



Trust in the Lord

St Stephen's Catholic College

A Guide to Enrolling at St Stephen's Catholic College



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.

Acknowledgement of Country

We are honoured to be here today as we gather on the traditional land of the Muluridji people. We acknowledge and pay our respects to the elders and their families: past, present and emerging. Unique from our own Country, yet unified, with traditions that have been passed down through generations, we bring our own values, knowledge and beliefs of land and people. Together, on this land of the Muluridji people, we come to a place where we have the privilege of learning with each other and from each other to grow together to unite our people.



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Welcome From The Principal

Dear Parents and Caregivers,

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,

Mr Gary Conwell
Principal
St Stephen's Catholic College



College Overview

Student Enrolment

St Stephen's caters to over 600 students enrolled across Years 7 – 12, with the maximum cohort size being 120 students.

Staff

St Stephen's employs approximately 55 teachers and 44 ancillary staff members (some employed part-time). Our teaching staff are qualified and registered with the Queensland College of Teachers. Our teachers are also accredited to teach in Catholic schools.

Senior Leadership Team:

- Principal
- Deputy Principal
- Assistant Principal Religious Education
- Assistant Principal Students
- Business Manager

Middle Leaders:

- Curriculum
- Pastoral House
- Sport and Activities
- Student Diversity

Key Support Personnel:

- Guidance Counsellors
- Pathways Officer and Project Officer – Transition
- Learning Support Officers
- IT Technicians
- Indigenous Liaison Officer

Key Administration Support Personnel:

- Student Services
- Curriculum



Religious Life of the College

Students and staff at St Stephen's Catholic College share in a rich religious life including:

- the study of religion,
- events and ceremonies informed by our Catholic faith, and
- acts of service.

The College Patron, St Stephen offers us a guide to following in Christ's footsteps. Inspired by Stephen's actions and witness, we aspire to live out the values of **faith**, **service** and **courage** in all that we do.

FAITH

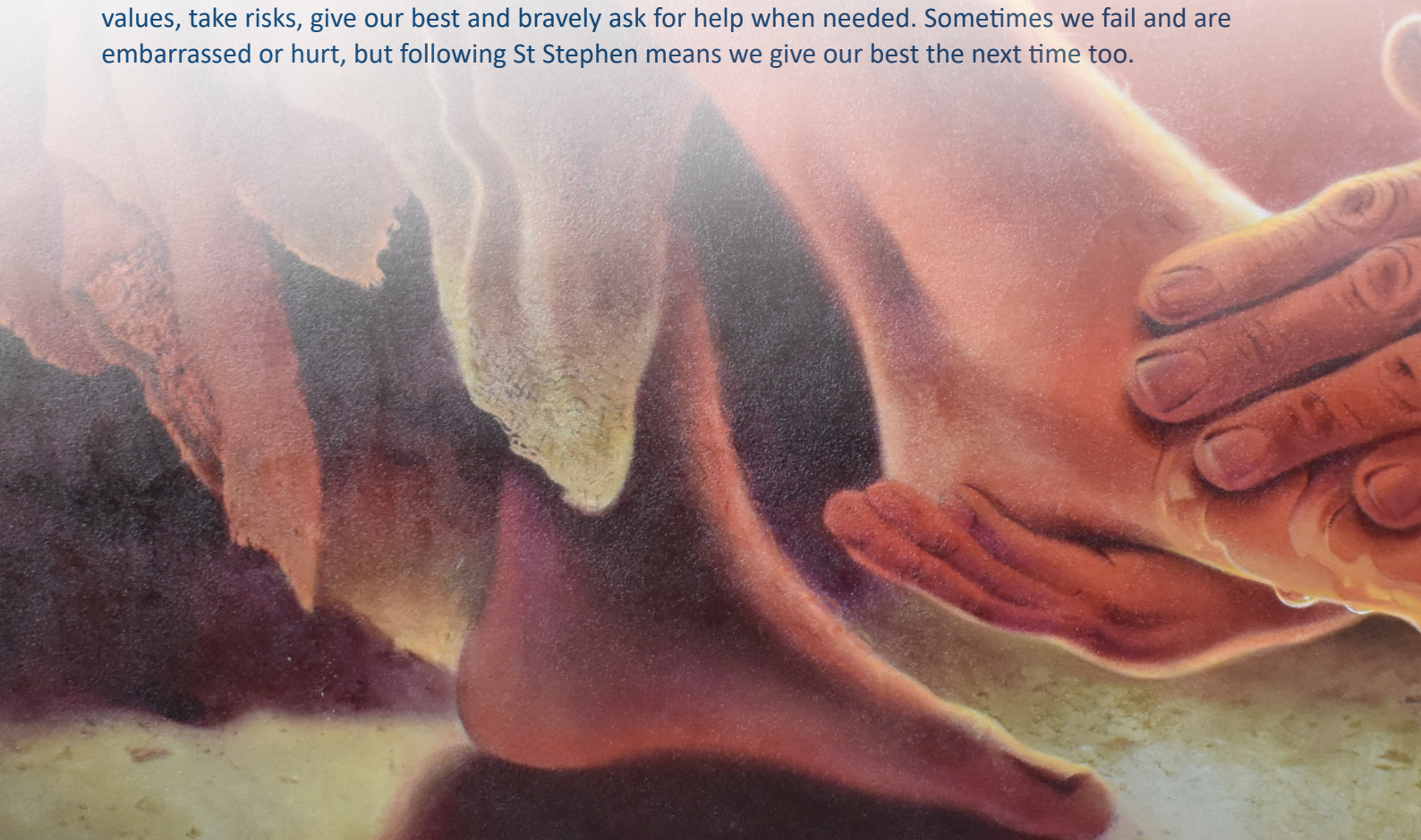
Having faith means to have complete trust and confidence in something. Having faith in others requires us to trust that each person is inherently good and made in the image and likeness of God. We embrace the individual gifts, talents, wisdom and capabilities of each person, and support and challenge each other to meet our full human potential.

SERVICE

St Stephen was appointed as the first deacon to serve his community by helping those in need. We are also called to be people of service in demonstrating generosity, working for social justice and being stewards of our environment.

COURAGE

St Stephen's courage in the face of danger reminds us that on occasion, we will be called upon to do hard things. Living courageously requires us to use our voice and agency to stand up for what is right and persevere in times of hardship. We also aspire to be true to ourselves and our values, take risks, give our best and bravely ask for help when needed. Sometimes we fail and are embarrassed or hurt, but following St Stephen means we give our best the next time too.



College Family 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.



Pastoral Care

Pastoral Care at St Stephen's supports the holistic development of the individual and encourages:

- Care and concern for the wellbeing of themselves and others
- Increasing independence as students progress through secondary schooling
- Respect for diversity and the richness of backgrounds
- Willingness to contribute positively to the College community

As a College, we understand that starting high school is an exciting time for students. At St Stephen's Catholic College, our Pastoral Care aims to develop the whole student by cultivating an environment and culture that supports the student's physical, social, intellectual, emotional, and spiritual growth. Students are allocated to a Pastoral House for their time at our College, where they will form strong connections with their home form teacher, head of house, classroom teachers and all staff associated with the College. St Stephen's takes a proactive approach to student wellbeing, carefully planning for the support and success of each student through the Pastoral Care Network, which includes:

- Home Form Teachers in Pastoral Houses
- Classroom Teachers
- Heads of House
- Middle Leaders of Curriculum
- Student Diversity Leader and Case Managers
- Student Services
- Guidance Counsellors
- Social and Emotional Learning through the Wellio Program
- Year Level and Pastoral House Assemblies
- Peer Support Program
- Sporting and Extra-Curricular Activities
- Arts and Cultural Activities
- Social Justice Initiatives
- Student Voice through the Student Agency Team
- Parent/Teacher/Student Interviews

Head of House

The Head of House is central to your child's school life, offering comprehensive support that focuses on their overall wellbeing. Acting as the primary point of contact for families, the Head of House works closely with parents to ensure open lines of communication about any concerns or achievements your child experiences throughout the year.

They focus on nurturing your child's emotional, social, and academic development, fostering a sense of community within their house group. By providing pastoral care and guidance, we help students navigate any challenges they may face, be it with friendships, study habits, or personal matters. Additionally, the Head of House supports their leadership potential by offering opportunities to develop skills such as responsibility, teamwork, and self-discipline.

The Head of House's role includes monitoring student behaviour, offering encouragement, and promoting positive attitudes towards learning and school life. Whether your child needs assistance with friendships or help managing their time, the Head of House is here to guide them and ensure they feel valued and connected within the school environment. Working in partnership with parents, we aim to create a supportive and positive school experience where every student can thrive.

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.

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.



Students are expected to:

- Show respect to all members of St Stephen's Catholic College – staff, students, and visitors.
- Show respect to College property and facilities.
- Be punctual and prepared for lessons.
- Attend at times prescribed by the College.
- Participate in the extra-curricular activities as a necessary part of the College's program.
- Wear the correct full College uniform with pride and comply with College grooming expectations.
- Be actively engaged in learning both in class and when completing homework.
- Respect St Stephen's Catholic College regulations that illicit drugs, tobacco (including e-cigarettes/vapes) and alcohol are not to be brought to and not used at College or during activities associated with College life.
- Respect St Stephen's Catholic College's right to determine appropriate discipline measures and to be aware that this may involve outside of school hours.
- Abide by the College's Mobile Phone and Smart Wearables Policy.
- Abide by the College's Digital Citizenship Agreement.
- Care for textbooks issued by the College as a part of the Textbook Hire Scheme.

Uniform and Grooming





Curriculum Offerings

Years 7 and 8 Core Subjects

- Religion
- English
- Mathematics
- Science
- History
- Geography
- Health and Physical Education

Year 7 and 8 Minor Core (Rotational) Subjects

Arts and LOTE

- Drama
- Music
- Visual Art
- French (Year 7 only)

Engineering and Design

- Engineering and Design
- Food Technology
- Industrial Technology and Manufacturing

Science and Technology

- Digital Literacy Skills
- Robotics

Humanities

- Civics and Citizenship
- Economics and Business

Years 9 Core Subjects

- Religion
- English
- Mathematics
- Science
- History
- Geography
- Health and Physical Education

Year 9 Electives

Arts

- Drama
- Media Arts
- Music
- Visual Art

Engineering and Design

- Engineering and Design
- Food Technology
- Industrial Technology and Manufacturing

Science and Technology

- Information Technology

Humanities

- Civics and Citizenship
- Economics and Business

Year 10 Core Subjects

- Religion
- English
- Mathematics
- Science
- History
- Geography
- Health and Physical Education

Year 10 Electives

Arts

- Drama
- Media Arts
- Music
- Visual Art

Engineering and Design

- Engineering and Design
- Food Technology
- Industrial Technology and Manufacturing

Science and Technology

- Information Technology

Humanities

- Study of Humanities

Years 11 and 12 Subjects

Mathematics

General

- General Mathematics
- Mathematical Methods
- Specialist Mathematics

Applied

- Essential Mathematics

English

General

- English
- Literature

Applied

- Essential English

Years 11 and 12 Subjects *(continued)*

Science

General

- Biology
- Chemistry
- Physics
- Psychology

Applied

- Science in Practice
- Aquatic Practices

Humanities

General

- Economics
- Geography
- Legal Studies
- Modern History
- Study of Religion

Applied

- Hospitality Practices
- Religion & Ethics
- Tourism

The Arts

General

- Music
- Visual Art

Applied

- Arts in Practice
- Drama in Practice
- Music in Practice
- Visual Arts in Practice

Technologies

General

- Digital Solutions
- Engineering

Applied

- Engineering Skills
- Furnishing Skills
- Industrial Graphics Skills
- Information & Communication Technology

Health and Physical Education

General

- Physical Education

Stand Alone Vocational Certificate Courses

- Certificate II in Sports & Recreation
- Certificate III in Fitness

Stand Alone Subject (Non-QCE)

- Catholic Faith in Action

Enrichment Opportunities

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

Sporting

Sporting opportunities at St Stephen's Catholic College include inter-house sporting exchanges and district, regional and national representation.

Cultural

Cultural activities are centred around public speaking events (Lions Youth of the Year) and enrichment opportunities which include Reader's Cup, Optiminds and the Multicultural Festival.

In recent years cultural exchanges have occurred with our Japanese sister-school visiting the College. Senior students may also have the opportunity to visit New Zealand for a ski trip. The cultural highlight of the school calendar is St Stephen's Day where the College community celebrates what it means to be a student of St Stephen's Catholic College through a variety of activities designed to enhance College spirit.

In addition to cultural activities which also aim to enrich and broaden the educational experiences of our students, there is a strong academic focus on participation in national and state competitions in the core areas of English, Mathematics, Science, History and Geography.

Chess

The College has a strong focus on chess as an opportunity for students to develop their problem-solving skills. Students participate in the Gardiner competitions in Cairns on a regular basis. Success at this competition has enabled teams to compete at the Regional Championships at a State level.

Music

The College offers an instrumental tuition program. This program is conducted and administered by professional music teachers. Once students reach the required level, a variety of opportunities will allow them to participate in solo and group performances. These opportunities showcase the development of personal and concert/marching band music skills which include:

- Liturgies and College Masses
- Community events such as Anzac Day, The Multicultural Festival and the Dimbulah Lions Festival
- St Stephen's Celebration of Excellence



Student Protection

As part of the Catholic Education Diocese of Cairns, St Stephen's Catholic College is committed to the safeguarding of children, as outlined by the Catholic Education Diocese of Cairns below.

Further details are available at <https://www.cns.catholic.edu.au/learning-support/safeguarding-children/>

Our Commitment

Catholic Education Diocese of Cairns is actively committed to fostering communities of safeguarding that recognise and uphold the dignity and rights of all children. We encourage open communication whereby families and communities are informed of relevant issues and participate in decisions about the safety of children.

It is particularly important to us to look for avenues to empower children to have a say and be listened to. We actively seek to become and remain informed of the causes and signs of child abuse and neglect. When we receive information about concerns or witness any matter relating to abuse of a child, we respond appropriately and report any such concerns to the appropriate authority. This includes contacting the police immediately where there may be immediate risk of harm to any person, especially a child.

Every person within Catholic Education Diocese of Cairns who comes into contact, or works, with children seeks to uphold the dignity of all children and commits to establishing safe and supportive relationships. Cairns Catholic Education has documented policies and procedures to reduce risks to children and build a strong culture of safeguarding. All priests, brothers, sisters, staff and volunteers are expected to follow these policies and procedures and contribute to the culture of care and protection of all children. Each school has at least two Student Protection Contacts to whom students can report any inappropriate staff conduct towards a student/s that they feel is inappropriate.

We plan, organise and review all activities involving children, proactively considering potential risks and strive to ensure risks are reduced, and eliminated where possible. Everyone is encouraged to communicate any area of concern or where you think our approach may need improvement. Anyone who brings forward a suspicion, concerns, knowledge or allegation of current or past abuse of a child to Cairns Catholic Education will be responded to sensitively, respectfully, actively and in a timely manner, in line with our lawful obligations and our own Complaints Handling Policy. We regularly undertake internal and external auditing of our safeguarding policies and practices to make sure that they always support a culture and practice that puts the safety of children at the centre of our thinking and action.

We listen to the voices of children as we constantly strive to remain vigilant and make improvements.



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 1:1 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 Flexischools, 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
- Innovation Centre, due for completion 2025.



Technology

St Stephen's Catholic College operates a 1:1 laptop program where each 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.

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.

Transport

Students travel to St Stephen's from a broad geographical area including, but not limited to; Mareeba, Dimbulah, Atherton, Malanda, Kuranda, Port Douglas, Mossman, and Julatten.

A range of bus companies service these areas, and families must contact the bus company directly to confirm bus travel. 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-State Schools Transport Assistance Scheme. 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.



Fees & Levies

The 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.

The following outlines some information about school fees in 2025. 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 2026	Detail
General Purpose Levy	\$700.00	Per student
Junior KLA Levy	\$400.00	Per student
Building Levy	\$580.00	Per family
Technology Levy	\$200.00	Per student
College Family Connect Levy	\$40.00	Per student
Locker Fee	\$30.00	Per student
One to One Device	\$380.00	Per student
Tuition Fees	\$3,026.40	Per student, set by the Diocese of Cairns. Discounts are applied when siblings attend other Diocesan schools. For example, with one child in Year 8 at St Stephen's and 2 younger siblings at St Thomas', the tuition fee will be reduced by 30%.
Total	\$5,356.40	This example assumes – only child, not catching a bus. Every family has different circumstances.

Standard Fees – Example Nixon family from Tolga, Year 11 student.

Fee or Levy	Amount for 2026	Detail
General Purpose Levy	\$700.00	Per student
Senior KLA Levy	\$450.00	Per student
Building Levy	\$580.00	Per family
Technology Levy	\$200.00	Per student
College Family Connect Levy	\$40.00	Per student
Locker Fee	\$30.00	Per student
One to One Device	\$380.00	Per student
Tuition Fees	\$3,716.00	Per student, set by the Diocese of Cairns. Discounts are applied when siblings attend other Diocesan schools. For example, with one child in Year 11 at St Stephen's and 2 younger siblings at St Joseph's, the tuition fee will be reduced by 30%.
Bus	\$1,400.00	Per family (<i>Estimate only. The 2026 levy will be updated in October 2025</i>). Note: the estimated amount with a concession card is \$1,000.00.
Total	\$7,496.00	This example assumes – only child and catching a bus. Every family has different circumstances.

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: to request a printed application form, please contact Mrs Maree Lopez on 4086 2518 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 and payment of the application fee does not guarantee an offer of enrolment). Please note, your application will proceed to the interview stage once all required paperwork is submitted and the application fee received.

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.

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 (note: this fee is applicable to incoming Year 7 students only and is credited on Term 1 school fees).

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

Please note that enrolment decisions are made in accordance with the Catholic Education Diocese of Cairns policy document titled 'Enrolment of Students in Catholic Schools'. This policy is available here: <https://www.cns.catholic.edu.au/about/who-can-enrol/>



Enrolment Checklist

As part of your enrolment application, the following documentation must be provided. Please email copies 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 must be paid at the time of application, for the enrolment application to be processed. This can be paid by Direct Deposit to:

St Stephen's Catholic College

BSB: 084 352

Account: 000 018 532

Reference: Full Student Name and Year of Application, eg: John Peter Smith 2025

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



College Details

Contact Details

Lot 3, McIver Road
Mareeba Qld 4880

PO Box 624
Mareeba Qld 4880

Phone: 07 4086 2500

Email: ssm.office@cns.catholic.edu.au

Web: sscc.qld.edu.au

Office Hours

Monday to Friday
7:45 am to 3:30 pm

School Hours

The College day operates from 8:35 am to 2:55 pm.

Formal supervision commences at 8:15 am and concludes at 3:20 pm.

Bell Times

Home Form	8:40 am	10 minutes
Lesson 1	8:50 am	50 minutes
Lesson 2	9:40 am	50 minutes
Recess 1	10:30 am	40 minutes
Lesson 3	11:10 am	50 minutes
Lesson 4	12:00 pm	50 minutes
Recess 2	12:50 pm	25 minutes
Lesson 5	1:15 pm	50 minutes
Lesson 6	2:05 pm	50 minutes
Bell	2:55 pm	

Bus Companies Offering Transport to St Stephen's Catholic College

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: 0459 132 246
Robert 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's bus run)	Phone: 4093 1040 Mobile: 0400 058 761
Trans North	Connection from Ravenshoe / Malanda / Millaa Millaa / Yungaburra to Atherton (connects with Rob McCarthy's bus run)	Phone: 4096 5262

College Tools and Resources

Families have access to a range of helpful tools and resources!

MyCE Mobile App: access student and school information from your phone.

MyCE MY CATHOLIC EDUCATION Parent App

We're online!

Access Student & School info from your phone!

Easy & convenient access to student & school information

Flexischools: order tuckshop online.

OUR CANTEEN IS ONLINE WITH



Download the app &
register for Flexischools



SchoolTV: a free resource for parents with a range of useful articles and information.



SchoolTV

Empower confidence.

Find SchoolTV on our
website here!



Providing a **quality** and **caring**
Catholic secondary education

St Stephen's
Catholic College



Trust in the Lord

HOME

OUR COLLEGE

SCHOOLING YEARS 7-12

NEWS & EVENTS

ENROLMENTS

CONTACT US

LINKS

SCHOOLTV

College Map



St Stephen's

Catholic College



Contact Details

Lot 3, McIver Road
Mareeba Qld 4880

Phone: 07 4086 2500

Email: ssm.office@cns.catholic.edu.au

Web: sscc.qld.edu.au