College Prayer

Brigid,
you were a woman of peace,
You brought harmony where there was conflict,
You brought light into darkness,
You brought hope to the downcast.
May the mantle of your peace
Cover those who are troubled and anxious
And may peace be firmly rooted
In our hearts and in our world.
Inspire us to act justly and reverence all God has made.
Brigid, you were a voice for the wounded and the weary.
Strengthen what is weak within us.
Calm us into a quietness that heals and listens.
May we grow each day into greater wholeness in mind, body and spirit.

Amen.
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Welcome to our Brigidine Community

High school is a ‘journey’ for both students and parents. This Parent Handbook aims to provide useful information and advice. Please take the time to read it carefully. There are many other channels of communication available for use between school and home and it is every parent’s responsibility to keep up to date with this information. The more you know about College life, the richer the experience of high school will be for both you and your daughter.

College Mission Statement

We follow the example of St Brigid, a woman of vision and courage, who actively challenged the social, political and cultural structures of her time.

We commit ourselves to the education and empowerment of young women within the framework and challenge of the Catholic philosophy.

Our Motto

Fortiter et Suaviter—Strength and Gentleness

Brigidine Education Core Values

In living our vision, we seek to:

Be faithful
to our Catholic heritage

Welcome
all people, especially the most vulnerable

Celebrate
all that is good with joy and gratitude

Engender
a love of learning, hope and a sense of purpose

Image and practise
justice and service.
In 1927, five pioneering Sisters – Mothers Brigid Foley, Anthony McGrath, Ignatius Dunphy, Finbarr Treacy and Columba Phelan acquired the 1890’s grand residence (pictured right) of Dr Foxton. A convent was established and a year later the adjacent Holy Family Parish school commenced. In January 1929, Brigidine College opened as a secondary school.

The growth of the College was very slow and arduous. The Sisters were extremely poor and unable to build proper teaching facilities. Classes were held in one room in the Convent and a small number of boarders slept in another. This historic building, which also houses the Chapel, is still the focal point of the College today.

At that time not many students continued their education beyond Scholarship. Boys were actively encouraged to further their education but few girls would advance to “Junior” and fewer still to “Senior” education. In 1943 the first two candidates for the Senior Certificate were presented for examination with the first official College buildings being erected a year later.

Enrolments slowly grew and in 1961 a new building now known as Tullow was completed. This began the growth of Brigidine College that continues well beyond our present day. Some major building projects have included: Named after Daniel Delany, founder of the Brigidine order, Delany Building (1968); original College Swimming Pool (1975); Duvac Building (1976); Foley Building (1983); Kildare Hall (Multi-Purpose Centre - MPC) in 1991 and Administration Building in 1997.

In 2000, the last three sisters living in the Convent moved to Sydney. Sister Regis O’Sullivan, Sister Luke Henry and Sister Mary Singer were well loved and very much a part of the College community. The Convent building became part of the College from this time. Even though their permanent full time presence has ceased the spirit of the Brigidine Sisters lives on. The Library block was renovated and reborn in 2001 as the Tullow Resource Centre, named after the town in Ireland where the Brigidine Order was founded.

The early part of the new millennium saw the next stage of building refurbishments. Duvac became a dedicated Science building and Home Economics moved to occupy the entire ground floor of Delany. During this time and with substantial financial support from the P&F, the College developed significant computer and information technologies (ICTs) appropriate for students in the twenty-first century. The Foley Building received a make-over and the undercroft of Kildare Hall was enclosed to provide an area known as the Erin Room. The old Band Room was refurbished to provide a studio allowing Dance to be included in to the College curriculum in 2005. The side of the Convent building was renovated to provide a range of student services, close to the Pastoral Leaders’ offices. This area was named St Brigid’s.
To complete this phase of upgrades, the College pool was redeveloped and the surrounds were enhanced with a stunning water feature, sun shades and fencing.

The Counsellors’ room was refurbished and, in 2010, was reopened and blessed as the Sophia Centre, offering both personal and careers guidance.

The Brigid Centre for the Arts was officially opened and blessed on 1st June 2012. It provides eight general learning areas and specialist facilities for Dance, Drama, Music, Art and Media and Visual Art ensuring that students continue to have opportunities to excel in the creative arts.

In 2013 the Foley building was refurbished to accommodate the Middle Years Phase of Learning (Years 7-9).

Currently, the College Board is developing a full Master Plan that will ensure Bridigine College responds to future growth and educational change. New buildings, accompanying state of the art facilities and ICTs are part of the strategic planning that enables Brigidine College to remain responsive to our 21st century approach to education.

The Brigidine College community is blessed by a rich past, fully engaged in the present and ready to face the future with confidence and hope.
Brigidine College is a Kildare Ministries school in the Brigidine tradition. The College Board supports Kildare Ministries in the school’s administration and has representation from school, parents (past and present) and the community. The Board, through its Chair, is accountable to Kildare Ministries.

This structure supports the personal and academic development of students. Every student is placed in a Home Room which consists of students from Years 7 to 12. They will stay in this same Home Room and House throughout their time at Brigidine College. Home Room teachers assist with the daily routine and are usually the first point of contact between home and school as they meet with your daughters every day. Pastoral Leaders and the Senior and Middle Program Leaders are also available for further pastoral and academic matters with Curriculum Leaders and other Coordinators facilitating the academic curriculum.

The names of the College Leadership Team and all Curriculum Leaders and Coordinators are listed on the back cover of this Parent Handbook. Also, any updates are posted on the College website [www.brigidine.qld.edu.au](http://www.brigidine.qld.edu.au) during the year under “Contact Us”. 
Brigidine College is a cohesive faith community which aims to foster the development of Catholic faith and spirituality, and to empower our young women to create a more just society. The College is committed to following the *Melbourne Declaration on Educational Goals for Young Australians December 2008*. Galvanized by our motto, *Strength and Gentleness*, the College is a faith and learning community where:

- compulsory religious education classes are an integral part of the timetabled academic curriculum. All girls are expected to be fully engaged in all classes.
- students actively participate in liturgical experiences. Opportunities are available to celebrate the Sacraments including weekly, House and whole School Masses/Liturgies and Reconciliation. Every effort is made to ensure students of other faiths become familiar with Catholic school culture and practices in a non-threatening way.
- retreats, Conference Days, Workshops and Camps are arranged for each year level.
- beliefs are actioned through practical service such as community building activities within the College, community service within our wider community as well as voluntary membership of service groups like Justice and Democracy, St Vincent de Paul and Interact.
- parents are encouraged to join the College in celebrating community occasions like the Opening Mass, Awards and Acknowledgement Evening, Daniel Delany Day Mass, House Masses or Liturgies and other special Assemblies.
- The teaching and learning occurs in a collaborative and cooperative atmosphere. Your daughter is encouraged and supported to develop her academic strengths, to be her ‘best’ as well as developing a sincere respect for the environment and property.
- Digital engagement and integrated eLearning offers opportunities for your daughter to discern and critique how best to learn and create for the future.
- A wide range of cocurricular activities are offered to balance and extend the breadth of the Brigidine educational experience. See the Cocurricular offerings on the College website.
- An integrated Pastoral Care Program aims to assist with your daughter’s wellbeing. The positive relationships approach and House structure focus on building resilience for the challenges of the 21st century.
- All stakeholders are responsible for building a community spirit within the College. Be active. Be involved. Be part of Brigidine.
A twenty first century education at Brigidine College fosters a love of lifelong learning. It is where change and the effective use of the latest technology encourages students to: learn to know; learn to do; learn to live together; and learn to be. (Four Pillars for Education in 21st Century)

The Brigidine College academic curriculum:

- aims to develop self-reflecting independent learning
- commits to gospel values of justice and service
- provides for a student centred learning environment
- affirms the dignity and sacredness of all people
- provides for independence through inquiry, analysis and transformation
- nurtures and encourages each person’s potential and giftedness.

Brigidine College curriculum is supported by the Dimensions of Learning Framework. This framework provides a structure for the teaching and learning process through:

- Positive Attitudes and Perceptions to Learning (Dimension 1)
- Acquiring and Integrating Knowledge (Dimension 2)
- Extending and Refining Knowledge (Dimension 3)
- Using Knowledge Meaningfully (Dimension 4)
- Productive Habits of the Mind (Dimension 5)

**Subject Information**

Information about the subjects that students will study can be viewed on the College website - [http://www.brigidine.qld.edu.au/Curriculum](http://www.brigidine.qld.edu.au/Curriculum)

In Year 7, students are placed in a class grouping, which means they will be with the same group of students for all their classes in Year 7. As part of the Middle Years Phase of Learning (Years 7-9) girls are provided with integrated learning options that deepen and enrich literacy, numeracy and digital skills across all areas.

The Senior Phase of Learning (Years 10-12) provides an inclusive transition from the Middle School to the challenges of independent learning as a young adult.

**Expectations**

When students enter the College but especially throughout Year 7, students are supported to develop skills around organisation and time management, as they learn to manage the classroom, homework and assessment expectations for a number of different subjects.

All students are expected to study each night, which could include:

- Completing homework
- Taking notes from the day’s lessons
- Revising notes and work
- Reading
- Working on assignments
The following is a guide, for the recommended daily study time in each year level:

- **Year 7/8**: 60-90 mins
- **Years 9/10**: 2 hours
- **Years 11/12**: 3 hours

Quite often students will have a number of assessment items due in the middle and at the end of each term and it is important that they are prepared for this.

As a parent it is important to be aware of what your daughter is doing in class and what assessment she has throughout the term.

**Assessment Calendars** are placed on the Assessment Portal in *SEQTA Learn* and *SEQTA Engage* at the start of each term. Please take the time to go through this with your daughter each term and assist her to organise her planning. This very valuable exercise not only keeps you informed of your daughter’s schedule, but can be a great opportunity to assist her in developing good time management and organisational skills, as she plans for her upcoming assessment.

This portal also has links to the **College Assessment Policy** as well as information regarding the **Consequences of Non-Submission of Assessment** and **Procedures to follow due to Illness**.

**Easing the transition from primary to secondary school**

Brigidine College is aware that the transition to secondary school, for some students can be difficult. Your daughter’s Pastoral Leader and Home Room teacher are available to support this transition once she starts at the College. Teachers provide pastoral and learning support for all students.

All students commence the year studying either Japanese or French. After reviewing Term 1 results and specialist reports and following consultation with teachers, some students in Year 7 will be offered a place in the **Learning Connections** class from the beginning of Term 2. This class allows a student to access additional support in numeracy, literacy and organisational skills through Learning Enhancement and is offered in place of studying either Japanese or French, or both.

The Program Leader, Learning Enhancement, Mrs Michelle Boots, and the College Counsellors are available to talk about any learning issues or transition issues which may concern you. Contact Mrs Boots at the College on 3002 0692 or the Counsellors on counsello@brigidine.qld.edu.au.
There are many support networks available at Brigidine College that students and parents are most welcome to access any time with regard to College life. In the first instance, we ask you to contact your daughter’s Home Room Teacher with regards to pastoral and welfare matters. Curriculum matters should be addressed initially to the individual Subject Teacher. When required, Leaders, Coordinators, Deputies and/or Counsellors will follow through to ensure your daughter receives the best support and care possible.

The Principal is always available for interviews with parents. Parents are advised, however, that it is necessary to make an appointment and this is done by contacting the Principal’s PA. Families would realise that many of the queries and concerns are best handled in the first instance by other staff, as indicated above.

**Child Protection and Safety Contacts**

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<tr>
<th>Student Protection Officer</th>
<th>Deputy Principal Pastoral</th>
<th>(07) 3002 0615; 0416 294 264</th>
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<td>Dana Wedge</td>
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**Student Contacts**

**Counsellors:**
Madeleine Grimes/Simone Firmin-Sarra (07) 3002 0621

**College Principal**
Brendan Cahill (07) 3870 7225; 0414 794 052

**Chair of College Board**
Robyn Killoran 0417 781 641

**Other:**
- **Qld Dept of Child Safety:** [www.childsafety.qld.gov.au](http://www.childsafety.qld.gov.au)
- **Qld Commission of Children & Young People:** [www.childcomm.qld.gov.au](http://www.childcomm.qld.gov.au)
- **Talk Out Loud—Drug, Alcohol Self Help** 1800 55 1800
- **Crisis Line:** (07) 3235 9999
- **Police:** (07) 3364 6464
Expectations of Students

Expectations of appropriate behaviour have evolved in the College to develop self-discipline and resilience and to ensure care and consideration for others.

Positive relationships are vital to everyone within our community. We expect that all of our students will respect each individual. An outline of the positive relationships guidelines are on the College website under “Pastoral Care” and should be read carefully.

Care and consideration for others are basic values, consequently:

- Respect and courtesy are lessons to be learned for life. All members of the College community are to be treated with respect and courtesy at all times.
- Students’ behaviour and language, both in and out of school, should bring credit to themselves, their families and the College.
- Students must respect the property of others and take responsibility for their own property.
- Bullying behaviour contravenes this expectation and may interfere with a student’s right to strive for excellence in all dimensions of life. All students in our College have the right to an education free from humiliation, harassment and abuse.
- The Cybersafety Guidelines as set out in the Student Planner are to be followed to ensure the wellbeing of your daughter and other students.
- Breakages and damage must be reported immediately. The student concerned must replace or repair the damaged equipment. All personal property is to be clearly marked with the student’s name. Students must not leave valuables or money in school bags or lockers. Valuables or money can be left in the Office for safe keeping. Library and Text Hire books are to be treated with care.
- Students are not to use the College or its surrounds as a meeting place for others who are not members of our College community.

Uniform

The College encourages students to develop a respect for, and pride in, themselves, not just as individuals, but as members of the Brigidine community with responsibilities to each other. Loyalty to the College is, therefore, expected. The public often judges a school by the dress and public behaviour of its students.

Full school uniform, including hat, must be worn each day (pictured right) with the College blazer added in Terms 2 and 3. The Sports uniform is worn for Physical Education classes. Students change prior to the class. The Sports uniform is also worn on designated special event days, like House competitions. School caps/bucket hats are compulsory for outdoor sporting activities. The full College formal uniform is to be worn to and from College.
The uniform should always be neat and tidy. Coloured nail polish and jewellery are not permitted. Plain sleepers or studs, a watch and medical bracelets are acceptable.

- Hair, if longer than the dress collar, must be tied back neatly and off the face.
- Shoes are to be clean and polished.
- College and House badges are to be worn on the College tie at all times.
- All uniform items must be clearly marked with the student’s name and Home Room.

Additional information is available in the Student Planner issued to all students at the start of each school year.

**Punctuality and Attendance**

There is a very clear link between attendance and optimal educational outcomes at school. Punctuality is essential for the College to run efficiently and full attendance is vital for the learning process. Consequently:

- Students are to be at College at 8.15am ready for the 8.25am bell and to respond promptly to all bells during the day.

- Parents should phone the College before 9.00am on the morning the student is absent. There is a dedicated **Student Absentee Line** on 3371 8525 and a dedicated email - **absentees@brigidine.qld.edu.au** which operates 24/7. Parents are asked to clearly state their own name and relationship to the student and then the student’s full name, year level, Home Room and reason for absence. Should there have been no direct contact with the College regarding an absence, parents are asked to write a note of explanation to the Home Room Teacher on the student’s return.

- In the case of a student’s late arrival, a note of explanation or a message left as above, properly certified by a parent or guardian, is required. Students arriving late must report to St Brigid’s Student Services. The College actively discourages lateness as it has a negative impact on learning time and school communication processes.

- Where there is an unexplained student absence, parents are alerted by an automated SMS which is sent out during the morning. Parents may reply to SMS to explain a student absence.

- During school hours, no student may leave the grounds without permission from their Pastoral Leader or the Deputy Principal Pastoral. The Primary school next door is out of bounds.

- Indooreoopilly Shopping Centre is out of bounds before and after school hours.

- If your daughter has to attend a specialist, medical or dental appointment during school hours, a note of explanation is to be written to the Pastoral Leader. All effort should be made for such appointments to occur out of class time. Students must ensure they sign out at St Brigid’s Student Services when attending appointments and back in when they return to school. Students must be collected from St Brigid’s Student Services for these appointments by a parent/guardian.

- When a student is ill and needs to go home, she must have the permission of the Pastoral Leader. Parents will be contacted by the Office staff to make arrangements for the student to be collected. Your daughter is NOT to use her mobile phone to directly seek permission from you to leave College.

- If an extended period of planned absence is required for your daughter, parents must request leave directly from the Principal. A written request can be posted or emailed to office@brigidine.qld.edu.au.
The College Environment

The College attempts to create a pleasant, safe physical environment and encourages the students to take pride in the College and its surroundings. Thus:

- Chewing gum is prohibited.
- Eating in classrooms is not allowed.
- Personal electronic devices such as iPods must not be brought to the College.
- Students are permitted to carry mobile phones throughout the day but these are only to be accessed (with teacher permission) for educational purposes. They are not to be used for any other purposes during school time.
- The grounds and classrooms are to be kept neat and tidy. Food scraps and rubbish are to go into the bins.

Illegal Substances

Brigidine College is a smoke-free zone. Smoking materials are not to be brought to the College and smoking in school uniform or on school-based activities is forbidden. Possession or the use of alcohol at the College or at associated school activities is unacceptable. The College has a zero tolerance policy relating to the possession and consumption of non-prescription drugs.

Behaviour

Any student who exhibits less than acceptable behaviour will meet with the Deputy Principal Pastoral and/or the Principal with her parents where her position at the College may be reviewed.
Information and Communication Technologies

The Information and Communication Technologies at Brigidine College enhance and expand the learning opportunities for your daughter.

The role of the Information and Communication Technology Department is to:

- support the teachers in achieving sound pedagogical outcomes for all students. We aim to provide hardware and software solutions that are available 24 hours a day, 7 days a week, 365 days a year.
- equip students to be confident, creative and productive users of new technologies, who understand the impact of those technologies on society. Brigidine College wants students to be digital creators not digital consumers.
- provide and maintain a fully enabled digital device to facilitate learning. The digital device provided to students varies depending on the latest technology available at the time. Our students work across a wide range of subjects and, at any one time, they may be creating video, editing sound files, creating original music scores, producing animation or writing poetry. Therefore, the chosen device will always be one that will suit many tasks and occasions.
- have complete wireless connectivity across the campus which enables students and staff to access digital services provided at and outside the College grounds.

Student/Parent Responsibility

1. Both parents and students must read the Responsible Use of Computer Policy available on the College website.
2. Both parties are required to read and sign the Student Laptop Use Rental Agreement at the time the device is issued.
3. Students are required to look after this very valuable learning machine. A protective bag is supplied to ensure the laptop is maintained at its peak performance level. However, accidents do happen and that is why the machines are covered by an assured warranty program. Parents will only pay an insurance excess of $120 if the laptop is damaged in any way. Hence the College will help your daughter get the most out of this valuable piece of hardware and the software that is installed on it.

Helpdesk

Problems or questions can be directed to support@brigidine.qld.edu.au or directly to the Assistant to the Principal IT, Mr Paul Bennett, on bennettp@brigidine.qld.edu.au or by phone on 3002 0623.
The Tullow Centre is the College’s reading and information hub. All students are encouraged to access its services, facilities and collections.

**General Information**

- The Tullow Centre is open from 7.45am to 5.00pm Monday to Thursday and 7.45am to 3.45pm on Fridays.
- The Library drop down menu on the College website enables students to access externally the catalogue, databases, pathfinders, web search tools and referencing support. Within the College, BrigNET facilitates the same process.
- Student Book Club meets fortnightly and is open to all year levels.
- Activities such as Readers’ Cup, Premier’s Reading Challenge and Makerspaces are offered throughout the year.

**Facilities**

The Tullow Centre facilities include:

- 2 full-class reading/research areas, an informal reading space and a small-group study room
- Recharging stations for student laptops
- Printing, copying and binding
- Oliver library management system supported by OPAC (online public access computer) allowing external access via the Web

**Collection**

Traditionally the place for students to go in search of knowledge and information, the library has always played a critical role – delivering the materials and information needed to support the curriculum. The Tullow Centre has embraced the concept of a ‘hybrid’ library collection, with integrated access to both digital and print resources.

Our collection currently consists of over 5,000 fiction books and 4,000 non-fiction books. We have subscribed to Overdrive and Wheelers as platforms for e-books and continue to build this collection. Through a subscription to Clickview – a digital provider – we have extensive audio-visual resources to support modern pedagogical approaches.

Subscription based databases such as Britannica, Australia/NZ Reference Centre, Points of View Reference Library, History and Science Reference Centre, World Religions Online and Global Issues in Context enable students to have quick access to a wide variety of academic primary and secondary sources. By using these databases students are encouraged to go beyond Google and use resources that are consistently more reliable and authoritative. The effective and scholarly use of these databases is supported by the Library staff.

Parents are welcome to visit or volunteer to help out, even on a random basis. All assistance is very much appreciated.
Outline of Fees 2017

Fees

Brigidine College is a fee paying school and statements for school fees are sent out quarterly, prior to the commencement of each school term. The statement includes fees for Tuition, Levies, Book Hire Administration, Parents and Friends (P&F) Association Levy, SchoolCare Student Accident Insurance (included in levies) and Building Fund donation of $700 per student per annum, as detailed below.

This is an indication of the cost of the fees, levies and camps/retreats in 2017:

| Middle Years Phase of Learning (Years 7-9) | $7,370 |

All families are encouraged to pay their fees via Direct Debit or Direct Credit. Forms and calculators will be available on the Community Portal. All completed forms must be returned by 3 February 2017 to meet the payment plan requirements. You will be notified when the Fees Schedule, Direct Debit and Direct Credit forms are available. A surcharge of $50 per student applies for late fees, unless prior arrangements have been made.

Building Fund

Contributions to this fund support the capital programme of improvements to College facilities which are ongoing. The College’s recent projects include has been The Brigid Centre for the Arts opened in June 2012 and the refurbishment of the Foley Building in 2013 to accommodate the Middle Years phase of learning (Years 7-9). All current and future building developments are dependent on parents fulfilling their enrolment commitment of the annual contribution to the Fund. The amount is kept as a separate item as it is an allowable tax deduction and a separate receipt is issued for tax purposes.

Levies

The Curriculum Levy is charged each term and covers items such as competitions, excursions and events which are held throughout the year. It also includes the SchoolCare Student Accident Insurance.

A Year Level Subject Levy covers the cost of materials used by each subject department. Subject choices including Art and Certificate courses also attract a levy in Years 9-12. Both levies are charged in Term 2

Information Technology (IT) Levy applies to all students and is charged each term to support the Information Technology program conducted by the College.

Parents and Friends (P&F) Association Levy replaces most major fundraising activities and includes a levy for the upkeep of the swimming pool.

SchoolCare - Student Accident Insurance

Brigidine College is pleased to be a part of this program and our School Activities Only - Standard Policy provides protection to all students attending our College. School Activities Only - Standard Policy includes cover for school camps, school sports (including those out of school hours, as long as they are organised by the College), work experience, travelling to and from school or school activities. It also includes any activity organised or authorised by the College. Cover is worldwide.
**Textbook Hire Scheme**

An annual Administration Fee is added to the first fees statement. Textbook Allowance for each student is received by the College from the State Government each year to cover the costs of textbooks. Books not returned will incur a replacement cost.

**Solas Bhride**

All students engage in year level activities during this time of non-classroom based learning and these are to be paid for separately. For instance, Year 7 students have a three-day adventure camp.

**Student Withdrawal**

If there is a change of circumstances to your enrolment, a letter of Request to Withdraw a Student must be written to the Principal with a full term’s notice of cancellation. Should this not be given, one term’s fees will be charged.
Parents are asked to:

- support the academic and personal development of their daughter by speaking positively about the value of education and lifelong learning and the vital role that teaches play in this process. To this end, parents need to encourage their daughters to be responsible for their role in their own education and to respect College facilities and resources.

- ensure names and contact details for your daughter’s Home Room Teacher and Pastoral Leader are known as soon as possible. These staff members are the first points of contact between parents and school.

- take every opportunity provided to discuss the academic and social development of your daughter with staff at formal parent-teacher interviews. These are held twice a year, usually in Term 2 and Term 3.

- attend parent workshops/seminars offered by the College from time to time, e.g. Cybersafety.

- pay school fees and other monies on time to ensure efficient and successful running of the College. The borrowing of money by students should be discouraged but, if necessary, parents must ensure prompt repayment.

- attend Parents and Friends (P&F) Association meetings. The Association aims to support the activities of the College and to provide opportunities for parents to meet other parents. Parental involvement is offered at a variety of levels and brings enormous benefits for you and your daughter as well as the College. Working together and building a strong community is part of the Brigidine way. The P&F meets on the first Wednesday of every month. You are always welcome to attend. Dates are listed on the College calendar.

- get involved in community building events and celebrations like the annual Trivia Night, Dads and Daughters’ Evening and Mothers and Daughters’ High Tea.

- volunteer time or expertise at the Tuckshop, Uniform Shop and Library. You could also assist with major events such as Open Day, Opti-MINDS and the College Musical. Any time you can give is appreciated. Complete the Volunteer Sheet in your Orientation package and return it today.

- attend special activities arranged by the College, such as Awards and Acknowledgement Evening, Open Day, Graduation ceremonies, House and other College events.

- join a parent support group. All sporting and cultural activities need helpers.

- inform the College immediately should there be any change to your family’s contact details or family circumstances, eg., change of address, phone, email, family court order, etc.

- take holidays only in the designated school holiday times so as not to have an adverse effect on your daughter’s learning and assessment.

- Keep yourself well informed by using all of the Avenues of Communication which follow.
Avenues of Communication

It is the responsibility of every parent to keep up to date with information from the College.

Families need to become familiar with:

- **The Parent Handbook** is included in your Orientation Pack. Please read it carefully and ensure that you and your daughter are familiar with its contents.

- **The Student Planner** is distributed to students on Day One and contains College rules and procedures, as well as other useful information for both student and parent.

- **SEQTA Engage** is your portal located in the top right hand corner of the College website www.brigidine.qld.edu.au (see below). A username and password will be issued when you join the Brigidine community. SEQTA is a one-stop shop for a range of information on your daughter - her academic progress, homework and assessment requirements, attendance records and pastoral notes. This area is constantly evolving with staff regularly adding more information. Any problems with the portal should be directed to support@brigidine.qld.edu.au.

- **Emails** must be checked regularly. Reports, invitations and other important information are sent digitally in preference to paper. Please ensure the College always has accurate email addresses for your family. Notify the College Office of any changes immediately by phone on 3870 7225 or by email on office@brigidine.qld.edu.au.

- **The College e-newsletter** is emailed to you fortnightly and can also be accessed from the College website by typing “brigid” in both boxes.

- **The semester magazine, The Bridge,** is available for you at the end of each semester and is a useful summary of the busyness of College life.

- **The College calendar** is issued early in the new year. It should be kept in a central and obvious place in your home to alert you to major events.

- **The College Counsellors** are available for personal/careers advice and information on counsellor@brigidine.qld.edu.au.

- **The IT Department** is available for any problems/questions via support@brigidine.qld.edu.au.
Travel Information

Public Transport

If your daughter needs public transport, go to www.transinfo.qld.edu.au or call Translink on 13 12 30. From the Indooroopilly Railway Station, students are asked to walk along Lambert Road, by pedestrian crossing to Central Avenue and by either Cecil Street or Ward Street. Care and courtesy should be exercised at all crossings as these are busy thoroughfares.

Rail and Bus Concessions

Families may be eligible for fully funded travel assistance from the Queensland Government. If you or one of your family receive:

- above the minimum levels of Family Allowance (paid by Centrelink), including families in receipt of income tested pensions
- The Department of Veteran Affairs - Dependent Child Add-On
- Abstudy Living Allowance
- Youth Allowance
- Care and Protection Order


Private Transport

If you drop off or collect your daughter by car, use the drop off point in Fairley Street outside the Kildare Hall (MPC) or the designated drop off area in Ward Street. Please do not drop off in any other places. All roads around the College are very busy during school hours and can be dangerous for our students, as well as the Primary School students next door.

Students driving to school

Year 12 students who wish to drive cars to school are required to complete a Driving to School Contract which is available from their Pastoral Leader and must be approved by the Principal. Students may not give lifts to other students without written permission of the parents of both the driver and passenger. These notes must be given to the Principal.

Chartered Bus Service (Southern Cross Transit)

A chartered bus service currently runs for Brigidine College and Ambrose Treacy College students living in the western suburbs of Chuwar, Karana Downs, Mt Crosby, Bellbowrie, Moggill, Pinjarra Hills, Anstead, Pullenvale, Brookfield and Kenmore. For current families, further information is available on the Coneqt Parent/Portals/Parent Information. Future families will find more information on the SC63 and SC64 routes on the College website www.brigidine.qld.edu.au/Parents/Transport.
The School Day

The school commences with a bell at 8:25am, so you should be at school by approximately 8:20am each day. The school day ends at 3:10pm. Current Bell Times are shown below. Any updates will be posted on the College website.

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
<th>Standard</th>
<th>Whole School Assembly</th>
<th>House Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30</td>
<td>Home Room</td>
<td>8.30 - 8.45</td>
<td>Home Room</td>
<td>8.30 - 9.10</td>
</tr>
<tr>
<td>8.45</td>
<td>Period 1</td>
<td>8.45 - 9.35</td>
<td>Period 1</td>
<td>9.15 - 10.00</td>
</tr>
<tr>
<td>9.35</td>
<td>Period 2</td>
<td>9.35 - 10.25</td>
<td>Period 2</td>
<td>10.00 - 10.45</td>
</tr>
<tr>
<td>10.00</td>
<td>Morning Tea</td>
<td>10.00 - 11.00</td>
<td>Morning Tea</td>
<td>10.45 - 11.20</td>
</tr>
<tr>
<td>11.00</td>
<td>Period 3</td>
<td>11.00 - 11.50</td>
<td>Period 3</td>
<td>11.20 - 12.05</td>
</tr>
<tr>
<td>11.50</td>
<td>Period 4</td>
<td>11.50 - 12.40</td>
<td>Period 4</td>
<td>12.05 - 12.50</td>
</tr>
<tr>
<td>12.15</td>
<td>Lunch</td>
<td>12.40 - 1.20</td>
<td>Lunch</td>
<td>12.50 - 1.30</td>
</tr>
<tr>
<td>1.20</td>
<td>Period 5</td>
<td>1.20 - 2.10</td>
<td>Period 5</td>
<td>1.30 - 2.15</td>
</tr>
<tr>
<td>2.10</td>
<td>Period 6</td>
<td>2.10 - 3.00</td>
<td>Period 6</td>
<td>2.15 - 3.00</td>
</tr>
<tr>
<td>3.00</td>
<td>Home Room</td>
<td>3.00 - 3.10</td>
<td>Home Room</td>
<td>3.00 - 3.10</td>
</tr>
</tbody>
</table>

College Map

[Map of Brigidine College showing various locations such as Tullor Resource Centre, Kildare Hall, Regis Place, and the Curragh.]

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Brigidine College, Indooroopilly

Parent Handbook 2017

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Term Dates for 2017

**Term 1**
Monday 23 January Staff Day
Tuesday 24 January Year 7, 11 and all new students in Years 9-11 commence
Wednesday 25 January All students (Years 7-12) in school
Thursday 26 January Australia Day Public Holiday
Friday 27 January Classes commence
Friday 31 March Students finish for Term 1

**Term 2**
Monday 17 April Easter Monday
Tuesday 18 April Term 2 commences
Friday 16 June Students finish for Term 2 (end of Semester 1)

**Term 3**
Monday 10 July Term 3 commences
Friday 15 September Students finish for Term 3

**Term 4**
Monday 2 October Queen’s Birthday Public Holiday
Tuesday 3 October Term 4 commences
Friday 24 November Students finish for 2017 (end of Semester 2)

**Note:** Families are advised to take holidays only in the designated school holiday times so as not to have an adverse effect on student learning and assessment.

New Parent Evening - Date Claimer

On Tuesday 24 January 2017, the College hosts a Year 7 Parents’ Afternoon. This is an ideal time to meet your daughter’s Home Room teacher and Pastoral Leader.

A welcome Afternoon Tea will also be provided by the Brigidine Parents & Friends’ Association.
## 2017 Useful Contacts

*(any changes to this list are posted on the College website under “Contact Us”)*

### COLLEGE LEADERSHIP TEAM:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Brendan Cahill</td>
<td><a href="mailto:CahillB@brigidine.qld.edu.au">CahillB@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>Deputy Principal Pastoral</td>
<td>Dana Wedge</td>
<td><a href="mailto:WedgeD@brigidine.qld.edu.au">WedgeD@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>Deputy Principal Mission</td>
<td>Andrew Beiers</td>
<td><a href="mailto:BeiersA@brigidine.qld.edu.au">BeiersA@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>Deputy Principal Curriculum</td>
<td>Melissa Dever</td>
<td><a href="mailto:DeverM@brigidine.qld.edu.au">DeverM@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>Assistant to the Principal IT</td>
<td>Paul Bennett</td>
<td><a href="mailto:BennettP@brigidine.qld.edu.au">BennettP@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>College Business Manager</td>
<td>Claudia Mathews</td>
<td><a href="mailto:MathewsC@brigidine.qld.edu.au">MathewsC@brigidine.qld.edu.au</a></td>
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</table>

### PASTORAL LEADERS:

<table>
<thead>
<tr>
<th>House</th>
<th>Name</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Chanel House</td>
<td>Merryl Wheaton</td>
<td><a href="mailto:WheatonM@brigidine.qld.edu.au">WheatonM@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>Damien House</td>
<td>Rosa Sernia</td>
<td><a href="mailto:SerniaR@brigidine.qld.edu.au">SerniaR@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>Delany House</td>
<td>Dani Sprenger</td>
<td><a href="mailto:SprengerD@brigidine.qld.edu.au">SprengerD@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>De Porres House</td>
<td>Allison Power</td>
<td><a href="mailto:PowerA@brigidine.qld.edu.au">PowerA@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>Foley House</td>
<td>Sally Casey</td>
<td><a href="mailto:CaseyS@brigidine.qld.edu.au">CaseyS@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>MacKillop House</td>
<td>Maree Austin</td>
<td><a href="mailto:AustinM@brigidine.qld.edu.au">AustinM@brigidine.qld.edu.au</a></td>
</tr>
</tbody>
</table>

### CURRICULUM LEADERS:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>Jill Crown</td>
<td><a href="mailto:CrownJ@brigidine.qld.edu.au">CrownJ@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>English</td>
<td>Romany Smith</td>
<td><a href="mailto:SmithR@brigidine.qld.edu.au">SmithR@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>Diana Chambers</td>
<td><a href="mailto:ChambersD@brigidine.qld.edu.au">ChambersD@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>Home Economics</td>
<td>Carla Wood</td>
<td><a href="mailto:WoodC@brigidine.qld.edu.au">WoodC@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>Languages</td>
<td>Catherine de Vos</td>
<td><a href="mailto:deVosC@brigidine.qld.edu.au">deVosC@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>Mathematics</td>
<td>Michelle Tubb</td>
<td><a href="mailto:TubbM@brigidine.qld.edu.au">TubbM@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>Performing Arts</td>
<td>Lucy Flook</td>
<td><a href="mailto:FlookL@brigidine.qld.edu.au">FlookL@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>Religious Education</td>
<td>Jenifer Byrne</td>
<td><a href="mailto:ByrneJ@brigidine.qld.edu.au">ByrneJ@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>Science</td>
<td>Deborah Guthrie</td>
<td><a href="mailto:GuthrieD@brigidine.qld.edu.au">GuthrieD@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Allison Johansen</td>
<td><a href="mailto:JohansenA@brigidine.qld.edu.au">JohansenA@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>Visual Art</td>
<td>Korryn Swindail-Hill</td>
<td><a href="mailto:SwindailK@brigidine.qld.edu.au">SwindailK@brigidine.qld.edu.au</a></td>
</tr>
</tbody>
</table>

### OTHER COORDINATORS:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Leader Learning Enhancement</td>
<td>Michelle Boots</td>
<td><a href="mailto:BootsM@brigidine.qld.edu.au">BootsM@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>VET Coordinator</td>
<td>Kym Daly</td>
<td><a href="mailto:DalyK@brigidine.qld.edu.au">DalyK@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>Program Leader Senior Years</td>
<td>John Crawford</td>
<td><a href="mailto:CrawfordJ@brigidine.qld.edu.au">CrawfordJ@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>Program Leader Middle Years</td>
<td>Berni Sligar</td>
<td><a href="mailto:SligarB@brigidine.qld.edu.au">SligarB@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>Sports Coordinator</td>
<td>Kay Roy</td>
<td><a href="mailto:RoyK@brigidine.qld.edu.au">RoyK@brigidine.qld.edu.au</a></td>
</tr>
<tr>
<td>Cultural Coordinator</td>
<td>Jane Massingham</td>
<td><a href="mailto:MassinghamJ@brigidine.qld.edu.au">MassinghamJ@brigidine.qld.edu.au</a></td>
</tr>
</tbody>
</table>