Every family has different circumstances.

Families can choose a payment plan that suits them and their circumstances.

Examples:

- (1) Mr and Mrs Jones receive income from cattle sales once a year and wish to pay the full fees upfront. **When fees are paid upfront they receive an automatic 5% discount.** Therefore, Mr and Mrs Jones will pay a total of \$4,478.30 (\$4,714.00 – 5% = \$235.70) at the start of the year. If you would like to pay your fees on an annual basis, please advise the college **before the start of Term 1.**
- (2) Mr and Mrs Jones like to have all their bills paid each month. Upon receiving their Term invoice they pay the full amount via cheque, credit card, BPAY or by direct debit within the 14 day timeframe.
- (3) Mr and Mrs Jones both work full time and are paid each fortnight. They elect to pay their school fees in fortnightly instalments. As fees are not posted until early February we can work on 22 fortnights. $\$4,714.00/22 = \214.27 , I would suggest rounding up to \$215.00 per fortnight. This example can be changed to weekly or monthly depending upon individual circumstances.

Getting Started

Diocesan Guidelines clearly state that school fees should be posted to families in Week 2 of each term. To do this successfully a range of data needs to be gathered that affects the amount each family is billed. **In the enrolment confirmation pack you will find a Details Form, complete and return it to the college.**

Mrs Pina Menniti
St Stephen's Catholic College
Po Box 624
MAREEBA QLD 4880
Email: gmenniti@cns.catholic.edu.au

Any further questions please contact the College during office hours on 4086 2508.

Enrolment Checklist

The Application for Enrolment is completed online at <https://sscc.qld.edu.au/enrolments/apply-online/>

All information outlined below is required to complete the enrolment application. Once the application is complete an interview may be arranged.

Please ensure the following documentation is emailed to ssm.enrolments@cns.catholic.edu.au

DOCUMENTATION

- ☐ Identification Document (Birth Certificate or Passport)
- ☐ Copy of Citizenship (Documents or Visa if student is born overseas)
- ☐ Baptism Certificate (If applicable)
- ☐ NAPLAN Report (Year 5)
- ☐ School Reports (Last 2 semester reports)
- ☐ Court Order / Custody Files (if applicable)
- ☐ Medical Action Plans (if applicable)
- ☐ Educational Support Requirements, which may include:
 - Disability diagnosis verification by an educational sector in Queensland (if applicable)
 - Any other learning difficulties that you would like us to support

ENROLMENT PROCESSING FEE

The non-refundable \$100.00 Enrolment Application fee can be paid by Direct Deposit to:

St Stephen's Catholic College

BSB 084 352

ACCOUNT 000018532

Reference: Full Student Name and Year of Application, eg: John Peter Smith 2023

The enrolment application is incomplete until the fee payment is made and documentation is provided.

Technology Code of Conduct

Acceptable use of computer and internet resources Cairns Catholic Education Services (extract)

St Stephen's Catholic College operates a 1:1 laptop program. Every child leases a laptop for their use whilst at the College. The laptop lease is billed each term as part of the College fees.

Computer and Internet resources have become of critical importance to the College in facilitating and supporting learning and teaching. Technology resources are provided to students for educational purposes only. As the device is on a lease arrangement, ownership remains with the College until the lease agreement has concluded and a change of ownership has been completed. The use of digital devices and points of access to email and Internet services is provided to students in order to support their educational and administrative needs. These digital devices and services are educational tools and must be used in a responsible manner. There are constant advances and changes in the use of technology (including for example software, apps, information sharing, social media platforms, new devices etc. and this list is not exhaustive). Therefore students must seek advice and clarification from the College as soon as possible when engaging with new or unfamiliar technology. Acceptable use is guided by the following principles.

- Students must behave in an ethical manner when using digital devices, to access resources, communicate and interact with others.
- Online behaviour should at all times demonstrate a Christ-centred respect for the dignity of each person.
- It is never acceptable to use digital devices to harass, bully or humiliate others.

This agreement informs parents and students of our College's expectations when students are using the devices and services provided by the College, and when using their personal equipment to communicate to or about members of the wider College community. Students whose actions contradict this will be subject to the College's Pastoral Care processes. This may include the withdrawal of access to services. Unacceptable material will be supplied to the Police or other relevant agency at the discretion of the College or Catholic Education Services (CES) Cairns. **The College reserves the right to capture, store and review all online activity and content created or accessed via College provided services. Such material is the property of the College and CES Cairns.**

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

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

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

Students using College owned technology

Students and their families who use a College owned device have the following responsibilities:

- To care for the laptop/device to the best of their ability
- To keep the laptop/device secure and protect it from any malicious damage
- To bring the laptop/device to College each day in readiness for use in the classroom - this includes having the battery charged and digital files effectively managed
- To replace or repair any damaged, lost or stolen laptop/device at their own cost
- To return the College owned laptop/device (any inclusions such as power cords and carry case) in good order when leaving the College
- To refrain from installing apps and programs which are not approved by the College

The College devices are leased to Parents for their child's use. Parents are best placed to develop any rules of use in the family home. The College encourages all families to operate laptops at home under their own set of guidelines. For suggestions on this please see our SchoolTV website: <https://sscc.qld.schooltv.me/>



College Song: Trust In The Lord

We're the young from ancient lands.
Unite us with hope.
As we face our challenges,
you're calling us to grow.
Set our hearts aflame, Lord,
with passion for your cross.
Stephen, who we're named for,
pray for us as we sing,

"Here we stand to serve the many
in the faith we're called towards.
We search for truth, justice and mercy
and we trust in the Lord."
Trust in the Lord!
Trust in the Lord!
Trust in the Lord!

Move us with your spirit, Lord,
fill our hearts with love.
Give us minds for learning, Lord,
and wisdom for the world.
As our patron faced his end
he gave our Lord his trust.
Stephen, the first martyr,
pray for us as we sing,

"Here we stand to serve the many
in the faith we're called towards.
We search for truth, justice and mercy
and we trust in the Lord."
Trust in the Lord!
Trust in the Lord!
Trust in the Lord!

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St Stephen's Catholic College

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- Celebrating 18 years of Quality Catholic Secondary Education -

Lot 3, McIver Road
PO Box 624
MAREEBA QLD 4880

Telephone: (07) 4086 2500
Email: ssm.office@cns.catholic.edu.au
Website: www.sccc.qld.edu.au