St Thomas More College is a registered CRICOS provider of education to international students. Our CRICOS registration number is 02516M.

We have for a number of years welcomed international students into our community. Located in the leafy suburb of Sunnybank, the College is well located in regard to universities, libraries and is an easy commute to the city centre. Sunnybank is a thriving multicultural suburb, with strong Asian influences in design, food and culture mixed amongst the very traditional Australian retailers and restaurants.

The College offers a broad academic curriculum along with comprehensive educational support for International Students. International students are supported in their learning pathway by English as a Second Language (ESL) trained staff and bilingual support staff. Students are provided academic support in the form of the very popular Homework Club as well as in school support classes. St Thomas More College has quickly developed a reputation in the international student market for providing students with the best in pastoral care and educational support. St Thomas More College offers -

- Comprehensive curriculum with small classes
- Preparation for university and work
- High level of pastoral support
- Small co-ed school in convenient location close to transport
- Multicultural school population
- Dedicated ESL teacher
- Bilingual (Chinese/English) support staff
- Staffed homework club 4 days per week
- Camps, excursions and outdoor activities including a comprehensive sports program
- Drama, music, art and performance
- Excellent facilities
## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important Phone Numbers</td>
<td>5</td>
</tr>
<tr>
<td><strong>Section 1</strong> St Thomas More College</td>
<td>6</td>
</tr>
<tr>
<td>Welcome from St Thomas More College</td>
<td>7</td>
</tr>
<tr>
<td>Brisbane, Queensland, Australia</td>
<td>8</td>
</tr>
<tr>
<td>Sunnybank, Brisbane</td>
<td>9</td>
</tr>
<tr>
<td>About St Thomas More College</td>
<td>10</td>
</tr>
<tr>
<td>International Students Entry Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Conditions of Continued Enrolment</td>
<td>13</td>
</tr>
<tr>
<td>Curriculum</td>
<td>14</td>
</tr>
<tr>
<td>1:1 Laptop Program</td>
<td>15</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>17</td>
</tr>
<tr>
<td>Student Welfare and Behaviour Support</td>
<td>18</td>
</tr>
<tr>
<td>Levels of Behaviour Interventions</td>
<td>19</td>
</tr>
<tr>
<td>Anti-Bullying Information</td>
<td>20</td>
</tr>
<tr>
<td>At School If You..</td>
<td>22</td>
</tr>
<tr>
<td>Pastoral Care</td>
<td>24</td>
</tr>
<tr>
<td>Support Staff</td>
<td>25</td>
</tr>
<tr>
<td>Girls’ Uniform Code</td>
<td>26</td>
</tr>
<tr>
<td>Boys’ Uniform Code</td>
<td>27</td>
</tr>
<tr>
<td>The Law in Australia</td>
<td>28</td>
</tr>
<tr>
<td>Driving with a Foreign Licence</td>
<td>30</td>
</tr>
<tr>
<td><strong>Section 2</strong> International Students Information and Policies</td>
<td>32</td>
</tr>
<tr>
<td>Healthy Living</td>
<td>35</td>
</tr>
<tr>
<td>Contact Information</td>
<td>36</td>
</tr>
<tr>
<td>Compliance with Code of Ethics and ESOS Legislative Regime</td>
<td>37</td>
</tr>
<tr>
<td>Enrolment Policies and Procedures</td>
<td>38</td>
</tr>
<tr>
<td>• Non-State Schools Accreditation</td>
<td>38</td>
</tr>
<tr>
<td>• Entry Requirements</td>
<td>38</td>
</tr>
<tr>
<td>• Academic Levels / Course Credit</td>
<td>38</td>
</tr>
<tr>
<td>• English Levels</td>
<td>38</td>
</tr>
<tr>
<td>• Arrangements for Care of Students / Accommodation</td>
<td>38</td>
</tr>
<tr>
<td>• Approved Care Arrangements</td>
<td>39</td>
</tr>
<tr>
<td>• Unaccompanied Students</td>
<td>39</td>
</tr>
<tr>
<td>• Student Support, Orientation and Counselling Services</td>
<td>40</td>
</tr>
<tr>
<td>• ‘LEARN’ Centre Staff</td>
<td>40</td>
</tr>
<tr>
<td>• Courses</td>
<td>40</td>
</tr>
<tr>
<td>• Junior Secondary Education Course</td>
<td>40</td>
</tr>
<tr>
<td>• Senior Secondary Education Course</td>
<td>41</td>
</tr>
<tr>
<td>• Assessment</td>
<td>41</td>
</tr>
<tr>
<td>• Extra-curricular and Co-curricular Activities</td>
<td>41</td>
</tr>
<tr>
<td>• Fees General</td>
<td>41</td>
</tr>
<tr>
<td>• Health Cover</td>
<td>41</td>
</tr>
<tr>
<td>• Fees Refund</td>
<td>42</td>
</tr>
<tr>
<td>Section 2</td>
<td>Enrolment Policies and Procedures</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td></td>
<td>Course Progress</td>
</tr>
<tr>
<td></td>
<td>Course Attendance</td>
</tr>
<tr>
<td></td>
<td>Deferment Suspension and Cancellations</td>
</tr>
<tr>
<td></td>
<td>Dispute Resolution</td>
</tr>
<tr>
<td></td>
<td>Student Transfer Request - Changing Schools</td>
</tr>
<tr>
<td></td>
<td>Financial Administration and Audit Act 1977</td>
</tr>
<tr>
<td>College Facilities</td>
<td>Forms</td>
</tr>
<tr>
<td></td>
<td>Letter of Release</td>
</tr>
<tr>
<td></td>
<td>Holiday Approval Form</td>
</tr>
<tr>
<td></td>
<td>Letter of Intention to Report for Unsatisfactory Attendance</td>
</tr>
<tr>
<td></td>
<td>Payment Details Form</td>
</tr>
<tr>
<td></td>
<td>Refund Request Form</td>
</tr>
<tr>
<td></td>
<td>Deferment, Suspension and Cancellation of Enrolment Form</td>
</tr>
<tr>
<td></td>
<td>Student and Parent 1:1 Laptop Computer Agreement Form</td>
</tr>
<tr>
<td></td>
<td>Student ICT Resources Access Consent Form</td>
</tr>
</tbody>
</table>
Important Phone Numbers

Emergency - Dial 000 (or 112 from mobile phones)
Tell the operator what you need - police, fire or ambulance. If you are calling from a mobile phone, you need to tell the operator the town and state you are calling from. Wait to be connected.

Lifeline - Dial 13 11 14
Lifeline provides access to crisis support, suicide prevention and mental health support services 24 hours per day, 7 days per week by staff trained in assisting people with anxiety, depression, loneliness, suffering abuse and trauma, physical or mental illness, suicidal thoughts or attempts and stress.

Kids Helpline - Dial 1800 55 1800
Kids Helpline is Australia’s only 24 hour free, private and confidential, telephone and online counselling service specifically for young people aged between 5 and 25. You can talk about school or study worries; feeling angry, sad or confused; your family or a friend.

Poisons Information Line - Dial 13 11 26
For emergency advice if you suspect you or someone else may have been poisoned.

Emergency Translation Service - Dial 1300 655 010
For translation service in an emergency.

St Thomas More College Office - Dial 3323 4600

St Thomas More College Absentee Line - Dial 3323 4655
Each day a student is absent, the caregiver must phone the Absentee Line and advise of the student’s name, PC/Year Level and reason for absence.

Translink- Dial 13 12 30
For bus, train and ferry timetable and route information.

Cabs - Yellow- Dial 13 19 24

Cabs – Black and White- Dial 13 32 22

Making International Calls from Within Australia
Dial the international access code (0011) + the country code + the area code (If required) + phone number. When adding an area code to a number, do not use the first zero.
Section 1 – St Thomas More College
Welcome

Welcome from the College Principal

I warmly welcome you to the St Thomas More College community and the start of our partnership in education. You will find our College to be a welcoming community. I am confident that over the coming years you will come to appreciate the importance the College places on our sense of community and on our endeavours to foster a close working relationship with students, parents and caregivers.

As we welcome you to our community and a very new educational experience, we are also well aware of the need to provide you the necessary educational support. While there will be some new and very different cultural experiences, you will find the universal qualities of dedication, persistence and motivation are also the keys to success in the Australian educational system.

I trust that you will find the educational journey at St Thomas More College one that promotes excellence and high standards in a climate which is inclusive and supportive of each individual student. I look forward to meeting you and through our educational partnership, I am sure we will both enjoy the ensuing educational journey you are about to begin.

Peter Elmore
Principal

Welcome from the Enrolment Secretary

I have had a long association with St Thomas More College. Both my sons attended and graduated from the College with one currently undertaking university studies and the other pursuing a successful career. In addition I have been the Enrolment Secretary and Secretary to the Principal for the last several years. This position has enabled me to work closely with all student families and build close relationships during their College enrolment.

As a parent I understand your desire for your child to have a quality education in a safe and caring environment and this was definitely my experience with my sons.

I welcome you and your child to our College and am pleased to be your first point of contact for any questions you or your child may have.

Sharne Davies
Enrolment Secretary

CRICOS Registration Number 02516M
Brisbane, Queensland, Australia

Airport
Domestic and international flights arrive and depart Brisbane Airport daily. Located about 25 minutes from the Central Business District, Brisbane Airport is easily accessible by private vehicle, taxi and train.

Beaches
Australia has some of the world’s most beautiful beaches. However to stay safe, it is important that swimmers only ever swim on patrolled beaches and between the red and yellow Surf Lifesaving Flags.

Climate
Brisbane experiences very pleasant weather throughout the four seasons of the year.

- **Summer** (December, January February) 25°C – 35°C
- **Autumn** (March, April, May) 18°C – 28°C
- **Winter** (June, July, August) 10°C – 20°C
- **Spring** (September, October, November) 20°C – 30°C

However the beautiful weather can cause sun burn which may cause skin cancer. At all times, including cloudy days, people should protect themselves from the sun by wearing a hat and maximum protection sunscreen. For more information visit [www.cancerqld.org.au](http://www.cancerqld.org.au)

Currency
The Australian dollar is the only currency tradeable with note denominations of $100, $50, $20, $10, $5 and coin denominations of $2, $1, 50c, 20c, 10, and 5c. The law provides that the total bill for a purchase be rounded up or down to the nearest 5c when paying in cash. Traveller’s cheques are not accepted as currency by most traders. Currency exchange bureaux are readily accessible in local shopping centres for converting cheques to cash.

Emergencies
In a life threatening emergency phone 000 to be connected to the police, ambulance and fire brigade.

If you believe someone may have been poisoned, you should phone the Poisons Information Hotline on 13 11 26.

Lifeline
Lifeline provides access to crisis support, suicide prevention and mental health support services 24 hours per day, 7 days per week by staff trained in assisting people with anxiety, depression, loneliness, suffering abuse and trauma, physical or mental illness, suicidal thoughts or attempts and stress. To access this free service phone 13 11 14.

Public Transport
Brisbane’s Translink Services operate a network of inter-connected buses, trains and ferries across Brisbane. For timetable and route information visit their website at [www.translink.com.au](http://www.translink.com.au) or phone 13 12 30. Go Cards are the cheapest and easiest way to commute on public transport. Purchased from newsagents, commuters deposit an amount of credit on their card and top-up regularly when credit reduces. When boarding and departing public transport, commuters swipe their cards for easy payment.

Shopping Centres
Shopping Centres in the City and suburbs are open 7 days per week with the exception of public holidays such as Christmas Day and Good Friday. Banks and other specialised financial institutions are only generally open Monday to Friday during standard business hours. ATM’s are readily accessible 24 hours per day for cash withdrawals.

Time Zones
Queensland maintains Australian Eastern Standard Time (GMT+ 10) all year round unlike other states of Australia.
Sunnybank, Brisbane

Location
Sunnybank is a leafy residential suburb and shopping precinct 15 minutes south of the Brisbane Central Business District.

Population
Sunnybank has a population of approximately 8100 people with 44% born in Australia and 15% born in China.

Housing
The 3100 homes in Sunnybank include a mix of modern brick designs and the older timber weatherboard homes.

Shopping Centres
Sunnybank comprises 3 major shopping centres including Sunnybank Plaza, Sunny Park and Market Square. These shopping centres comprise of supermarkets, banks, medical centres, pharmacies, hairdressers, restaurants and one with a cinema complex.

Parks
Sunnybank is home to many public open space areas including the beautiful Toohey Forest Conservation Park boasting many beautiful eucalypt and grass trees and home to colonies of owls, possums and gliders. With good signage and tracks, this is a great place to walk or ride a bike.

Hospitals
Sunnybank has both a public hospital including an Emergency Department and a private hospital:

Queen Elizabeth II Jubilee Public Hospital and Emergency Department
Cnr Kessells Road and Troughton Road
Coopers Plains
Phone 3275 6111

Sports Facilities
The Queensland Sports and Athletics Centre, previously hosted the opening ceremony of the 1982 Commonwealth Games, provides competition and training facilities in track and field athletics and beach volleyball.

Known as a sporting hub, Sunnybank also boasts two soccer grounds, rugby fields, netball courts, cricket pitches and tennis courts.

Public Transport
Sunnybank is a major corridor for both buses and trains as they transport commuters to and from the Central Business District. With multiple stops in Sunnybank and a regular service, residents can easily commute between home, school, sport and work.

Police
For police assistance in non-life threatening situations, visit the Police Beat office situated in Sunnybank Plaza Shopping Centre.
About St Thomas More College

Location
St Thomas More College is conveniently located in the centre of Sunnybank on the corner of Turton Street and Troughton Road, Sunnybank Queensland 4109.

Contact Numbers
Office 3323 4600
Absentee Line 3323 4655
Fax 3344 3598
After Hours 0438 334 542 (Sharne Davies)

Email
General admin@stmc.qld.edu.au
Sharne Davies sdavies@stmc.qld.edu.au
Peter Elmore pelmore@stmc.qld.edu.au

School Hours (Monday to Friday)
Office: 8:00am to 4:00pm
School: 8:25am to 2:50pm

Transportation
Easily accessible from most suburbs by either:
• Walking
• Cycling
• St Thomas More College buses
• Train – Banoon Station opposite College
• Brisbane City Council buses
• Private bus charter companies

Student Population
St Thomas More College is a co-educational secondary school with a population of approximately 630 students across Years 8 to 12.

College Mission Statement
Our College mission, inspired by Jesus, is... to seek, grow and serve by
• developing faith so that we might better enter into the goodness of creation and the mysteries of life, death and resurrection;
• actively learning through high quality educational experiences; and
• participating in community as members of the College family and as citizens of Queensland, Australia and the world.

This is reflected in our motto... God’s Servant First..... which reminds all that every thought, word and deed should be informed by compassion, kindness, justice, peace and the love of God and one another.

The Faith Life of the College
At St Thomas More College we are concerned with the development of the whole person. Special emphasis is placed upon spiritual and religious development, recognising and rejoicing in the reality that human existence finds its meaning and ultimate purpose from relationship with God, the College community and the wider community. The Faith component is divided into two distinct parts – a Sense of Sacred/The Religious Life of the College and the classroom teaching of Religious Education.

The Religious Life of the College is based on an overarching belief in God and the Archdiocesan documentation – Guidelines to the Religious Life of the School. This document consists of four parts:
• Religious Identity and Culture
• Prayer and Worship
• Evangelisation and Faith Formation
• Social Action.

The classroom teaching of Religious Education aims to develop the religious literacy of students to enable them to participate critically and effectively in the life of their faith communities and the wider community.
Enrolment at St Thomas More College is at the discretion of the Principal. Prior to considering enrolment, International students must have successfully completed an English language preparation course at a nominated language school or elsewhere.

International students or their agents wishing to be considered for enrolment must follow the below process:

1. **Submit an Application**
   Complete the International Student Application form & Enrolment Agreement and return it to the College together with copies of all of the following:
   - Certified copies of the student’s passport and visa
   - Certified copies of reports from previous schools – both in Australia and overseas
   - Application fee (AUD $100)

   Please note: any sections unable to be completed at the time of application for enrolment must be explained in an attached note. A decision will then be made by the College as to whether the application process can continue without the missing information.

   Completed applications should be sent to:
   
   St Thomas More College
   Enrolment Secretary
   PO Box 140, Sunnybank, QLD 4109
   Or electronically to admin@stmc.qld.edu.au

2. **Entrance Interview**
   After the application has been received, contact will be made to advise on whether the College wishes to proceed with the application. If so, arrangements will be made for an interview with the College Principal and the English as a Second Language (ESL) teacher.

   At the interview students may be required to:
   - Complete any subject specific testing as required by the College e.g. mathematics, science.
   - Provide appropriate proof of identity including age at enrolment.

   Provide proof of established suitable homestay arrangements organised by ISCA (or other organisation by negotiation) and, an understanding that those homestay requirements will remain intact for the duration of enrolment at St Thomas More College.

3. **Letter of offer & conditions**
   Following the interview contact will be made to advise if a place will be offered at the College. An official letter of offer will be issued advising the conditions to be met to accept the offer. At this stage the following will need to occur:
   - A confirmation of enrolment fee of AUD$300 is to be paid
   - Completion of a Subject selection form
   - Purchase College uniform
   - Pay Six months tuition fees in advance

   A Certificate of Enrolment (COE) will then be issued.

**English Level Required**

Students may use the services of AEAS (Australian Education Assessment Services) for English proficiency testing either in Australia, or in the student’s home country. Testing centres are available in ten Asian countries. Students may also be tested using the TOEFL, IELTS or ISLPR testing systems.

Where students have undertaken English as a foreign language classes at a previous school or other institution, information needs to be provided about:

- Amount of time per week engaged in English instruction
- Level of proficiency achieved

Students on entry to Years 10 – 12 are expected to have attained at least the standard measured proficiency scores indicated below.

<table>
<thead>
<tr>
<th></th>
<th>IELTS</th>
<th>TOEFL</th>
<th>Computer-based TOEFL</th>
<th>ISLPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 10</td>
<td>4.5</td>
<td>400</td>
<td>97</td>
<td>2</td>
</tr>
<tr>
<td>Year 11</td>
<td>5.0</td>
<td>450</td>
<td>133</td>
<td>2+</td>
</tr>
<tr>
<td>Year 12</td>
<td>5.5</td>
<td>473</td>
<td>153</td>
<td>2+</td>
</tr>
</tbody>
</table>
To maintain continued enrolment at St Thomas More College, International students must:

- Continue to hold and must comply with student visa conditions
- Students must maintain a satisfactory level of academic achievement as a condition of their student visa.
- Student must maintain an 85% attendance record except for illness or when circumstances arise that mitigate their non-attendance as a condition of their student visa. The College must be advised of all non-attendance. Late arrival from or early departure to vacation will be considered school absence.
- The College must be informed immediately if consideration is being given to changing the homestay arrangements to ensure procedures are followed to comply with student visa conditions.
- Pay all school fees owing at the time they become due.
- Conform with College Code of Conduct for rights and responsibilities of students
- Conform with the College Uniform Code including grooming and jewellery standards
- Obtain approval from the Principal for all holiday arrangements.

**Holiday Arrangements**

- All holiday arrangements must be approved by the College as it is a condition of your student visa that the College knows your whereabouts at all times.
- You must complete a Holiday Approval Form and submit it for signing at least one month before you intend to depart for your holiday.
- You must also attach your airline ticket to the form for verification.
- These details will then be faxed to ISCA and variations to your homestay rates will be adjusted to reflect your time away.
- You must submit a Holiday Approval Form for this to occur.
- Additional holidays generally will not be approved unless in exceptional circumstances.
- Students are expected to be ready to begin school on the first day of the term following a holiday break because each of your subject teachers will begin the term’s work on the first day of the new term.
- Any additional holidays taken will be considered absences according to your visa conditions.
- A Holiday Approval Form is available from the ESL Teacher (Mrs Bolton) or Mrs Davies.
International students attending St Thomas More College are eligible to complete junior and senior secondary high school courses which meet the requirements of the Queensland Studies Authority and which are recognised throughout Australia.

Year 10 Preparatory Courses for Senior Years

Students choose to study either Academic Pathway Core Courses or Vocational Pathway Core Courses and elective subjects.

<table>
<thead>
<tr>
<th>Academic Pathway Core Courses</th>
<th>Vocational Pathway Core Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religious Education</td>
<td>Prevocational Maths</td>
</tr>
<tr>
<td>English</td>
<td>English Communication</td>
</tr>
<tr>
<td>Maths A or Maths B</td>
<td>Science for Living</td>
</tr>
<tr>
<td>Chemistry/Physics/Biology</td>
<td>Studies of Science and</td>
</tr>
<tr>
<td>History/Geography</td>
<td>the Environment (SOSE)</td>
</tr>
</tbody>
</table>

Religion and Elective Subjects

- Health and Physical Education (HPE), Art, Music, Drama, Japanese, Business Studies, Information Technology, Industrial Design and Technology, Food and Textiles, Media Studies

Years 11 and 12 Senior Years Courses

Students choose to study either Academic (OP) Subjects or Vocational Subjects.

To be considered for acceptance into university, students must have studied an Academic Pathway including the university course pre-requisite subjects and obtained the qualifying OP score for the nominated course.

<table>
<thead>
<tr>
<th>Academic Pathway Core Courses</th>
<th>Vocational Pathway Core Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study of Religion</td>
<td>Religion and Ethics</td>
</tr>
<tr>
<td>English</td>
<td>English Communication</td>
</tr>
<tr>
<td>English as a Second Language (ESL) English</td>
<td>Prevocational Maths</td>
</tr>
<tr>
<td>Maths A, B, C</td>
<td>Social and Community Studies</td>
</tr>
<tr>
<td>Biological Science</td>
<td>Media Studies</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Visual Art Studies</td>
</tr>
<tr>
<td>Physics</td>
<td>Certificate II in Hospitality</td>
</tr>
<tr>
<td>Accounting</td>
<td>Certificate II in Information Technology</td>
</tr>
<tr>
<td>Economics</td>
<td>Certificate III in Business</td>
</tr>
<tr>
<td>Visual Art</td>
<td>Certificate III in Fitness</td>
</tr>
<tr>
<td>Drama</td>
<td>Science in Practice</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Certificate in Workplace</td>
</tr>
<tr>
<td>Music</td>
<td>Education (Compulsory)</td>
</tr>
<tr>
<td>Music Extension</td>
<td></td>
</tr>
</tbody>
</table>

Note these subjects were accurate at the time of printing but are subject to change without notice.
21st century education integrates technologies, engaging students in ways not previously possible, creating new learning and teaching possibilities, enhancing achievement and extending interactions with local and global communities.”

MCEETYA – Contemporary Learning: Learning in an Online World (2005)

Contemporary learning environments offer flexibility and opportunities for collaboration, independence and connectivity to global resources. This sort of anytime, anywhere learning is supported by access to portable technologies (eg laptops).

The Brisbane Catholic Education approach is developed out of the following emerging issues related to the National Secondary School Computer Fund (NSSCF) program and implications for contemporary learning and teaching in all schools in Brisbane Catholic Education.

Learning and Teaching:

- Learners and teachers create contemporary learning environments and quality learning outcomes as they shape and enrich their own and others’ worlds.
- Contemporary learning is personalised and provides anytime, anywhere access for students to portable technologies.
- Teachers’ access to the Australian Curriculum and supporting professional resources will be delivered online.
- Brisbane Catholic Education is establishing access to teacher and student online learning and teaching environments and content.

This is underpinned by the following assumptions:

- The world of students within and beyond the school is connected by the use of contemporary information processing, communication and collaboration tools.
- Teachers engage in continuous learning to enhance their professional practice and the practices of their students.
- School and organisation leaders create the conditions that enable the vision to be realised.
- Parents are empowered to become actively involved in their child’s education by accessing online communication, learning, reporting and monitoring systems.
- Planning and resourcing is future focused and flexibly delivered within the learning context of the school.
- Accountability and improvement are reviewed through the School Cyclical Review process, particularly in relation to Priorities 2 & 6 in the BCEO Strategic Renewal Framework.
Learning will not take place only inside schools and colleges, but in communities, workplaces and families. The shift to thinking about learning beyond the classroom requires a shift in our thinking about the fundamental organizational unit of education...from the school, an institution where learning is organized, defined and contained...

...to the learner, an intelligent agent with the potential to learn from any and all of her encounters with the world around her.”

Tom Bentley, DEMOS

Overview of Student and Parent Responsibilities

Students and parents will be responsible for the overall care of the laptop computer. Students will have full local administrator rights to the laptop computer and will be responsible for its ongoing maintenance including updates and re-imaging. Students will be trained to be competent users and maintainers of their assigned loan laptop computer.

St Thomas More College will provide students with Dell CompleteCover insurance, which provides for repair or replacement of the loan Dell Latitude™ laptop for any accidental damage that is caused by accidents. Additionally, each laptop has been fitted with a Dell tracking system which will be traceable in the event of theft of the laptop.

A protective sleeve will be provided. Students will be required to carry the laptop computer within this sleeve at all times. In the interest of student safety, laptop computers are not to be used in a public place. The laptop is to be treated with care and stored in the protective sleeve supplied when not in use. The College will implement regular hardware, software and data inspections. Students will be subject to the terms of the Acceptable Use of ICT Resources Policy and the Behaviour Management Policy if there is any evidence of misuse or inappropriate usage.

Students will be required to have a USB device for the backing up of data. They will also be supplied with access to skydrive for the backing up their data. All students will be responsible for the regular backup of their data via the means recommended by the College.

All laptops will include all necessary software to assist the learning of the student. Students will not be permitted to install any other applications that do not have the proper licensing without the permission of the College or delete any of these applications or any of the existing folders. However, they are permitted to add additional folders to assist with organising their work. Students will also be able to install additional home-based printers, scanners and other peripheral devices (e.g. CD/DVD Drive) if they wish.

The laptop is a tool to assist learning and should not be used for any other purpose. Students must be aware of and abide by the Acceptable Use of ICT Resources Policy. Failure to abide by the user agreement could result in disciplinary action in line with the Behaviour Management – College Resources & Property.

Laptop computers will be recharged at home each night ready for the next school day. The laptop can be connected to the student’s home internet at the parent’s discretion. Parents are encouraged to supervise proper usage of laptops at home, especially whilst students are using the internet.
Along with all the RIGHTS of being a student at St Thomas More College come the RESPONSIBILITIES. If you choose not to act responsibly, you will need to spend some time in the Responsible Thinking Classroom considering the impact of your actions upon others. After investigation, Serious Acts of Misconduct such as bullying and/or harassment, violent behaviour, abusive language, vandalism, truancy, or the use of drugs (cigarettes, alcohol or other substances) will incur a two day suspension from all school activities. Our motto “God’s Servant First” reminds all that every thought, word and deed should be informed by kindness and compassion, justice and peace, and love of God and one another.

<table>
<thead>
<tr>
<th>RIGHTS</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I have the right to be safe.</td>
<td>1a. I have the responsibility to make the school safe by not threatening, hitting or hurting anyone in any way, or creating an unsafe environment.</td>
</tr>
<tr>
<td></td>
<td>1b. I will not be involved in bullying or harassment.</td>
</tr>
<tr>
<td></td>
<td>1c. I will accept instructions and rules about safety and appropriate behaviours.</td>
</tr>
<tr>
<td>2. I have the right to expect my property to be safe.</td>
<td>2. I have the responsibility to respect all other property by not stealing, damaging or destroying it.</td>
</tr>
<tr>
<td>3. I have the right to be happy and to be treated with understanding.</td>
<td>3a. I have the responsibility to treat others with understanding – not to laugh at or put down others, tease or try to hurt their feelings.</td>
</tr>
<tr>
<td></td>
<td>3b. I will acknowledge efforts and achievement.</td>
</tr>
<tr>
<td>4. I have the right to be treated with respect, fairness and politeness.</td>
<td>4. I have the responsibility to treat others fairly, politely and with respect.</td>
</tr>
<tr>
<td>5. I have the right to be well taught, thereby developing my potential – academically, physically, emotionally, spiritually, socially.</td>
<td>5a. I have the responsibility to cooperate with staff and other students to make sure that lessons proceed to our advantage and that I keep up-to-date with required work.</td>
</tr>
<tr>
<td></td>
<td>5b. I will behave so as to avoid interference with other students’ rights to learn and achieve.</td>
</tr>
<tr>
<td></td>
<td>5c. I also have the responsibility to attend school as programmed, to be punctual, and to take part in all school activities.</td>
</tr>
<tr>
<td>6. I have the right to have a pleasant, clean, safe and well-maintained school and grounds.</td>
<td>6. I have the responsibility to care for the school environment, to keep it clean and be prepared to remove litter.</td>
</tr>
<tr>
<td>7. I have the right to promote and demonstrate pride in my school.</td>
<td>7. I have the responsibility to wear my uniform and behave in such a way that will convey a positive impression of our College to the community.</td>
</tr>
</tbody>
</table>
Our Positive Behaviour Support Plan
- A Summary

At St Thomas More College, our care and guidance of students is guided by our Mission Statement ‘to seek, grow and serve’ as we go about our work to build a faith filled learning community. This means that we are concerned with the needs of all members of the College community, and we seek to nurture the potential of all students through our Pastoral Care programs and Student Behaviour Support Plan.

In delivering a holistic education to all students we emphasise being a supportive, welcoming community that affirms the educational partnership of student, school and family. This is underpinned by the following core beliefs:

- The St Thomas More College Student Behaviour Support Plan employs a pastoral care model founded on the principles of responsible thinking and the fostering of quality interpersonal relationships and partnerships.
- We appreciate that there are many influences which can impact on the relational and behavioural responses of students at any time. In light of these influences, our vision is to develop throughout the school community right behaviours and respectful relationships that are infused with Gospel values.
- We teach our students to understand that people and property can be harmed or affected by their actions and choices.
- We insist that our students accept that there will be consequences for mistakes or harm done to others and they must gain learning and wisdom from their mistakes.
- Students and teachers are asked to work daily through relationships, founded on mutual respect, tolerance, understanding and forgiveness.

Daily and Classroom Expectations of Students

- Line up quietly in two lines outside the classroom.
- Be punctual and prepared for class having the correct materials, including charged laptops.
- Arrive at class neatly presented with the full correct College uniform.
- Stand behind desks to await the teachers greeting on entry to class.
- Complete homework and classroom tasks.
- Be involved with and engaged in all lesson activities.
- Not interrupting the learning of other students and respecting the right and property of all within the College community.
- Respecting College property by not damaging desks, chairs, books, diaries or other College property.

Communication between home and school (College Diary)

The College Diary is important in bridging the link between home and the College. The following actions assist in the communication process:

- Students must take their diary to every lesson or when seeking permission to be out of class.
- Teachers will communicate via the diary either to reinforce positive behaviour or matters of concern. We ask that parents/caregivers sign their son/daughter’s diary each week.
- Teachers will communicate via the diary when homework is not done.
- Behaviours that result in the interrupting of learning will result in student referral to the ‘Responsible Thinking Classroom’ whereby the student will complete a plan and negotiate entry back into the classroom. This will be communicated in the diary.
- Uniform infringements, late to class and homework not completed are all communicated via the diary.
Levels of Behaviour Interventions

1. **Responsible Thinking Coordinator (RTC)**
   In the event of minor disruptions to learning, the Responsible Thinking Coordinator will be notified as the first level of intervention. The RTC will work with the student on strategies that will help the student with managing their behaviour, homework and studies, and compliance with uniform and punctuality.

   **The Process**
   Expectations are negotiated and made clear. The student manages their behaviour.
   The teacher reminds a disrupting student about the expectations.
   If a student repeatedly misbehaves he/she has to go to the Responsible Thinking Classroom. An Advice Form is filled in by the teacher, and the student is then excluded from the class/yard.
   The student must move quickly to register at the Responsible Thinking Classroom.
   The student fills in a Process Form, and the Process Form is reviewed by the Teacher who supervises the room.
   Once completed, the student takes the Process Form to the teacher to be reviewed. The teacher signs the Process Form and closes the matter with the student.
   The student takes the signed Process Form back to the RTC and has the process completed with a stamp in their diary.
   The student then may return to the class/yard.

2. **Year Coordinator Intervention**
   In the event that the student requires additional support to manage their behaviour, the Year Coordinator will be notified as the next level of intervention.
   - The RTP Coordinator and or PC Teacher will notify the Year Coordinator of any ongoing homework problems, uniform infringements, punctuality and attendance issues or behaviour issues.
   - Teachers will refer subject specific problems to the Year Coordinator for support.
   - Intervention at this level may involve all or some of the following; completion of a Behaviour Support Plan, consultation with Support Staff, student interview, or parent interview or placement on a Behaviour Support Monitoring Card for a nominated period of time.

3. **Assistant & Deputy Principal Interventions**
   Intervention will occur in the case of more serious or constant breaches of College procedures and expectations or refusal to comply with the Student Behaviour Support Plan.
   - Parent/Caregiver will be notified of the incident/breach and asked to attend a meeting.
   - Consultation will occur with the Pastoral Coordinator / Case Manager (verified students) and decide on appropriate consequences.
   - Parent/caregiver notification and suspension may be the consequence at this level followed by a re-entry interview which both student and parent/caregiver attend.
   - Counselling support may be required to assist with behaviour support.
   - Parents will be notified by the Assistant/Deputy Principal if a student is disrespectful when sent to or in the Responsible Thinking Classroom and the student may be sent home and return only after a re-entry parent interview with the Year Coordinator and Assistant Principal.

4. **Principal**
   In the case of repeated serious student breaches, continuous behaviour support breaches or incidents involving students with illegal items in their possession or incidents requiring mandatory referral, the Principal will be notified and will determine the appropriate action.
   - The Principal will be kept informed of student management issues at all times by the Assistant Principal/Deputy Principal.
   - Consequences and strategies at Principal level are at the Principal’s discretion in accordance with Brisbane Catholic Education Behaviour Support Guidelines.
Anti-Bullying Information

Our Attitude
Our bullying policy draws heavily on the College Mission and the College Code of Conduct.

We promote a climate in our community that is welcoming, relational and free of prejudice.

We provide a positive culture where bullying is not accepted and in so doing, all have the right of respect from others, the right to learn or to teach, and a right to feel safe and secure in the college environment.

The personal growth and positive self-esteem of all who are part of our learning community is paramount: students, staff, parents and others.

What is Bullying?
A person is bullied or victimised when he/she is exposed repeatedly and over time to negative action on the part of one or more other persons. It is a form of psychological and/or physical harassment that may intimidate, degrade or humiliate another person.

Bullying involves a number of elements:
- a desire to hurt
- a hurtful action
- a powerful imbalance
- repetition
- an unjust use of power
- evident enjoyment by the aggressor
- A sense of being oppressed on the part of the victim. (Rigby, K 1996 Bullying in Schools and What to do about it. London: J Kingsley)

Those involved in a bullying incident include the bully, the bullied and the bystander/s.

Some Bullying Behaviours:

Verbal Bullying can include:
Name calling, put downs, threats, teasing, innuendos.

Physical Bullying can include:
Hitting, kicking, pushing, pulling hair, throwing objects, twisting an arm, pulling a chair away, flicking ears or anything else that hurts the body, placing tacks on chairs, putting things in food, pulling at clothes or hair, damaging or stealing property, making rude gestures of faces towards a person.

Mental and Emotional Bullying can include:
Making fun of a person’s looks, intelligence, smell, family, race, religion, culture, gender or the amount of money they have or do not have, embarrassing, teasing or making fun of a person in front of others, lying about what a person had done, telling someone that they’re not liked, making a person doubt themselves, not letting a person sit where they want to, making someone feel unwelcome, ignoring a person, spreading rumours, saying something about a person behind their back, name-calling, excluding a person from a game, conversation or group, event or outing, making fun of a person’s friend, teasing a person about words they use or people they like, saying a person’s name in a dumb voice, encouraging others to treat a person poorly, inventing stories to blame others, making rules about who someone can speak to or for how long.

Cyber Bullying:
Involves the use of information and communication techniques (e-mail, web sites, MSN, SMS, Blogs, Facebook, camera phones etc.) and can include: sending cruel jokes, malicious gossip, embarrassing information or photographs, creating websites that have stories, cartoons, pictures and jokes designed to target a specific student/s or teacher/s, breaking into an e-mail account or creating an account in another person’s name and sending vicious or embarrassing material to others, engaging in instant messaging that is insulting, harassing, humiliating, intimidating or threatening, tricking a person into revealing sensitive or personal information and forwarding that information to others. Spreading rumours on line, spreading photos or video footage without permission.

Sexual Bullying can include:
Making a person look at pictures that they don’t want to: touching another’s body in a way that they don’t like or don’t feel good about e.g. kissing, hugging, rubbing against them etc.; being asked or forced to touch another person’s body in a way that you don’t want to; lifting up someone’s skirt or pulling down their pants; making sexual comments/ sexual innuendos to them or about them to another person; asking about someone’s sex life, boyfriends, girlfriends, sexual experiences.
Anti-Bullying Information

Things that can work against bullying:

- Walk away;
- I statements. “I don’t like it when you tease me”.
- Do something else, talk about something else or suggest doing something else;
- Act neutrally (without expression);
- Joke around
- Try to work it out: ask them why they’re teasing.

For all of these...
STAND UP FOR YOURSELF AND ACT CONFIDENTLY.

- Hold your head up;
- Look the other person in the eye;
- Stand straight with shoulders back;
- Stand your ground (when talking)
- Look straight ahead (when walking);

Things that usually don’t work:

Hitting, threatening, insulting, over-reacting, crying, and getting friends involved in these actions.

If things don’t improve...

- Speak to the Counsellor, Year Coordinator, Assistant Principal, Campus Minister or PC Teacher

What to expect if you make a report:

- Your complaint will be dealt with privately
- If further actions is needed the process will ensure that you and all others involved maintain their right to feel safe
- Something will be done so that the bullying stops

If you witness Bullying:

- Refuse to be involved in any bullying situation
- Tell the person being bullied that you saw and heard what happened and that you don’t like it
- Help to reduce pain for others by seeking help and support from the Counsellor, Harassment Officer, Year Co-ordinator, Assistant Principal, Campus Minister or PC Teacher.

Rights of students, staff and parents with respect to bullying behaviours.

Everyone has a right to:

- Feel safe and be safe at school
- Be accepted and respected as they are
- Be happy about coming to school
- Talk about it and have it stopped
- Have their concerns taken seriously and appropriate action taken
- Have their concerns dealt with in private
1. Are absent you must...
Have your caregiver make a phone call (3323 4655) to notify of your absence. A note from your guardian explaining your absence should be written in the Student Diary then presented to your Pastoral Care Teacher on the morning you return to school. If you are likely to be absent for more than two days, your guardian should telephone the school. Even if a telephone call is made, a note is still required when you return to school. The College will send an SMS to your guardian to advise that the College has recorded you as absent.

2. Are late to school...
If you arrive any time after the first bell (at 8.29am), report to the College Office in the Administration building with your Student Diary for a Late stamp before going to any classes.

3. Become ill...
If during recess or lunch breaks you become ill or are injured, report to the College Office in the Administration building. If during class, inform your class teacher who will send you to the College Office if necessary. If you are seriously injured, have someone contact the College Office immediately.

4. Have to leave early...
A note from your guardian explaining the need to leave early, and the time you are required to leave should be in your Student Diary. The note should be presented at the College Office before school starts in the morning when it will be stamped. When leaving, show the stamped note to your class teacher in order to be allowed to leave the class, and then sign out at the College Office.

5. Have to take medication...
Students who require Ventolin or other such asthma inhalers should keep them with them at all times. Other medication should be clearly named and left at the College Office along with written instructions from your doctor as to its administration. Staff are not permitted to hand out painkillers, e.g. Panadol. No students are to administer medication to other students, or to give students medication prescribed for themselves.

6. Lose property...
Tell your class teacher and with his/her permission (supported by a note in the Student Diary), retrace your steps and look for the lost item. Inform your Year Level Coordinator. Check in lost property at the College Office regularly.

7. Have valuables...
The College discourages students from bringing valuable items/large sums of money to school. If this becomes necessary, these items should be taken to the College Office for safekeeping as soon as the student arrives at school.

8. Need items of the uniform...
The Uniform Shop is located next to the Tuckshop and is open each Tuesday morning from 8:15 am until 12.30pm. Order forms are available from the College office.

9. Are out of uniform...
The College expectation is that students wear full uniform every day. In rare circumstances it may be necessary for a student to wear an item that is not uniform. In this case, prior to going to any classes, the student is obliged to report to the College Office with a note of explanation from her/his guardian where a member of the Administration Team will discuss the situation and countersign the explanatory note, if appropriate.

10. Are away on the day an assignment is due...
In cases where you are ill on the due date of an assignment, every attempt must be made to ensure that the assignment arrives at the College office on the due date. If this is not possible, a telephone call must be made, informing the teacher of the subject that your assignment will be presented on your return. In the case of students in Years 11 and 12, a doctor’s certificate as well as a letter of explanation from parents must be supplied upon your return to the College. For students in Years 8, 9 and 10, a letter from your guardian to explain your absence and your failure to submit your work on time is expected.
11. If you are absent from school on the day of a test or exam...
Report to your class teacher for that subject the day you return to school and give him/her a note from the parent/guardian explaining your absence on the day of your test. If appropriate, arrangements will then be made in consultation with the Deputy Principal for you to sit a “make-up test”. Students in Year 11 or 12 are also required to bring a doctor’s certificate.

12. If you wish to change elective subjects during the school year...
Very occasionally, a student may realise the need to discuss a change of a subject during the school year. In the first instance, speak to your current subject teacher, and then consult the Deputy Principal. If you are in Year 11 or 12, you will need to go through a more rigorous process before a change can be approved. No student, at any year level, can change subjects without going through the appropriate process.

13. If you believe you are being harassed or bullied at school or on your way to/from school...
Repeat all instances of harassment or bullying to your Pastoral Care Teacher or Year Level Coordinator promptly. These are serious offences and you can be confident that they will be treated seriously.

14. If you have personal concerns about which you require advice...
St Thomas More College is a caring community in which each individual’s safety and happiness is important. If you have personal concerns, you may speak to a trusted teacher, your Pastoral Care Teacher, Year Level Coordinator, the College Counsellor, or any member of the College Administration Team.
A strong sense of "community" and "family" permeates the ethos at St Thomas More College. The Pastoral Care Program is founded on the belief that every thought, every deed and every action should be informed by compassion, kindness, justice, peace, and strong positive relationships. The love of God and love of one another are found at the very core of the Pastoral Program.

Pastoral Care is about caring for and developing the whole person. It is structured within the College where one teacher is responsible for a group of students throughout the year. By having a single teacher who students maintain contact with, reinforces the fostering of relationship and ensures individual attention is given a high priority.

Our Pastoral Program extends throughout the College. Elements of our approach to pastoral care include information evenings for parents, visiting speakers working with students, religious services, Lifeskills lessons and camp and retreat programs. Much energy is directed toward fostering positive relationships between students and our staff – and this takes place within timetabled Lifeskills lessons, in the teaching classroom and during extra-curricular activities.

Pastoral Care Groups known as Junnebei are formed at the beginning of Year 8 and continue right through to Year 12. Time is set aside each day for this group to be together with the Pastoral Care Teacher. The Pastoral Care teacher is responsible for the wellbeing of all students within their Pastoral Group. They are the first point of contact for parents and regularly communicate with home through the Student Diary and every effort should be made by parents to meet the Pastoral Care teacher early in the College year.

The Pastoral Care teacher develops a relationship with each student and is usually best placed to deal with issues in the first instance. The Year Coordinator and Assistant Principal – Administration may be best placed to deal with unresolved issues or matters of a more serious nature.

The specific goals of Pastoral Care are to ensure:

- Students and parents are aware of the values upon which the philosophy of the College is based.
- Students develop a sense of belonging through fostering a sense of identity and belonging to family, school, church and community.
- Junnebei and school pride are fostered
- Healthy relationships are fostered through improving communication and developing trust between students, parents, teachers and administration.
- A supportive and caring environment is provided where students can develop their individual talents and leadership skills through service activities
- Students develop confidence and resilience
Support Staff

English as a Second Language –

Mrs Anita Bolton
The ESL teacher works with Non English Speaking Background students who need support with the language demands of the secondary school curriculum. Students from a range of ability levels are eligible for this service. Support occurs in a number of ways, similar to learning support. The College acknowledges and affirms the gift of speaking more than one language.

College Counsellor –

Mr Stephen Muller
The College Counsellor works with student issues which commonly arise during adolescence. The Counsellor works individually with students, with small groups of students and with parents and students as required. Parents should phone the College Office for appointment times.

Learning Support –

Ms Kathleen Ashton
Individuals learn differently and some students have needs which are not met by mainstream curriculum. Student differences may reside in the fact that the student has long-term difficulties. It may be that the student is more intellectually gifted than his or her peers. It could also be that a student has a short-term problem that is affecting his or her performance in school. Learning Support at St Thomas More College aims to cater for the needs of such students. The role of the learning support teacher is to liaise with the student’s class teacher to determine the best means to support the student’s learning. This can occur in a number of ways:

- Cooperative Planning
- In class support
- Modifications to work programs and assessment
- Alternative program
- Small group withdrawal for individual help.

Campus Minister –

Mr Steven Bird
The College Campus Minister supports, encourages and “walks” with the students not only on their personal spiritual journey but through their daily life. The Campus Minister has an open door policy that allows for students, staff and parents to have access to a quiet space to talk when required or to simply spend some time in a quiet, safe environment. Community service is facilitated by the Campus Minister and continues to grow and develop into a solid part of the STMC culture.
Girls’ Uniform Code

Girls’ Day Uniform
- Regulation black College skirt* or black College slacks*
- Regulation white College blouse* with girl’s College tie* and College badge*
- White ankle high socks; black stockings (optional in Winter terms only)
- **Traditional school shoes only.** Black, lace-up, leather dress shoes, low heels only. No slip-on style shoes are permitted. No cross trainers/converse shoes.
- College Hat College V Neck knitted Jumper.

Sports Uniform
- All students require a sports uniform. It is to be worn for Health & Physical Education lessons and College sporting events.
- For girls and boys, this uniform consists of black shorts* with the STMC logo and a College sports shirt*.
- Sports shoes are to be predominantly white cross trainer running shoe. School sports socks* (with stripes) are to be worn with the tops visible above the shoe.
- The College jacket* may be worn with Day or Sports uniform.
- College tracksuit pants* may be worn with the sports uniform in Terms 2 & 3 but NOT in Terms 1 & 4.
- A STMC cap* or a hat must be worn for all HPE classes and other curricular activities in the sun. (Non-STMC caps are not permitted.)

* Only available from the College Uniform Shop

Purchase and ordering of Uniforms
The uniform shop is open every Tuesday between 8:15-12:30pm.

Ordering Options
- Visit in person Tuesday (with your child as a fitting will be required)
- Phone Orders Tuesday (after your child has had a fitting)
- Email order requests: admin@stmc.qld.edu.au

- Order forms are available via the College website: www.stmc.qld.edu

Payment options
Cash, cheque, EFTPOS and Lay-by

Grooming
- Hair must be well groomed and of a single natural colour.
- Gel and similar hair products are not permitted.
- Extreme hairstyles or colours are not acceptable.
- Shoulder length hair must be tied back at all times.
- Hair should be worn in a manner which keeps hair off the face.
- No nail polish or make-up is to be worn.

Jewellery
The following jewellery items are permitted:
- A Christian religious symbol on a chain – both symbol and chain are to be small and conservative.
- Girls may wear ONE pair of plain gold or silver studs or sleepers worn in the earlobe.

The following items of jewellery are NOT permitted:
- Any earrings by boys
- Any facial or body piercing
- Tattoos
- Stretchers
- All other jewellery

Please note!
- When buying shoes, care should be exercised. Many styles of shoes available are not acceptable at the College. Skate shoes, volleys, canvas, street shoes, deck shoes and slip-on style shoes are not permitted.
- If in doubt, please contact the College office before purchasing.
- Visible printed or coloured T-shirts are NOT to be worn under the College shirt or sports shirt.
Boys’ Uniform Code

Boys’ Day Uniform
- College Grey shorts or black long pants
- Regulation white College shirt* with boy’s College tie* and College badge* (Tie is to be worn to and from school at all times)
- Black leather dress belt
- Regulation College socks*
- **Traditional school shoes only.** Black, lace-up, leather dress shoes, low heels only. No slip-on shoes or cross trainers/converse shoes.
- College V Neck knitted Jumper.

Sports Uniform
- All students require a sports uniform. It is to be worn for Health & Physical Education lessons and College sporting events.
- For girls and boys, this uniform consists of black shorts* with the STMC logo and a College sports shirt*.
- Sports shoes are to be predominantly white cross trainer running shoe. School sports socks* (with stripes) are to be worn with the tops visible above the shoe.
- The College jacket* may be worn with Day or Sports uniform.
- College tracksuit pants* may be worn with the sports uniform in Terms 2 & 3 but NOT in Terms 1 & 4.
- A STMC cap* or a hat must be worn for all HPE classes and other curricula activities in the sun. (Non-STMC caps are not permitted.)

*Only available from the College Uniform Shop

Purchase and ordering of Uniforms
The uniform shop is open every Tuesday between 8:15-12:30pm.

Ordering Options
- Visit in person Tuesday (with your child as a fitting will be required)
- Phone Orders Tuesday (after your child has had a fitting)

- Email order requests: admin@stmc.qld.edu.au
- Order forms are available via the College website: www.stmc.qld.edu

Payment options
Cash, cheque, EFTPOS and Lay-by

Grooming
- Hair must be well above the collar, well-groomed and of a single natural colour.
- Gel and similar hair products are not permitted.
- Extreme hairstyles or colours are not acceptable.
- Hair should be worn in a manner which keeps hair off the face.
- Long hair is not permitted on boys.
- All boys should be clean shaven at all times.

Jewellery
The following jewellery items are **permitted**:
- A Christian religious symbol on a chain – both symbol and chain are to be small and conservative.

The following items of jewellery are **NOT permitted**:
- Any earrings by boys
- Any facial or body piercing
- Tattoos
- Stretchers
- All other jewellery

Please note!
- When buying shoes, care should be exercised. Many styles of shoes available are not acceptable at the College. Skate shoes, Volleys, canvas, street shoes, deck shoes and slip-on style shoes are not permitted.
- If in doubt, please contact the College office before purchasing.
- Visible printed or coloured T-shirts are **NOT** to be worn under the College shirt or sports shirt.
Legal Aspects of Alcohol and Other Drug Use by Persons under the Age of 18 Years

Young people (under 18 years of age) are committing an offence if they:

- consume alcohol or are in possession of alcohol in licensed premises or a public place.
- give alcohol to other people who are under 18 in a licensed premise or public place.
- send someone else who is under 18 years to buy alcohol.
- use someone else’s ID to try to purchase alcohol or to gain entry to licensed premises.
- are being a public nuisance.
- possess, produce or supply illegal drugs (this includes growing cannabis).
- publish or possess a recipe for the production of a dangerous drug.
- possess equipment (e.g., a bong or cannabis pipe) used, or for use, with an illegal drug.
- drive a vehicle whilst being unlicensed, or the holder of a learner, probationary or provisional license and have a blood alcohol level greater than zero.
- sell tobacco to someone less than 18 years of age.
- unlawfully give someone prescription drugs (unless you are a doctor or pharmacist).

Source: Queensland Police Service – Alcohol Drugs and the Law for Parents – February 2009

The consumption of alcohol, use of drugs and/or smoking of cigarettes is a health hazard that can lead to permanent impairment and even death.

St Thomas More College does not approve of the use of these substances by persons 18 years and over on College premises or in College uniform.

Smoking in Public Places

- Smoking is not permitted in cars where children under the age of 16 years are present.
- Brisbane City Council regulates smoking at pedestrian malls and public transport waiting points such as bus stops, taxi ranks and ferry wharves.

- Areas within four (4) metres of an entrance to a non-residential building.
- Areas within 10 metres of children’s playground equipment.
- Major sports facilities managed by the Major Sports Facilities Authority.
- Areas between the flags at patrolled beaches.
- Artificial beaches.
- The whole enclosed area of liquor licensed premises.
- All poker machine areas at liquor licensed premises.
- Non-enclosed eating and drinking areas where food or drink is provided as part of a business. Pubs, clubs and casinos may set up Designated Outdoor Smoking Areas where smoking and drinking can occur, however these areas must be controlled by a Smoking Management Plan.

Weapons

The Weapons Act 1990 defines a weapon as:

- A firearm;
- Another thing prescribed under a regulation to be a weapon or within a category of weapon; or
- A thing that would be a weapon mentioned in paragraph (a) or (b), if it were not temporarily inoperable or incomplete.

Firearms are included within the definition of ‘weapon’ and generally refer to handguns, rifles and shotguns.

Under the legislation, not all weapons are firearms. For example, a crossbow, knuckleduster, mace or similar articles are listed as weapons in the Weapons Categories Regulations 1997, but are certainly not firearms.

Section 7A of the Weapons Categories Regulations 1997, details Category M weapons that are most prohibited weapons in Queensland.

Any person wishing to possess and use weapons in Queensland must first hold an appropriate and valid Queensland Weapons Act licence.
It is an offence to possess a weapon in Queensland (section 50 Weapons Act 1990) unless authorised under a licence or permit issued under the Act. Persons who wish to visit Queensland and intend to possess or use firearms are required to hold a Queensland Weapons Act Visitors Licence. International visitors need to apply for a visitor’s licence as well as an Import Permit (B709) to bring your firearm/weapon into Queensland. These must be obtained from Weapons Licensing prior to your visit to Queensland.

**Pocket Knife**

Section 51 of the Weapons Act 1990 stipulates that “A person must not physically possess a knife in a public place or a school, unless the person has a reasonable excuse.” It is not a reasonable excuse to physically possess a knife in a public place or a school for self-defence purposes.

**Swords**

Under current legislation swords do not need to be registered to a licence issued under the provisions of the Weapons Act 1990. However, the misuse provisions of Sections 57-59 of the Weapons Act 1990, will apply to persons who possess swords in Queensland.

**Source:** Queensland Police Service – Weapons Licensing website – August 2012

Students are not permitted to bring weapons of any kind to St Thomas More College or to be in possession of when in College uniform.

**Sex**

The law makes rules about sex, sexual touching and penetration. It says that any sexual interaction without your agreement is unlawful.

It also sets age limits for having sex. The age limits are designed to protect you from exploitation by older people. The law says if you are under 16 - no one can have sex with you or touch you sexually or perform a sexual act in front of you or get you to perform sexual act on them (even if you agree).
Driving with a Foreign Licence

What is a foreign driver licence?
A foreign driver licence is a licence to drive a motor vehicle issued to you under the law of another country. **Note:** A New Zealand driver licence is also a foreign driver licence.

Can I drive in Queensland under my valid foreign driver licence?
When driving on a road in Queensland under your valid foreign driver licence you must:
- only drive the class of motor vehicle authorised on that licence
- comply with the conditions (if any) of your licence
- show your licence to a police officer when asked to do so.

If your licence is in a language other than English you should carry a recognised English translation of the licence.

When must I not drive in Queensland with my foreign driver licence?
You must not drive in Queensland on your foreign driver licence if:
- you have been disqualified from holding or obtaining a driver licence by an order of an Australian court
- your authority to drive on the licence has been suspended or withdrawn.

When would my authority to drive in Queensland on my foreign driver licence be suspended?
Your authority to drive in Queensland on your foreign driver licence will be suspended if you have:
- not paid any fines imposed on you by a court
- accumulated an excess number of demerit points on your traffic history
- been convicted of driving at more than 40 kilometres per hour over the speed limit.

When would my authority to drive in Queensland on my foreign driver licence be withdrawn?
Your authority to drive in Queensland on your foreign driver licence will be withdrawn if you:
- are not an Australian citizen, but **before** you took up residence in Queensland you were given a resident visa and you have now been residing in Queensland for three months
- are not an Australian citizen, but **after** you took up residence in Queensland you were given a resident visa and you have now been residing in Queensland for three months since getting the visa.

**Note:** A resident visa means a permanent visa or a special category visa under the Migration Act 1958 (Commonwealth). These visas allow a person to stay indefinitely in Australia. Other visas, for example a temporary, business or guardian visa that allows a person to stay in Australia for a limited time, or until a certain event happens or while they have a special status, is not a resident visa.

I hold a foreign driver licence. How do I get a Queensland driver licence?
To apply for a Queensland driver licence for the same class as your foreign driver licence, you will need to:
- complete the relevant form available at www.support.transport.qld.gov.au
- show your foreign driver licence and a recognised English translation (if required)
- show your supporting evidence of identity (www.tmr.qld.gov.au) including Queensland residency documents
- declare that you are medically fit to drive the class of motor vehicle

**Note:** If you have a medical condition that is likely to adversely affect your ability to drive or ride safely, you are required to show a medical certificate from your doctor stating that you are medically fit to drive or ride safely.
- pay the required licence fee.

You may also be required to:
- pass an eyesight test
- pay the road rules test fee and pass the test
- pay the practical driving test fee and pass the test.
I have difficulty understanding or speaking English. What arrangements may be made to help me get a Queensland driver licence?

The Department of Transport and Main Roads can organise an interpreter to assist you during your road rules test if you have a genuine difficulty in understanding or speaking English. However, you may need to tell the licence issuing officer what a number of selected traffic signs mean without the interpreter's help.

How do I learn about the road rules?

To learn about the Queensland road rules and generally driving in Queensland:


What will happen if I drive in Queensland when I am not allowed to?

You do not hold a valid driver licence if:

- your driver licence has expired and you have not renewed it
- you have voluntarily surrendered your driver licence
- your Queensland driver licence has been suspended or cancelled because you are medically unfit to drive safely
- you do not hold the licence class for the vehicle you are driving
- you have never held a driver licence
- your driver licence has been suspended because of an accumulation of demerit points or a high speed offence
- your driver licence has been immediately suspended or you have been immediately disqualified following a drink driving or drug driving offence
- your driver licence has been suspended by the State Penalties Enforcement Registry because you have not paid fines
- you have been disqualified from holding or obtaining a driver licence
- after completing a period of disqualification, you do not obtain a further driver licence before starting to drive again.

If you drive a motor vehicle and do not have a driver licence, due to any of these reasons, you may receive an infringement notice or be dealt with by a court for unlicensed driving.

If you are convicted of unlicensed driving the court may impose a fine of up to A$4000, or you may be imprisoned for up to one (1) year.

Source: Department of Transport website August 2012
Preventing skin cancer
The major cause of skin cancer is too much exposure to ultraviolet (UV) radiation from the sun. Skin can burn in as little as 15 minutes in the summer sun so it is important to protect your skin from UV radiation. Avoid using solariums or sunbeds, which emit harmful levels of UV radiation up to three to five times as strong as the summer midday sun.

Slip on sun protective clothing
Choose clothing that:
- Covers as much skin as possible e.g. long sleeves and high necks/collars.
- Is made from close weave materials such as cotton, polyester/cotton and linen.
- Is dark in colour to absorb UV rays. White and lighter colours reflect UV onto skin.
- If used for swimming, is made from materials such as lycra, which stays sun protective when wet.

Slop on SPF 30+ sunscreen
Make sure your sunscreen is broad spectrum and water resistant. Sunscreen should not be used to increase the amount of time you spend in the sun and should always be used with other forms of protection. Apply sunscreen liberally to clean, dry skin at least 20 minutes before going outside and reapply every two hours.

Slap on a hat
A broad brimmed, legionnaire or bucket style hat provides good protection for the face, nose, neck and ears, which are common sites for skin cancers. Caps and visors do not provide adequate protection. Choose a hat made with closely woven fabric - if you can see through it, UV radiation will get through. Hats may not protect you from reflected UV radiation, so also wear sunglasses and sunscreen to increase your level of protection.

Seek shade
Make use of trees or built shade structures, or bring your own! Staying in the shade is an effective way to reduce sun exposure. Whatever you use for shade, make sure it casts a dark shadow and use other protection (such as clothing, hats, sunglasses and sunscreen) to avoid reflected UV radiation from nearby surfaces.

Good Sleeping Habits
Good sleeping habits are important for healthy brain development, general well-being and participation in physical activity.

- Follow a consistent bedtime routine.
- Establish a relaxing setting at bedtime.
- Get a full night’s sleep every night.
- Avoid foods or drinks that contain caffeine, as well as any medicine that has a stimulant, prior to bedtime.
- Do not stay up all hours of the night to "cram" for an exam, do homework, etc. If after-school activities are proving to be too time-consuming, consider cutting back on these activities.
- Keep computers and TVs out of the bedroom.
- Do not go to bed hungry, but don’t eat a big meal before bedtime either.
- Avoid any rigorous exercise within six hours of your bedtime.
- Make your bedroom quiet, dark and a little bit cool.
- Get up at the same time every morning.

Those who suspect that they might be suffering from a sleep disorder are encouraged to consult with their medical specialist.

Source: American Medical Association
Alcohol
Alcohol is a depressant, not a stimulant as many people think. Alcohol slows down activity in the central nervous system, which means it slows down the messages going between the brain and the body. Depressants affect concentration and coordination, impairing a person's speech, movement and judgement.

There are two main patterns of drinking that pose a risk to a person's health:

- excessive alcohol intake on a single occasion (short-term harm)
- consistent high alcohol intake over time (long-term harm).

**Introduction**
Drinking alcohol is often looked upon as being cool, but in reality it is not. There are a lot of reasons not to drink alcohol when you are a teenager but one of the most important ones is that it can affect your brain. Alcohol affects the brains of teenagers differently from the way it affects adults—it actually stops your brain developing normally!

**How does alcohol affect your brain?**
When you become a teenager your body changes and this includes the development of your brain. Your brain keeps maturing until you are about 20 years old. That's why drinking alcohol affects young people more than adults and the damage can be permanent.

Drinking alcohol can damage two parts of the brain: the frontal lobe and the hippocampus. These parts of the brain are involved in memory and emotions, and damage to them could be responsible for:

1. memory problems
2. dependence ("addiction")
3. inability to learn
4. depression
5. problems with verbal skills.

Alcohol stops you learning and remembering things. Regularly using alcohol slows down systems in your brain that are important for storing new information and makes it difficult for you to remember what you learn. Drinking alcohol when you are young can have a permanent effect on your ability to learn and remember things.

**Dependence**
The changes that occur to the brain when you're a teenager make you more vulnerable to the addictive actions of drugs. Teenagers who start drinking before they are aged 15 are five times more likely to become dependent on it, compared to someone who doesn't start drinking until the age of 21.

**Depression**
Teenagers who binge drink are also much more likely to suffer major depression than those who don't have an alcohol problem. Binge drinking is drinking heavily over a short period of time or drinking continuously over a number of days or weeks.

**Dealing with peer pressure**
Being a teenager is hard and you can experience a lot of pressure to do things because your friends are doing them. Just remember that it is OK to say no to alcohol. Here are some things you can say or do when you are under pressure to drink:

**What to say:**
- No thanks.
- I don't feel like it.
- Alcohol is not my thing.

**What to do:**
- “Lose” unwanted drinks that are given to you. For example, set them down and later walk away.
- Try to stay away from people who give you a hard time about not drinking.
Saying “no” gets easier the more you do it.

**What should you do?**
Now that you know all the damage alcohol can do to you, why would you do it? Drinking can put you in situations that can be dangerous or embarrassing and it can ruin your chance for success in the future.

**Where to get help**
The first step to getting help is finding someone you can talk to:
- A teacher at school
- Your local doctor
- Kids Help Line 1800 55 1800
Healthy Eating & Nutrition

The teens are a time of rapid growth and development. Try and keep the following in mind when choosing food and beverage to ensure healthy living:

- Be educated and informed about the best choices of snacks and takeaways
- Remember it is the total diet that counts. It is important that high-fat snacks and take-away foods are balanced with food from the Healthy Living Pyramid
- Good food as part of a healthy lifestyle is important, which includes regular exercise and avoiding cigarettes and the abuse of other drugs
- Every time we move we use up some of the kilojoules (or calories) that are in the food we eat.
- Try non-alcoholic drinks at parties and gatherings

Eat Mostly

vegetables, fruits, nuts, dried peas, beans and lentils, breads and cereals (preferably wholegrain). These foods contain many different nutrients and should make up the bulk of the food we eat. Eating a variety of these foods each day should provide good amounts of energy from carbohydrate, as well as protein, minerals, vitamins and dietary fibre.

Six to eight glasses each day is the recommendation. Smaller children need about 4-5 glasses of water daily.

Eat Moderately

fish, lean meat, eggs, chicken (no skin), milk, cheese and yoghurt. Eating a serving of meat, fish or eggs and three servings of dairy foods each day will provide protein, minerals (especially iron and calcium) and B vitamins.

Eat Least

Small amounts of fats, oils and sugar are acceptable; however, larger amounts of these foods will cause an inadequately varied food intake. When choosing fats and oils it is better to choose the ones that have low levels of saturated fat and higher levels of omega -3 fats.

Source: Nutrition Australia
Section 2 – International Student Information and Policies

CRICOS Registration Number 02516M
Contact Information

Name and Residency Status of our College
Principal

Mr Peter John Elmore – Australian Citizen

Contact Details of Head Office

Brisbane Catholic Education Centre
243 Gladstone Rd
Dutton Park Queensland 4102

GPO Box 1201
Brisbane Queensland 4001

Ph: 3033 7000
Fax: 3844 5101
Email: director@bne.catholic.edu.au
Web: www.bne.catholic.edu.au

Contact details at which the education will be provided

St Thomas More College
Corner Troughton Rd and Turton Street
Sunnybank Queensland 4109

PO Box 140
Sunnybank Queensland 4109

Ph: 3323 4600
Fax: 3344 3598
Email: admin@stmc.qld.edu.au
Web: www.stmc.qld.edu.au

ABN: 49 991 006 857 Branch: 111

CRICOS Registration Number 02516M
Compliance with Code of Ethics and ESOS
Legislative Regime

CRICOS Registration Number 02561M

St Thomas More College is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and as a Registered Provider of courses to students in Queensland. STMC secondary school courses to international students. As a Registered Provider in Queensland, STMC must comply with the provisions of the Education (Overseas Students) Regulation 1998 (Education Regulation).

The Education Regulation sets out in Division 2, the written policies that an applicant for registration as a provider in Queensland is required to have and maintain. Section 11 of the Education Regulation requires that Registered Providers have in place a policy regarding compliance with the "code of ethics" developed by Ministers of the Commonwealth and the States responsible for education matters that are directed at ensuring international students are financially protected from default by providers.

As a Registered Provider of courses to international students in Queensland, STMC is bound by, and must comply with:

1. the Code of Ethics developed by the Ministerial Council on Education, Training and Youth Affairs;
2. the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007;
3. the Education Services for Overseas Students Act 2000 (Cth) and the Education Services for Overseas Students Regulations 2001 (Cth); and
4. the Education (Overseas Students) Act 1996 (Qld) and the Education (Overseas Students) Regulation 1998.

If an international student or the parents/guardian of an international student is concerned with STMC’s conduct as a Registered Provider, a written complaint may be lodged with the State Authority for CRICOS Registration being:

ATT: The Director-General
Manager, CRICOS Registration
Office of Non-State Education
Department of Education, Training and Employment
PO Box 15033
City East

A detailed description of the ESOS framework can be viewed on the below Commonwealth government website;

Non-State Schools Accreditation

St Thomas More College is accredited as a secondary education provider.

Entry Requirements

Students are to have completed primary education and attained academic levels and English language proficiency as detailed below.

Academic Levels/Course Credit

Students are expected to have satisfactory academic and behavioural records and be capable of application to study at the year level applied for. This will be evidenced by completion of study in Australia of the year level prior to that for which entry to St Thomas More is sought, or successful completion of equivalent study in their own country. Students are to provide evidence of satisfactory performance at their previous school. Evidence may be in the form of report cards for the previous two years. Costs in obtaining certified translations of these documents, if necessary, are to be met by the applicants.

English Levels

It is a requirement that applicants for enrolment attend an enrolment interview with their parents and/or guardian as part of the enrolment process to determine suitability. An exception would need to be granted by the principal for an enrolment application to proceed without such an interview. Such a student would be expected to provide evidence of above average academic performance in relevant year level study in their own country in a school where English is the usual medium of instruction.

Students may use the services of AEAS (Australian Education Assessment Services) for English proficiency testing either in Australia, or in the student’s home country. Testing centres are available in ten Asian countries. Students may also be tested using the TOEFL, IELTS or ISLPR testing systems.

Where students have undertaken English as a foreign language classes at a previous school or other institution, information needs to be provided about the following:

- amount of time per week engaged in English instruction
- the level of proficiency achieved

Students on entry to Years 10 – 12 are expected to have attained at least the standard measured proficiency scores indicated below.

<table>
<thead>
<tr>
<th>Year</th>
<th>IELTS</th>
<th>TOEFL</th>
<th>Computer-based TOEFL</th>
<th>ISLPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>4.5</td>
<td>400</td>
<td>97</td>
<td>2</td>
</tr>
<tr>
<td>11</td>
<td>5.0</td>
<td>450</td>
<td>133</td>
<td>2+</td>
</tr>
<tr>
<td>12</td>
<td>5.5</td>
<td>473</td>
<td>153</td>
<td>2+</td>
</tr>
</tbody>
</table>

Arrangements for Care of Students / Accommodation

It is a student visa condition that students under 18 years of age live with:

- A parent, or
- A person who has guardianship of them, or
- A relative aged at least 21, of good character and with permission to reside in Australia for the duration of the student’s visa or until the student turns 18, nominated by either the parent or the person having custody of them, or
- In College approved care arrangements

It is a condition that guardians must be adults normally resident in Queensland and aware of their responsibilities for the welfare of the students. Delegation of responsibility should be made in writing by parents and accepted in writing by the guardians. Information about the local Brisbane environment in which the College operates is available in a separate document, and provided to students.
Approved Care Arrangements

It is a College policy that all overseas students live in approved care arrangements until completion of their enrolled course. Therefore:

- If a student under the age of 18 years is not able to live with a parent, a person who has custody of them, or a suitable relative nominated by either the parent or person having custody of them, the College will make appropriate accommodation and care arrangements for the student, which the student is obliged to maintain as a Condition of Enrolment.

- All international students, including those over 18 years who have been given permission to live independently, moving to a new address, must inform the school in writing and complete the appropriate forms advising of their new address within 7 days of taking up residence at that new address. Any change in contact numbers must also be provided. Students will be advised in writing, on arrival, of the need to comply with this requirement as a condition of their student visa.

- Where students are staying in homestay arrangements under the care of adults who are not their parents, carers are required under Queensland government legislation to hold ‘suitability cards’ (blue card) which allow them to have the supervision of children.

- The Principal of the College will verify that arrangements made to protect the personal safety & social well-being of the student is appropriate. Homestay families will be required to meet with the Principal, provide references as to their good character from a personal, & religious. The College representative may visit the homestay premises on an annual basis, & the student will be made aware of the need to contact the College promptly should there be any concerns.

Unaccompanied Students

St Thomas More College does not accept enrolments of international students who are unaccompanied minors. Unaccompanied minors are defined as students under the age of 18 who are not staying in the care of parents or nominated guardians.

Nominated guardians must be:

- Delegated in writing by the students’ parents/legal guardians
- Over the age of 18
- Normally resident in Queensland
- Not themselves international students

Should the school be concerned with the welfare of the students outside school hours the parents will be contacted regarding the issue and agreement reached on ways to remove the causes of concern. When required, the procedures described in *Student Protection Reporting & Investigative Procedures* (Brisbane Catholic Education 2004) will be followed.
Student Support, Orientation and Counselling Services

The Principal through his year Level Coordinators will oversee the settlement of new international students into the College. An ESL teacher is employed to assist second language learners generally. A number of learning support teacher aides are also employed in the centre. This centre provides assistance to students with needs & monitors FFPOS student’s needs. In addition international students are encouraged to engage the services of a private tutor if necessary to assist them in adjusting to living & learning in another culture.

A school Counsellor is also employed full-time to assist students. The school Counsellor & Principal arrange liaison as required for the student with; legal services, emergency & health services, facilities & resources, complaints & appeals processes. The College Business Manager assists with any clarification of student visa conditions.

On arrival the new international student is provided with orientation to the College by the Year Level Coordinator & a “buddy from their class. There is also access to support through the ‘LEARN’ centre.

‘LEARN’ Centre Staff

- English-As-A-Second Language Teacher
- Counsellor
- Learning Support Teacher Aides (several employed)
  - Support aide
  - Gifted & Talented Aide
  - General Teaching Aide

The ‘LEARN’ Centre is a dedicated classroom/study room provided with computers, study aides, quiet learning & study areas & constant staff available to assist students. The role of ‘LEARN’ centre staff is to facilitate additional support for overseas students through the Deputy Principal and Principal where this is required.

Courses

St Thomas More College is accredited by the Non-State Schools Accreditation Board to teach Junior Secondary and Senior Secondary Education.

Junior Secondary Education Course

The College offers subjects as outlined in the College Prospectus for students in Years 8 to 10. As the implementation of the Queensland Studies Authority Key Learning Area Syllabi proceeds, these courses are increasingly becoming Outcomes Based courses with student results indicated as levels attained. The range of levels is 1 to 6. Students at year 8 would most likely demonstrate outcomes at level 3 & 4 while students might be expected to demonstrate outcomes at level 6 by year 10.

Subjects that have yet to implement the QSA Key Learning Area Syllabi will continue to assess using a mix of criterion and norm-referenced assessment items. Except for English, these subjects student results by five levels of achievement:

- very high level of achievement,
- high level of achievement,
- sound level of achievement,
- limited level of achievement,
- very limited level of achievement.

In English, results are reported as Student Performance Standards SPS 1, SPS 2, SPS 3 etc. up to SPS 8 the level for an adult.

All Junior Secondary subjects are based on the QSA Key Learning Area Syllabi and are Outcomes Based reporting student attainment by levels (mostly level 4 through to level 6).

Junior Secondary Course Subject Results are reported on College End Semester Reports throughout the Course.
Senior Secondary Education Course

The College offers subjects as outlined in the College Prospectus for students in years 11 and 12. These subjects are based on Queensland Studies Authority Senior Syllabi and as a result students have access to both academic and vocational educational pathways.

For academic subjects criterion based assessment is used and results are reported in levels of achievement:

- very high level of achievement,
- high level of achievement,
- sound level of achievement,
- limited level of achievement,
- very limited level of achievement.

For vocational subjects a mix of criterion based and competency based assessment are used and results can be in levels of achievement as above and/or as certificates of competency for particular units/skills. There are no arrangements in place with other providers in relation to courses offered.

The Senior Secondary Course usually is undertaken over for consecutive semesters over two years and Subject Results are recorded on the Queensland Studies Authority Senior Certificate issued on completion of the two years of Senior study.

Assessment

Assessment within and across subjects will involve a variety of items. These include; formal written examination, written assignments, seminars, oral presentations and performance, drawings, artwork. Such assessment will test knowledge, skills, low level processes and high level complex processes.

For Junior Secondary students, assessment will be within regular classes. Senior Secondary students will be released from classes for exams at peak assessment times, usually at end semester, and at mid Semester 2 and 4.

Extra-curricular and Co-curricular Activities

All students are required to participate and fully support the extra-curricular and co-curricular activities that are part of secondary school education.

Fees General

Fees are charged in accordance with Government requirements and reflect the full average cost of education services for each student. They are reviewed & published annually. All fees are to be paid one semester in advance. Fees are comprised of the following elements:

- Tuition
- Administration
- Overseas Student Health Cover

An administration charge is included within the fees to cover administration costs incurred by the school. However, additional costs, where necessary (e.g. translation services) will be charged to the parents.

Health Cover

Proof of Overseas Student Health Cover is required. If this cannot be provided Overseas Student Health Cover (Medibank Private) fees are to be paid by applicants to the school. The school then registers the student/s with Medibank Private for health cover.
Fees Refund

A copy of this policy is provided to the student (or parent(s)/legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed.

1. This Policy outlines refunds applicable to course fees paid to the College including any course fees paid to an education agent to be remitted to the College.
2. Any service fees a student (or parent(s)/legal guardian if the student is under 18) pays directly to a third party are not within the scope of this refund policy.
3. The enrolment application fee is non-refundable.
4. Payment of Course Fees and Refunds
   a) Fees are payable on confirmation of a place.
   b) An itemised list of school fees is provided in the school’s enrolment information pack.
   c) All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.
   d) Refunds will be paid to the person who enters into the written agreement unless the College receives written advice from the person who enters the written agreement to pay the refund to someone else.
5. All notification of withdrawal from a course, or application for refunds, must be made in writing and submitted to Mr Peter Elmore, College Principal.
6. Student default because of visa refusal – If a student’s visa application is refused by the Department of Immigration and Citizenship and the student cannot undertake the course, the school will refund within four weeks any unspent pre-paid fees where the student produces evidence that the application made by the student for a student visa has been refused by the Australian immigration authorities.
7. Student default in other cases
   a) Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the student (or parent(s)/legal guardian if the student is under 18), or within 2 months if a written claim is not received.
   b) Non-tuition fees will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.
      ▪ If up to two Semester’s tuition fees have been prepaid, and the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18), the school will refund the amount of prepaid fees on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.
      ▪ No amount will be refunded if written notice is received more than six months after the commencement date of the student’s course.
   c) If more than two Semester’s tuition fees have been prepaid in one amount, refund provisions under (b) will apply.
d) No refund of tuition fees will be made where a student’s enrolment is cancelled for any of the following reasons:
   - Failure to maintain satisfactory course progress (visa condition 8202).
   - Failure to maintain satisfactory attendance (visa condition 8202).
   - Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
   - Failure to pay course fees.
   - Any behaviour identified as resulting in enrolment cancellation in St Thomas More College’s Behaviour Policy/Code of Conduct.

8. Provider Default
   a) If for any reason the school is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unspent pre-paid tuition fees* paid to the school will be made within 14 days of the agreed course starting day.
   b) If for any reason the school is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unspent pre-paid tuition fees paid to the school will be made within 14 days of the course school’s default day.
   c) In the event that the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student is advised to seek assistance from the Australian government’s Tuition Protection Service. For information on the TPS, please see: https://tps.gov.au/Information/Students/How

9. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws.

Definitions
   a. Course money – includes tuition fees and non-tuition fees.
   b. Non-tuition fees – fees not directly related to provision of the student’s course. (e.g. QSA fee).
   c. Pre-paid fees - tuition fees received by the school for a study period of the student’s course before the student begins the study period.
   d. Tuition fees – fees directly related to the provision of the student’s course.

* Unspent pre-paid fees – in the case of the school St Thomas More College not being able to provide the course in which the student is enrolled, unspent prepaid tuition fees will be calculated according to a Legislative Instrument: http://www.comlaw.gov.au/Details/F2012L01351
Enrolment Policies and Procedures

Course Progress

As required by the National Code, St Thomas More College will monitor the enrolment load of students to ensure they complete the course within the duration specified in their CoE, and to not exceed the allowable portion of online or distance learning, and ensure that any extensions granted to duration of study comply with conditions under Standard 9.

1. Course Progress
   a) St Thomas More College will monitor record and assess the course progress of each student for the course in which the student is currently enrolled.
   b) The course progress of all students will be assessed at the end of each semester of enrolment.
   c) Students who have begun part way through a semester will be assessed after one full period of attendance.
   d) To demonstrate satisfactory course progress, students will need to achieve a ‘sound’ or ‘C’ result in at least 50% of units in any study period.
   e) If a student does not demonstrate satisfactory course progress, the Deputy Principal will meet with the student to develop an intervention strategy for academic improvement. This may include:
      i. Additional supervised study periods
      ii. Tutorial assistance
      iii. Other intervention strategies as deemed necessary
   f) A copy of the student’s individual strategy and progress reports in achieving improvement will be forwarded to parents.
   g) The student’s individual strategy for academic improvement will be monitored over the following Semester by the Deputy Principal and records of student response to the strategy will be kept.
   h) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, St Thomas More College will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school’s internal complaints and appeals process.
   i) St Thomas More College will notify PRISMS of the student not achieving satisfactory course progress as soon as practicable where
      i. The student does not access the complaints and appeals process within 20 days, or
      ii. Withdraws from the complaints and appeals process, or
      iii. The complaints and appeals process results in favour of the College.
Enrolment Policies and Procedures

Course Attendance

As required by the National Code, St Thomas More College will monitor the enrolment load of students to ensure they complete the course within the duration specified in their CoE, and to not exceed the allowable portion of online or distance learning, and ensure that any extensions granted to duration of study comply with conditions under Standard 9.

a) Satisfactory course attendance is attendance of 95% of scheduled school days per Semester.

b) Student attendance is:
   i. Checked & recorded each morning and afternoon
   ii. Assessed regularly
   iii. Recorded and calculated over each Semester

c) Late arrival or early departure will be recorded and may be included in attendance calculations as half day absences at the discretion of the Principal.

d) All absences from school should be accompanied by a medical certificate, an explanatory communication from the student’s carer, or evidence that the leave has been approved by the Principal or Deputy Principal.

e) Any absences longer than 2 consecutive days without approval will be investigated.

f) Student attendance will be monitored by the Principal with support from relevant Pastoral Coordinators and Teacher Aides each month.
   i. Any period of exclusion from class will not be included in student attendance calculations
   ii. Periods of absence explained by medical certificate, or approval by the Principal will not be included in student attendance calculations.
   iii. Attendance will be calculated: number of school days absent less number of school days in (i) plus (ii) above divided by number of school days in the month less number of school days in (i) plus (ii).

g) Students at risk of breaching College attendance requirements will be counselled and offered any necessary support.

h) If the calculation at f)iii indicates that the student has not met the attendance requirements for the study period the College will advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school’s internal complaints and appeals process except in the circumstances outlined in j).

i) The College will notify DEST via PRIDMD of the student not achieving satisfactory course attendance as soon as practicable where:
   i. The student does not access the complaints and appeals process within 20 days
   ii. Withdraws from the complaints and appeals process
   iii. The complaints and appeals process results in a decision for the College.

j) Students will not be reported for failing to meet 95% threshold where:
   i. The student provides documentary evidence clearly demonstrating compassionate or compelling circumstances explaining non-attendance and;
      ii. Has not fallen below 90% attendance.

k) If a student is assessed as having nearly reached the threshold for 90% attendance, the Principal will assess whether a suspension of studies is in the interests of the student as per the College Policy.

l) If the student does not obtain a suspension of studies under the College Policy, and falls below 85% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will incur as outlined in h) and i).
Deferment, Suspension and Cancellations

Deferment of commencement of study requested by student.

a) The College will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
   i) illness, where a medical certificate states that the student was unable to attend classes.
   ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
   iii) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies.
   iv) a traumatic experience which has impacted on the student (these cases where possible supported by Police or Psychologists’ reports).

b) The final decision for assessing and granting a deferment of commencement of studies lies with the Principal.

Suspension of study requested by student

a) Once the student commenced the course, the College will only grant suspension of study for compassionate and compelling circumstances. These include but are not limited to:
   i) illness, where a medical certificate states that the student was unable to attend classes.
   ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
   iii) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies.

b) The final decision for assessing and granting a suspension of studies lies with the Principal.

c) The period of suspension will not be included in attendance calculations.

d) The final decision for assessing and granting a suspension of studies lies with the Principal.

Assessing requests for deferment or suspension of studies

a) Applications will be assessed on merit by the Principal or Deputy Principal.

b) All applications for deferment or suspension will be considered within 15 working days.

Exclusions from study initiated by the College / or breaching the College general expectations, code of conduct and/or uniform expectations.

a) The College may exclude a student from class studies as outlined in the Student Diary.

b) Excluded students must abide by the conditions of their exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal, Deputy Principal or Assistant Principal Administration.

c) Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements of the course.

d) Exclusions from class will not be recorded on PRISMS.

e) Periods of exclusion from classes will not be included in attendance calculations as per College Progress and Attendance Policy.
Enrolment Policies and Procedures

College initiated suspension of studies (28 days+)

a) Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal, Deputy Principal or Assistant Principal Administration.

b) Students who have been suspended for more than 28 days are required to return to their home country by DIAC unless special circumstances exist (e.g. the student is medically unfit to travel).

c) If special circumstances exist, the student must abide by the conditions of his or her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.

d) Suspensions will be recorded on PRISMS.

e) The period of suspension will not be included in attendance calculations.

Cancellation of Enrolment

a) The College may cancel the enrolment of a student under the following conditions:
   i) Failure to pay course fees.
   ii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532). Alternatively schools may decide that they will not cancel enrolment for this reason.
   iii) Any behaviour identified as a serious breach of the College Rules outlined in this Handbook and the Student Diary.

b) The College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIAC which will result in automatic cancellation.

Complaints and Appeals

a) Student requested deferment and suspension are not subject to College Complaints and Appeals Policy.

b) Exclusion from class is subject to College and Appeals Policy.

c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to College Complaints and Appeals Policy.

d) For the duration of the appeals process, the student is required to maintain his/her enrolment and attendance at all classes as normal. The Principal or Deputy Principal or Assistant to Principal Administration will determine if participation in studies will be in class or under a supervised arrangement outside of classes.

e) If students access College Complaints and Appeals process regarding a school initiated suspension, where the suspension is recorded in PRISMS, or cancellation, the suspension or cancellation will not be reported to PRISMS until the complaints and appeals process is finalized, unless extenuating circumstances relating to the welfare of the student apply.

f) Extenuating circumstances include:
   i) The student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age).
   ii) The student is missing.
   iii) The student has medical concerns or severe depression or psychological issues which lead the school to fear for the student’s wellbeing.
   iv) The student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others.
   v) Is at risk of committing a criminal offence, or
vi) The student is the subject of investigation relating to criminal matters.

g) The use of extenuating circumstances by College to suspend or cancel a student’s enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.

h) The final decision for evaluating extenuating circumstances lies with the Principal.

Student Advice
Deferment, suspension and cancellation of enrolment can have an effect on a student’s visa as a result of changes to enrolment status. Students will be informed to contact the Department of Immigration for advice.

Dispute Resolution

Applicants for enrolment will be provided with a copy of this document with advice regarding dispute resolution policy (1 to 3 below) prior to receipt of any fees paid for confirmation of enrolment. Within seven (7) days after the student has commenced studies Applicants will receive a further copy of this dispute resolution policy. Applicants will confirm by signature on both occasions that they have received this written advice.

1. Should a dispute arise in the course of a student’s enrolment the following process should be followed:
   a) The parent, guardian or student contacts the school Principal to discuss the issue.
   b) The Principal will seek advice from appropriate personnel.
   c) The Principal will advise the parent, guardian or student of the outcomes of the consultations.
   d) If a resolution still cannot be reached, the Principal will seek advice from the Brisbane Catholic Education Centre and/or the Education Queensland Office of Non-State Education.

   e) If required, the College will advise the parent, guardian or student on how to lodge an official complaint with the Chief Executive Officer of Education Queensland, who is the registration authority for the state.

2. Powers of the Chief Executive Officer (CEO): Education Queensland
The CEO has the power under the Act to suspend or cancel the school’s course provider registration.

3. Legal Action
The dispute resolution process does not prevent the right of exercising legal remedies. This agreement and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws.


Other examples of External Appeals Bodies

- Institute of Arbitrators & Mediators of Australia (IAMA) at www.iama.org.au
- National Alternative Dispute Resolution Advisory Service at www.nadrac.gov.au
- Ombudsman in each State and Territory
- Qld Community Justice Program on 008 017 288
Student Transfer Request - Changing Schools

1. Letter of Release

Students wishing to change schools, either to enrol in St Thomas More College or transfer out, must obtain a letter of release from the course they are undertaking. A student will only be considered if a letter of release with satisfactory response to the four criteria (below) is provided.

A letter of release for existing students is provided by the school upon request and provides information regarding the following:

   a) The course currently enrolled in.
   b) The student’s commitment to study.
   c) The student’s attendance record.
   d) The payment of fees.

2. Transfer between registered providers

The College will not knowingly enrol a student wishing to transfer from another registered provider prior to the student completing 6 months of the principal course of study except where:

- The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
- The original registered provider has provided a written letter of release.
- The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his/her principal course.
- Any government sponsor of the student considers the change to be in the student’s best interest and has provided written support for the change.

Any student requesting a transfer must complete the appropriate transfer request form available from the College. Upon receipt of this request the College will consider all available information, requesting information from the student, guardians and carers if necessary. The College will process the request within 2 weeks of receipt.

Permission will be granted for the transfer where the College considers that no detriment will accrue to the student or their studies, and where the College is assured that the transfer continues to be in the student’s best interests.

- The College may refuse the request for transfer if it considers that the request does not meet the terms of the student’s visa, or
- The granting of the request places the student’s welfare in jeopardy, or
- The course proposed to be transferred to does not meet the student’s needs, or
- The care arrangements for the student are inadequate.

Financial Administration and Audit Act 1977

St Thomas More College is in receipt of State and Commonwealth funds as a Non-State School and maintains accounts subject to the Financial Administration and Audit Act 1977. The College’s accounts will show all fees and charges paid by overseas students and the destination of all payments from these accounts. These fees will be utilized as services are delivered.
College Facilities
College Facilities

Facilities:

- Administration building
- Library/Resource Centre
- 4 science laboratories
- Multi-Purpose Centre (music, drama, basketball/sports court, home economics & textiles rooms)
- 20+ general classrooms
- 2 outdoor basketball/tennis courts
- Large sports oval
- Cricket nets
- Practical Arts Centre (2 fully equipped workshops, 2 computer design rooms, art room)
- 4 computer labs
- Extensive outdoor passive recreation areas
- Prayer room
- Tuckshop
- Uniform Shop
- IT/Laptop Service Help Desk
Forms
TO WHOM IT MAY CONCERN

LETTER OF RELEASE

We have received the request for a letter of release for the following student.

| STUDENT DETAILS |
|-----------------|-----------------|
| Family Name     | Given Name      |
| Preferred       | Date of Birth   |
| Year Level      | Home Room      |
| Address         | Facsimile       |
| Telephone       | Email Address   |

As the reasons stated in your application fall within the school’s Student Transfer Request Assessment Policy, the school is pleased to grant the request.

Our school records indicate that:

- This student does not owe fees to St Thomas More College;
- His/her academic achievement and progress have been satisfactory;
- His/her attendance has been satisfactory.

The student should be aware that the decision to transfer to a different education provider may have visa implications and that they should contact the nearest Department of Immigration and Citizenship office as soon as possible to discuss this with them.

Yours sincerely

Peter Elmore
Principal
HOLIDAY APPROVAL FORM

Date:  
School ID No:  
Student Name:  
Year Level:  Date of Birth:  
Please Tick:  Homestay  Private Accommodation  
First day of Holiday:  Date you will leave current address  
Last day of Holiday:  Date you will return to this address  
Returning to School:  Date:  
Contact address of destination:  

Contact Phone Nos:  
Student’s Signature:  
Homestay Parent Signature:  

The Department of Immigration and Multicultural and Indigenous Affairs Rules, state the Colleges must keep students’ current address detail on file.

Any holidays must be accompanied by a letter from the parents or agents except students who are 18 years and over.

No extra holidays other than specified holiday dates will be approved except under exceptional circumstances. Under these circumstances you must gain approval from your high school.

If holidays are taken without approval, this will affect your attendance record and homestay payment rate.

This form must be completed and returned to Mrs Bolton (ESL Teacher) at St Thomas More College one week prior to the first day of your holidays.

Holiday dates and contact address of destination has been accepted.

Student’s Name: ___________________________  Year: ____________  

Dates: ____________________________  

Approved: ____________________________  
Principal

CRICOS Registration Number 02516M
Re: Letter of Intention to Report for Unsatisfactory Attendance for -

This letter is to inform you that under section 20 of the Education Services for Overseas Students Act 2000 (ESOS Act), XXXX School intends to report you to the Department of Immigration and Citizenship for unsatisfactory attendance.

Under the Migration Act 1958, student visa condition 8202 requires student visa holders to:

- maintain enrolment in a ‘registered course’
- attend classes, and
- achieve a satisfactory academic result

According to our records, you have not achieved satisfactory course attendance as defined in the National Code of the ESOS Act and by St Thomas More College Course Progress and Attendance Policy available in International Students Information & Policy document.

You have 20 days in which to appeal the school’s decision in accordance with the school’s Complaints and Appeals Policy available in International Students Information & Policy document.

Yours sincerely

Peter Elmore
Principal

Cc – Student, File, Parent
# Payment Details Form

## Student Details

<table>
<thead>
<tr>
<th>Family Name</th>
<th>Given Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preferred Name</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country of Origin</th>
<th>Year Level / Homeroom</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Payment Being Made By:

- [ ] Credit Card (Please complete credit card details section below.)
- [ ] Money Order
- [ ] Cheque (Please attach to this form. Currency must be in Australian dollars only.)
- [ ] Bank Transfer (See payment instructions below)

## Credit Card Payment Details

<table>
<thead>
<tr>
<th>Name on Card</th>
<th>Visa Card</th>
<th>Mastercard</th>
<th>Amount</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit Card Number</th>
<th>/</th>
<th>/</th>
<th>/</th>
<th>Expiry Date</th>
<th>/</th>
</tr>
</thead>
</table>

## Instructions for Bank Transfer

<table>
<thead>
<tr>
<th>Bank</th>
<th>Commonwealth Bank of Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch</td>
<td>240 Queen Street, Brisbane, Queensland, Australia 4000</td>
</tr>
<tr>
<td>BSB</td>
<td>064 000</td>
</tr>
<tr>
<td>Account Number</td>
<td>0032 5284</td>
</tr>
<tr>
<td>Account Name</td>
<td>Archdiocesan Development Fund</td>
</tr>
<tr>
<td>Reference</td>
<td>Quote students full name</td>
</tr>
<tr>
<td>Swift Code</td>
<td>CTBAAU25</td>
</tr>
<tr>
<td>Reference</td>
<td>179046001</td>
</tr>
</tbody>
</table>

CRICOS Registration Number 02516M
# REFUND REQUEST FORM

## STUDENT DETAILS

<table>
<thead>
<tr>
<th>FAMILY NAME</th>
<th>GIVEN NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREFERRED NAME</td>
<td>DATE OF BIRTH</td>
</tr>
<tr>
<td>COUNTRY OF ORIGIN</td>
<td>YEAR LEVEL / HOMEROOM</td>
</tr>
</tbody>
</table>

## REFUND DETAILS

**Amount of Refund Requested (in AUD)**
(Refer to Refund Policy)

Date Fees Paid

For Period

(Semester / Term / Year)

**Reason for Refund**

(Either supply details here or attach documentation explaining reasons why refund is being requested)

**Refund to be Paid by either Cheque or Bank Transfer**

<table>
<thead>
<tr>
<th>Cheque</th>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Transfer</td>
<td>Name of Bank</td>
<td>Account Name</td>
</tr>
<tr>
<td></td>
<td>BSB</td>
<td>Account Number</td>
</tr>
<tr>
<td></td>
<td>Address of Bank</td>
<td></td>
</tr>
</tbody>
</table>

## PARENTAL PERMISSION

I give permission for my monies to be refunded to the person(s) / business indicated above.

<table>
<thead>
<tr>
<th>Parent’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
## REFUND REQUEST FORM CONTINUED

**OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Reason for Request meets SMTC Refund Policy</th>
<th>YES / NO</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Conditions for Refund to be Granted</td>
<td>YES / NO</td>
<td>Details</td>
</tr>
<tr>
<td>Amount Paid $</td>
<td>Amount to be Withheld $</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td>Withheld Reasons</td>
<td></td>
</tr>
</tbody>
</table>

Signed

Business Manager Date |

Signed

Principal STMC Date
Deferment, Suspension and Cancellation of Enrolment Form

Please read the Deferment, Suspension and Cancellation Policy before filling out this form to see if you meet the requirements to be granted a deferment of commencement or suspension of studies. Students intending to leave the College before the end of their course (before completion of the Queensland Certificate of Education or equivalent) are required to give a full Semester’s notice in writing. Unqualified letter of release will only be given if this is followed and fees for the notice period (or fees in lieu of notice) have been paid in full.

| FAMILY NAME | GIVEN NAME |
| PREFERRED NAME | DATE OF BIRTH |
| COUNTRY OF ORIGIN | YEAR LEVEL / HOMEROOM |
| Current Address in Australia | |
| Telephone | Mobile Phone |
| Email Address | |
| I am Applying For | Cancellation of Studies | Deferment of Commencement of Studies | Suspension of Studies |
| (please circle one only) | Date Leaving | Date Returning |

Please state why you wish to cancel / defer / suspend your studies and specify the start and return dates.
Deferment, Suspension and Cancellation of Enrolment Form Continued

Attachments

- Attach any relevant supporting documentation.

Notes

- This form will be assessed once all documentation has been received. The College may ask for more documentation if required. Applications are usually processed in 15 working days.
- Deferment and suspension of enrolment can have an effect on a student’s visa as a result of changes to enrolment status. Please contact the Department of Immigration on 131 881 or contact the local DIAC office to see if this will affect you.
- Students who have not yet commenced their studies at St Thomas More College will also need to contact DIAC in case there is any effect on their student visa as a result of changes to enrolment or CoE status.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

St Thomas More College staff members mentioned below, please sign as confirmation that you have been notified:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>SIGNATURE</th>
<th>DATE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Student Co-ordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy Principal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrolment Secretary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pastoral Co-ordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Principal – Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pastoral Care Teacher</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Librarian / Book Hire</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industry Placement (if applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Student and Parent**  
**1:1 Laptop Computer Agreement Form**

1. I confirm that I have read, understood and agree to abide by the *Acceptable Use of ICT Resources Policy* and the *Student and Parent Laptop Computer Guidelines*.

2. I understand that the assigned loan Student Laptop Computer *username* and *password* are confidential and I will not allow my password to be disclosed to others.

3. I understand that the loan laptop was tested before I took possession of it and was in full operational order with respect to both hardware and software.

4. I understand that there may be a cost incurred under the Behaviour Management Policy – College Resources and Property when repairs or replacements are not covered by the manufacturer’s warranty or the Accidental Insurance Cover.

5. I understand that I am required to **purchase** a set of earphones for use with the 1:1 laptop.

I confirm that I have received the following:

- [ ] Dell Laptop Computer
- [ ] Power Supply and Cord
- [ ] Laptop Sleeve
- [ ] Documentation and Manuals
- [ ] 4 Year Warranty
- [ ] 4 Years CompleteCover Accidental Insurance
- [ ] College’s 1:1 Operating Procedures

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Liu</th>
<th>Laptop Serial No.:</th>
<th>2CPG5L1</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td>Xinyu (Alison)</td>
<td>College Barcode:</td>
<td></td>
</tr>
<tr>
<td>Student ID:</td>
<td>S</td>
<td>Pastoral Class:</td>
<td>11PC</td>
</tr>
</tbody>
</table>

6. I understand that the students are able to leave the 1:1 loan laptop at the College.

- My student will take their 1:1 loan laptop home each day
- My student will book their 1:1 loan laptop in and out of the library each day.

- Please delete the option which does not apply

Signatures:

________________________  __________________________  ______________
Student                  Parent/Guardian/Carer        Date

CRICOS Registration Number 02516M
This Consent Form must be signed and returned prior to students being granted access to the internet and other information and communication technology resources.

Parents/guardians/caretakers are encouraged to review and discuss the contents of the Acceptable Use of Information & Communications Technology Resources statement with the student and answer any questions that they may have.

By signing this Consent Form, both parents/guardians/caretakers and students are agreeing to the terms of access as set out in the Acceptable Use of Information & Communications Technology Resources statement and acknowledge that they will be responsible in the event of any breach and that appropriate disciplinary steps may result.

Any queries in relation to this material should be directed to College Administration Team – Principal, Deputy Principal, Assistant Principal (Religious Education) or Assistant Principal (Administration).

User Acceptance

I, the student named below hereby agree to comply with all requirements as set out in the Acceptable Use of Information & Communications Technology Resources statement and all other relevant laws and restrictions in my access to the various information and communication technology resources through the BCEO and St Thomas More College’s network.

NAME: Xinyu (Alison) Liu

PC CLASS: 11PC

SIGNATURE: ___________________ DATE: ________________

Parent/Guardian/Carer Consent

As the parent or legal guardian or carer of the student named above, I grant permission for the student named above to access the various information and communication technology resources (including email and the internet).

I understand that access is granted to students subject to the restrictions contained in the Acceptable Use of Information & Communications Technology Resources statement and that if breached, appropriate consequences may follow.

I acknowledge that some material available on the internet may be objectionable and that in addition to the Acceptable Use of Information & Communications Technology Resources statement, I have discussed appropriate restrictions for the student when accessing or sharing information or material over the internet.

NAME: ______________________ DATE: ________________

SIGNATURE: ___________________
Faith Learning Community