



*St Thomas More College*

SUNNYBANK

*Do More. Be More.*

# YEAR 7 PARENT HANDBOOK 2026

*Live it. Faith Learn it. Learning Love it. Community*

# **St Thomas More College**

**Cnr Troughton Road and Turton Street, Sunnybank QLD**

This Handbook will be updated as changes occur. You can access the most current version of this Handbook via the Parent Portal  
<https://extranet.bne.catholic.edu.au/parent/stmc>

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## PRINCIPAL'S MESSAGE

I warmly welcome all our new Year 7 students and their families to the St Thomas More College community and to the start of our partnership in education. You will find the College to be a welcoming community. I am confident that over the coming years you will appreciate the importance the College places on our sense of community and our endeavours to foster a close working relationship with parents.



The pages in this booklet contain information to assist students and families who are joining our College for the first time. The pages also provide a reminder, and in some cases updated information, for existing parents. The information while comprehensive is not exhaustive, and I am sure that over the weeks and months ahead there will be questions and possibly some points that require a more detailed explanation. If this is the case, then I encourage you to contact the relevant person at the College. In most instances, this will be your son or daughter's Pastoral Care Teacher or the Pastoral Leader. Experience shows that dealing with matters early provides an easier resolution than those that go unresolved for an extended period.

In welcoming our new Year 7 students, we are aware that they come from over thirty different primary schools. In some cases, there will be students who join us as the only student from their primary school. Our Middle School Staff are aware of this and the resulting need to provide a welcoming and caring climate to assist students with their transition to secondary school. Our Middle School approach to Years 7, 8 and 9 distinguishes the needs and challenges of these young adolescents and acknowledges that this group of learners has the greatest diversity in their physical, social, emotional and intellectual development. This is reflected in our class organisation, our Pastoral Care Program, and our selection of a dedicated team of teachers to work in our Middle School.

I look forward to meeting all our new students and parents. I trust that you will find the educational journey at St Thomas More College one that promotes excellence and high standards, in a climate that is inclusive and supportive of each individual student. I am sure that in such an environment your son or daughter will embrace all the opportunities to grow into the best person they can be.

I warmly welcome you to our community.

**Mr Les Conroy**  
**Principal**

## ABOUT ST THOMAS MORE COLLEGE

### *Vision, Mission and Motto*

**Our vision** is the formation of sacramental people in a Catholic school.

**Our 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;
- participating in community as members of the College family and as citizens of Queensland, Australia and the world.

**Our motto**, God's Servant First, reminds all that every thought, word and deed should be informed by compassion and kindness, justice and peace, and love of God and one another.

### *St Thomas More*

Thomas More had an education suited to the son of a gentleman and seemed destined for the legal career mapped out by his father. Although the future held much promise for him, More was unsure of the direction he wanted his life to take. He considered becoming a priest but decided not to enter the Church because of his burning desire to have a family.

The late 1520s were the start of the downfall for Thomas More – years that would lead to his eventual martyrdom. Around the time that More was appointed Lord Chancellor, Henry VIII proclaimed himself 'supreme head' of the Church in England. Unable to accept this, More resigned his position. In 1534, Thomas More was summoned to take an oath that Henry VIII was supreme ruler over the Church. He refused - an act considered to be treason. Thomas More, after declaring that in religious matters the King's authority could not override his conscience, was executed on July 6th, 1535, when he reputedly stated, "I die the King's loyal servant, but God's servant first"

Thomas More was a person who achieved highly in society, but maintained his personal integrity, true to his family, his faith, and his God.



## **Crest and Motto**

The College has adopted an adaptation of Thomas More's personal crest awarded to him as Lord Chancellor of England under Henry VIII. Whilst some of the imagery may seem a bit outdated in contemporary times, the symbolism of More's crest is just as relevant to this College today as it was to our patron saint over 400 years ago.

- The cross, which runs through the centre of the crest, is said to be the most honourable charge to be found in heraldry, and its bearing is the express badge of the Christian faith.
- The unicorn is one of the most fabulous beasts of mythology. It is much used in heraldry and signifies extreme courage.
- The rooster is traditionally seen as a bird of great courage – always prepared for battle, and frequently fighting “to the death”. Being the herald of dawn, it is often used as an emblem of watchfulness, and may be used in armoury to signify a person of notable achievement in the parliamentary senate.
- The small chevrons (or chevronels) which run through each of the quarters, were military stripes of merit.
- The roundles (the three disks on two of the chevronels) when white, as in this case, are called plates, and denote generosity.



Therefore, the crest of Sir Thomas More adopted by the College, signifies courage, honour, generosity, and achievement all supported by the cross of Christ. It is indeed an aspirational symbol for this College.

## **A Unique College**

The unique qualities of St Thomas More College were formed in the early 1970s by the philosophical and social changes following Vatican II; the inability of Archdiocesan authorities to find a religious order to staff the school; and the vision and energy of a small group of people, including Father Barney O'Shea, Director of Catholic Education, the foundation lay staff (Principal, Mr Jim Slingsby, Mr Damien Barker and Mr Vince Coman), Father Hegarty, Parish Priest of Our Lady of Lourdes, and, from 1975, the Presentation Sisters. Despite pessimism in some quarters about the ability of a lay staff to deliver a solid Catholic education, Archbishop Rush publicly supported their increased responsibility. The Archbishop opened the school in January 1974 as the first secondary College administered by Brisbane Catholic Education. The new College was dedicated to St Thomas More.

This dedication, along with the name of the College, was the decision of Jim Slingsby. His reasons included St Thomas More's dedication to family life and learning, his sense of justice and fairness, as well as his commitment to Christian spirituality. This last commitment led to his conflict with King Henry VIII, and to his eventual execution. "God's servant first" became the College motto, and More's coat of arms was adopted as the College crest.

The new school had an enrolment of 75 boys, mainly from the parishes of Woodridge, Salisbury, Sunnybank and Acacia Ridge. In the following year, after the closure of St Ursula's College at Dutton Park, 143 girls were enrolled and 96 boys. In the same year, two Presentation Sisters, Sister Beverley Crane, and Sister Rosemary Grundy, joined the teaching staff. They organised the Christian Living program and provided seminars and weekend retreats for staff. The Sisters later set up a house close to the school, providing temporary accommodation for girls from the College who needed assistance. Their presence was important to the development of the College's philosophy and values, and their influence continues to be felt despite the withdrawal of the order from the College at the end of 1988.

From the opening of the College a Pastoral Care program, based on essential skills for living and on Christian values, was developed and became a model for other Colleges. The program was part of the basic College structure. Groups were small, and much thought and planning went into their composition. Pastoral Care teachers also taught their class Christian Living, and these classes were centres of genuine peer support. At Jim Slingsby's insistence, there was no corporal punishment and in the early years there was no student uniform. So, in many ways, St Thomas More College was breaking new ground, and offering a school experience different from the mainstream one of the time.



*A Block 1974 (Current Turton Building)*



**Staff 1975**



*Basketball Courts 1975 (Current Servant Court)*



*J Block 1979 (Current Nagle Building)*

## ***Early Progress***

In 1974, the only building was the current Turton Building (A Block) on Turton Street, on a largely undeveloped site. As Damien Barker later put it, “Jim Slingsby wore out the welcome mat at the Catholic Education Office in his efforts to improve facilities. Many weekends were spent at the College by enthusiastic parents helping to provide some of the present facilities.” Support also came from an energetic Parents and Friends Association and a dedicated Mothers Club. In addition to the Parents and Friends fundraising, the Mothers Club members organised street stalls, Melbourne Cup parties and Arts and Crafts festivals. Past students also became involved and organised past versus present students’ sports days. At the same time, various supporters were helping to build up the College, its original programs were becoming embedded and valued traditions.

The College staff based such traditions on Gospel values and action. They attempted to care for each student and to instill in each a sense of self-worth. The range of curriculum offerings reflected a desire to cater for all students wishing to attend the College, and to challenge and involve students in College life. There was a strong emphasis on openness and choice, with camps and excursions, modular activities, Pastoral Care activities, and involvement in the outside community. This involvement continued under the leadership of Dr Tony Baker from 1980 to the end of 1982. Activities such as Community Service and Work Experience were timetabled into College life, and helped establish strong relationships with people and groups outside the College. Dr Baker’s concern for the “downtrodden” inspired the staff and led to the provision of alternative programs for less able students. These programs, along with their underlying philosophy, continued under the leadership of Damien Barker (Principal from 1983 to 1989) and Peter O’Connor (Principal from 1990 to 2002). At the same time, a full range of conventional subjects was offered, and events such as musical productions revealed a pool of student talent and dedication.

## ***Growth and Changes***

As the years passed, most of the early philosophies and practices remained strong, with one notable exception. In 1991, after much soul-searching by the Parents and Friends and the Administration, a student uniform was finally introduced, featuring the colours black and white and later a gold trim. Improvements were made over time following consultation with parents and students.

In addition, building and landscaping continued, most notably under the leadership of Chris Noonan, Principal from 2003 to the end of 2009. His vision saw the grounds become more attractive and more functional at the same time. The efforts of Mr Noonan and his supporters resulted in a new multipurpose centre for Music, Drama and Physical Education (current Presentation Centre), and a refurbishment of the Practical Arts building (current Assisi Building). Both were officially opened by Archbishop Bathersby in 2011, a little over a year after the appointment of Peter Elmore as Principal.

While the outside appearance of the College was being transformed, a great deal of energy was also spent on staying at the forefront of technological change in education. The College has also undergone a significant transformation regarding the use of technology in the classroom, teaching and learning and the College's co-curricular offerings. This 'rebirth' led to an increase in enrolments from 450 in 2010 to 1140 in 2023 becoming the first choice for many families.

In 2017, the College welcomed Les Conroy as Principal and marked the completion of the Building Master Plan with the delivery of an 80-year-old church from a Catholic parish near Dalby, Queensland. Our Lady of the Sacred Heart Church, which was the faith centre of the North Cooranga community until 2013 was brought back to life as the College's new Chapel of St Thomas More. From 2020, the new carpark upgrade and opening of the Thomas More Café continued to enhance the facilities for parents, staff and students.

### St Thomas More College Carpark



**Thomas More Café**



**Chapel of St Thomas More**



## Junnebei

Junnebei is a word that was used by indigenous language groups in south-east Queensland to mean family group. St Thomas More College adopted this word to refer to our house groups, signifying that our Junnebeis are not just a group of students who share a sporting house or colour, but a group of students who are deeply connected to each other. Each Junnebei identifies with a patron and connects with a colour.



### ASSISI

**St Francis of Assisi** collected many followers, and founded the Order of Mendicant Friars or Franciscans. Francis was a man of action; he acted quickly because he acted from the heart. His simplicity of life extended to ideas and deeds. He encourages us to express our connection with creation in praising God.



### MACKILLOP

**St Mary MacKillop** co-founded the Sisters of St Joseph of the Sacred Heart, known as the Josephites. She became Australia's first saint largely because of her work in establishing schools for the poor and welfare institutions throughout Australia. She gave us the challenge "never see a need without doing something about it."



### NAGLE

**Nano Nagle**, inspired and led by the Holy Spirit, pioneered a courageous ministry to the poor and downtrodden and, in so doing, challenged the Irish authorities of her day. She taught in schools by day and visited the poor, especially the old and the sick, at night. As a result, she became known in Cork as the Lady with the Lantern. She founded the Presentation Sisters and gives us this challenge: "Who will light the lantern and keep it burning bright?"



### ROMERO

**Archbishop Oscar Romero** was assassinated whilst celebrating Mass in 1980. His story is connected to the Chalice as the Eucharist was an integral part of his life. Archbishop Romero was a source of strength and hope for the poor and oppressed of his country, El Salvador. We can be inspired by his challenge: "Aspire not to have more, but to be more."



### TURTON

**William Turton** was local to the Brisbane area and the college is located on Turton Street named after him. When Australia entered World War I, Turton enlisted in the army to serve his country. He was sent overseas to fight and made the ultimate sacrifice when he was killed at Gallipoli in 1915. He responded with courage to the significant challenges of his day.

## ***Faith Life of the College***

St Thomas More College prioritises the development of the whole person. Special emphasis is placed upon spiritual and religious development, recognising that human existence finds purpose by forming a relationship with God. The Faith Component is divided into two distinct parts –The Religious Life of the College and the classroom teaching of Religious Education. The College recognises that students joining our community in Year 7 come from a range of faith backgrounds and primary school experiences. Our Religious Education and Liturgical Programs acknowledge this diversity of experiences so that all students can be active members of our faith community.

## ***A Sense of the Sacred***

The **Religious Life of the College** is based on an overarching belief in God and in the Archdiocesan Documentation – Guidelines to The Religious Life of the School (2008). The document is made up of four parts: Religious Identity and Culture; Prayer and Worship; Evangelisation and Faith Formation and Social Action.

- **Religious Identity and Culture** is articulated through all areas of learning, not just the Religious Education program. It is reflected in Gospel values as well as the aesthetic, social and physical environment which all contribute to our sense of the sacred.
- **Prayer and Worship** is an integral part of the College community. We begin with prayer each day in pastoral care classes and our strong connection with our local parish allows us to celebrate important events through liturgies and masses. Weekly masses are held in the Chapel and whole school Masses are celebrated regularly.
- **Evangelisation and Faith Formation** are articulated when we invite the students to live out the Gospel through their words and actions. Faith formation is sensitive to the spiritual growth of each member of the community. It encourages them to come with an open mind and to take what they have learnt into the wider community.
- **Social Action** inspires the community to live out the motto of God's Servant First. We do this through the Catholic Social Teachings – respect for the human person; the preferential option for the poor; stewardship for the environment and the promotion of peace to name just a few. Staff and students are encouraged to take part in fundraising to assist Caritas; St Vincent de Paul and Catholic Mission.

## CONTACT US

Street Address	Cnr Troughton Road & Turton Street, Sunnybank QLD 4109
Postal	PO Box 140, Sunnybank QLD 4109
Email	admin@stmc.qld.edu.au
Phone	(07) 3323 4600
Website	www.stmc.qld.edu.au
Facebook	www.facebook.com/STMCsunnybank

### ***College Leadership Team***

Principal	Mr Les Conroy	<a href="mailto:lconroy@stmc.qld.edu.au">lconroy@stmc.qld.edu.au</a>
Deputy Principal	Mr Frank McCullagh	<a href="mailto:fmccullagh@stmc.qld.edu.au">fmccullagh@stmc.qld.edu.au</a>
Assistant Principal – Mission & Identity	Mr Pat Webster	<a href="mailto:pat.webster@stmc.qld.edu.au">pat.webster@stmc.qld.edu.au</a>
Assistant Principal – Administration	Mr Geoff Skippington	<a href="mailto:gskippington@stmc.qld.edu.au">gskippington@stmc.qld.edu.au</a>
Assistant Principal – Senior Years	Mrs Terri Saunders	<a href="mailto:terri.saunders@stmc.qld.edu.au">terri.saunders@stmc.qld.edu.au</a>
Assistant Principal – Middle Years	Mrs Stacey Readman	<a href="mailto:sreadman@stmc.qld.edu.au">sreadman@stmc.qld.edu.au</a>
Business Manager	Mrs Julie Redmond	<a href="mailto:jredmond@stmc.qld.edu.au">jredmond@stmc.qld.edu.au</a>

### ***Important Year 7 Contacts***

Year 7 Pastoral Leader	Mrs Carla Hamilton	<a href="mailto:carla.simpson@stmc.qld.edu.au">carla.simpson@stmc.qld.edu.au</a>
Guidance Counsellor – Middle Years	Mrs Jodie Barnard	<a href="mailto:jodie.barnard@stmc.qld.edu.au">jodie.barnard@stmc.qld.edu.au</a>
Learning Enhancement	Mrs Kimberley Hedditch	<a href="mailto:kimberley.hedditch@stmc.qld.edu.au">kimberley.hedditch@stmc.qld.edu.au</a>
Enrolments Officer	Ms Catherine Sudholz	<a href="mailto:csudholz@stmc.qld.edu.au">csudholz@stmc.qld.edu.au</a>
Program Leader - Instrumental Music	Ms Stacey Comino	<a href="mailto:scomino@stmc.qld.edu.au">scomino@stmc.qld.edu.au</a>
Program Leader - Sport	Mr Stephen Undery	<a href="mailto:sundry1@stmc.qld.edu.au">sundry1@stmc.qld.edu.au</a>

## FIRST DAY OF SECONDARY SCHOOL

The College understands that the first day of secondary school can be a mix of emotions for both parents and students. We suggest you read the following information to ensure that the first day of secondary school is as smooth as possible.

1. Students are to be dressed in full and correct Day Uniform; see Uniform and Grooming.
2. Students are to arrive at the College before 8:30am.
3. Students are to assemble in Servant Court (see College map) where they will be met Senior Students and Peer Support Leaders who will escort them to their Pastoral Care class.
4. Students are welcomed to the College with our Grace Bell Ritual and parents are invited to attend this important occasion.
5. Parents attend a laptop information session and are issued their child's laptop.

### ***Stationery and Books***

Students are to bring all stationery items and notebooks to the College on the first day. We understand that the school bag will be heavy. However, students will be allocated a locker on the first day and will transfer all items to their individual locker for safekeeping.

### ***Parking***

The first day of school always increases the amount of traffic around the College. Parents should walk with their student into the College grounds. \*There will not be parking available on-site on this day. The STMC buses will not run on the first day of school.

### ***Lunch and Morning Tea***

- At first break (lunch), on the students' first day a sausage sizzle will be provided. Students are still encouraged to bring food items with them for second break (afternoon tea).

### ***Week One Induction Program***

During the first week of school, Year 7 students will participate in an induction program aimed at assisting them to settle in and become comfortable with College life. The induction program will include:

- An introduction to their Year 10 Peer Support Leaders
- Assistance with organisation of books and lockers
- Laptop bootcamp and cyber-safety induction
- Library tour and orientation
- Study skills, organisation and time-management sessions
- Scavenger Hunt around the College grounds
- Getting to know you activities
- Meeting new people and making friends

## KEY POLICIES

Education is a collaborative partnership between the school and the primary caregivers. At St Thomas More College, we believe this partnership is essential for the success and well-being of our students. As part of the enrolment process, we ask parents to commit to the following responsibilities to support their child's education and overall development.

### ***Attendance Commitment***

Families are expected to prioritise school attendance and strive to maintain an attendance rate above 90%. If there are genuine circumstances affecting attendance, please communicate these with the College. Students whose attendance falls below 90% without legitimate reasons will not be eligible to participate in College events, including the Year 12 Formal and Graduation.

If the College is not informed about a student's absence, parents/guardians will receive an SMS from the College advising that the College has recorded their student as absent, and a response is required. It is requested that all absences are explained.

The Pastoral Care teacher oversees your child's well-being while at the College. Please communicate with them via the student diary or email so they are aware of any circumstances where your child may need additional support.

### ***Absence Reporting***

Parents/ guardians are required to report absences to the College through the BCE Connect App as early as possible. This ensures the College is aware that your child is safe and confirms that parents are fully responsible for their child's care during their absence.

### ***Holiday Bookings***

Family holidays should not be booked during the school term. If there are genuine reasons for leave during term time, parents are required to apply via email to the Middle or Senior Year Assistant Principal. Approval will not be granted in the Senior Years unless there are exceptional circumstances and will only be granted in the Middle Years if attendance is above 95% and assessment is not impacted.

### ***Religious Life of the School***

All students will participate in the Religious Life of the College and engage in the Religious Education curriculum. Reflection days and retreats are compulsory experiences where students develop self-awareness, explore their own values and reflect on their personal faith journey.

### ***College Events***

All students are expected to attend and participate in College events to the best of their ability, including Sporting Carnivals, SECA, St Thomas More Day, Camps, and Activities Week. These are important events in building connections, well-being and school spirit.

### ***School Fees***

College fee statements are emailed to fee payers at the beginning of each term. Fee payers are asked to pay the fee statement within 14 days of issue. Please ensure your email address is up to date with the College to ensure the fee statement is received.

Families are required to pay the school fees as outlined by the College promptly. These fees are essential for providing quality education and resources for my child. If financial difficulties arise, please contact the College.

### ***Code of Conduct***

Families agree to adhere to the BCE Code of Conduct for Parents and Visitors, which outlines the standards of behaviour expected within our community. All communication with staff must be courteous and respectful.

### ***Mobile Phones***

The College does not allow the uncontrolled use of mobile phones at school. If students have a mobile phone for use outside of school hours, parents are responsible for educating their child on responsible mobile phone use. Parents should be aware of the risks involved when using this technology and discuss these with their child. Mobile phones and other devices should only be used in shared family spaces of the home, never in bedrooms. It is important that mobile phones have suitable parental controls and are checked regularly to ensure appropriate use. Students should not have access to social media until they are over 16, as per the terms & conditions. The e-Safety Commissioner website has very helpful information for parents on this topic <https://www.esafety.gov.au/>

When at school, mobile phones must be stored in student lockers for the day and not taken into classes or accessed during lunch breaks. Students must not call parents using their mobile phone during school hours, even to advise of illness or make requests to go home. All calls must be made by Administration Staff at the Student Reception. The College does not accept any responsibility for the safekeeping of individual belongings including mobile phones.

## ADMINISTRATION

### ***Administration Opening Hours***

Monday to Friday 8:00am to 4:00pm

Please note that the Administration Building has a Student Reception and a Public Reception for the following purposes:

<b>Student Reception</b>	<b>Public Reception</b>
<p>Late arrival – sign in student                      Leaving early – sign out student                      Deliver items and messages to students                      Report absence from College                      Collect students from sick bay                      Lost property items</p>	<p>Sign in for volunteering/visiting at the College                      Payment of fees and College activities                      Enrolment enquiries and applications                      Meeting with staff members                      Bus Passes</p>

### ***Lateness***

If a student arrives after 8.30am they are considered late and must sign in through the Student Office. It is important to avoid regular lateness as this contributes to overall attendance.

### ***Early Departure***

All communication about early departure from the College is to be made in advance via the Student Reception and/or Student Diary. Where possible, early departure must coincide with the break times in order to minimise disruptions to learning and teaching.

### ***Payment Arrangements***

The College's preferred payment arrangement is Direct Debit. The College accepts the following methods of payment:

- Direct Debit
- EFTPOS or Credit Card
- Cash
- Bank Transfer
- BPAY

### ***Sick Bay***

Students who become ill or are injured at any time are to report to a teacher for permission to go to Sick Bay, which is located at the Student Reception of the Administration Building. **Students are not to call their parent or guardian directly** to collect them from the College. Students may remain in Sick Bay for one lesson only. They must then return to class or parents/guardians are contacted. Students who are deemed too unwell to return to the classroom will be sent home. The student's emergency contact will be called to collect the student from the College. Parents and guardians must collect their student from Sick Bay as soon as possible. Please ensure parent/guardian's home and mobile phone numbers and emergency contact listings are kept up to date.

### ***Lost Property***

The College strongly encourages all school items to be clearly labelled with your son or daughter's name, including uniform, stationery and books. In the case of lost property, it is advised that the student do the following:

1. Retrace their last movements and look for the item
2. Check lost property bins at the Student Reception.
3. Inform their Pastoral Care Teacher

The College will do its utmost to assist with the return of property, however, the College takes no responsibility for lost items. Please note that Student ID Card and Student Diaries must be replaced at the student's own expense.

### ***MEDICATION ADMINISTRATION***

The College adheres to Brisbane Catholic Education's guidelines for administering medication to students. All medication including over the counter, pharmacy, prescription, and Schedule 8 (controlled drugs) must be medically authorised (prescribed) by the student's registered health practitioner, with authorisation confirmed via a pharmacy label detailing dosage and administration instructions. **Parents/guardians must complete a "Request to Administer Medication" form for all medication administered to students by the College** and provide updated forms for any changes, including the ceasing of medication. If additional instructions are required for staff to administer the medication, a "Medication Administration Instructions" form will need to be completed by the student's registered health practitioner or pharmacist.

Medication must be supplied to the College in the original or pharmacy packaging with a current pharmacy label. Previously dispensed or refilled packaging will not be accepted. Tablets required to be cut must be cut and packaged by a pharmacist. Medication not approved for self-administration must be delivered to the school by a parent/guardian. Unused or expired medication must be collected promptly and cannot be sent home with students. Parents may request that their child self-administer their medication by completing the "Request for Student to Self-Administer Medication" form, which is subject to Principal approval. Schedule 8 (controlled drugs) are not permitted for self-administration. Emergency medications such as EpiPens may be administered to students without parent consent.

### **Student ID Cards**

All students are issued with an ID Card. The ID Card is used within the College for signing in/out of the Student Office and for borrowing resources from the Librarian. The ID Card can also be used as proof for student concession for public transport and other services. Replacement ID Cards can be purchased through the Finance Office

### **Lockers and Locks**

Each student is provided a locker in which to keep their books, bag and other belongings. Locks must be purchased and collected at the time of the Uniform Fitting. A College lock must be purchased as combinations are kept so a student can always access their locker. After speaking with the student's Pastoral Care Teacher, replacement combination locks can be purchased through the Uniform Shop.

### **2026 Dates for Year 7 Students and Parents**

First Day of School – Year 7	Wednesday 28 January 2026
Year 7 Parent Welcome Evening	Tuesday 17 March 2026
Year 7 Camp	Mon 2 to Wed 4 March 2026

### **2026 Term Dates**

Term 1	Wednesday 28 January – Thursday 2 April
Term 2	Monday 20 April – Friday 26 June
Term 3	Monday 13 July – Friday 18 September
Term 4	Tuesday 6 October – Friday 4 December

### **2026 Public Holidays - Qld**

Monday 26 January	Australia Day
Friday 3 April	Good Friday
Monday 6 April	Easter Monday
Saturday 25 April	Anzac Day Holiday
Monday 4 May	Labour Day
Wednesday 12 August	Ekka Wednesday
Monday 5 October	King's Birthday

### **School Hours and Lesson Times**

The College grounds are supervised from 8:10am until 3:15pm daily.

Students are not to leave campus after 8:10am.

Students may only be on College grounds after 3:15pm if they are involved in College led activities, including Homework Club, instrumental music or sports training.

Students are not permitted to wait in the drop off zone unsupervised.

Pastoral Care	8:31 – 8:46 am
Lesson 1	8:48 – 9:48 am
Lesson 2	9:50 – 10:50 am
Lunch 1	10:50 – 11:30 am
Lesson 3	11:32 – 12:32 pm
Lesson 4	12:34 – 1:34 pm
Afternoon Tea	1:34 – 1:54 pm
Lesson 5	1:56 – 2:56 pm

## **TEACHING AND LEARNING**

### ***Our Middle School Philosophy***

St Thomas More College is a faith, learning community within the Catholic tradition committed to the education of the whole person. We recognise that the Middle School Years is a formational phase of learning that consolidates and extends core knowledge and skills and cultivates students' enthusiasm and curiosity. Our dedicated approach to teaching and learning encourages emerging independence so our students can reach their potential as individuals and as contributing community members.

### ***Pedagogy***

Our pedagogy draws upon current research and practice, mandated Australian Curriculum, BCE Learning and Teaching Framework and our commitment to Excellent Learning and Teaching as a whole school approach to curriculum.

Teaching and learning in the Middle Years at St Thomas More College is driven by our belief that relationships are at the centre of learning. During these important adolescent years, authentic learning takes place within the context of strong connections with teachers who foster a sense of belonging and provide opportunities for peer interaction for learning and growth.

We seek to engage Middle Years students through a purposeful and inquiry-based approach to learning and to provide opportunities for innovation, creativity and problem-solving. Intentional learning experiences that are linked to formative assessment and quality feedback are necessary for students to be active and reflective learners in this formational phase of learning. We believe that learning for adolescents is maximised through strong alignment of our pedagogy, a connected curriculum and relevant assessment. As a professional learning community, we are dedicated to the formation of our students during the Middle Years of schooling.

### ***Catering for Student Diversity***

St Thomas More College seeks to offer a holistic and engaging education for all students, providing encouragement and opportunities for all students through an inclusive and comprehensive curriculum. Educational adjustments are made to support and extend the capacity of all students. Our class groups are carefully selected to allow for students to access the Australian Curriculum successfully and ensure appropriate consolidation, challenge and extension.

Our College also offers Extension classes which offer accelerated learning and additional opportunities to explore their academic and creative abilities. Allocation to the Extension class in Year 7 considers a wide range of data, as well as more detailed testing prior to commencement in Year 7. Parents of incoming Year 7 students will be informed when this testing will occur. Data analysis will be carried out and parents will be informed about placement in the extension class prior to the start of Year 7.

It is important to note that in all classes, students will be accessing the same fundamental curriculum and will be assessed against common criteria and standards. In reporting, students will be compared to the rest of the cohort regardless of their class placement. For a small number of students, it may be prudent, because of individual needs, to offer a more tailored, individual program of study. This program is developed in consultation with Learning Enhancement staff and parents, and in these instances, students are not compared to the cohort but are graded according to the individual outcomes developed for them.

### ***Partnership with Parents***

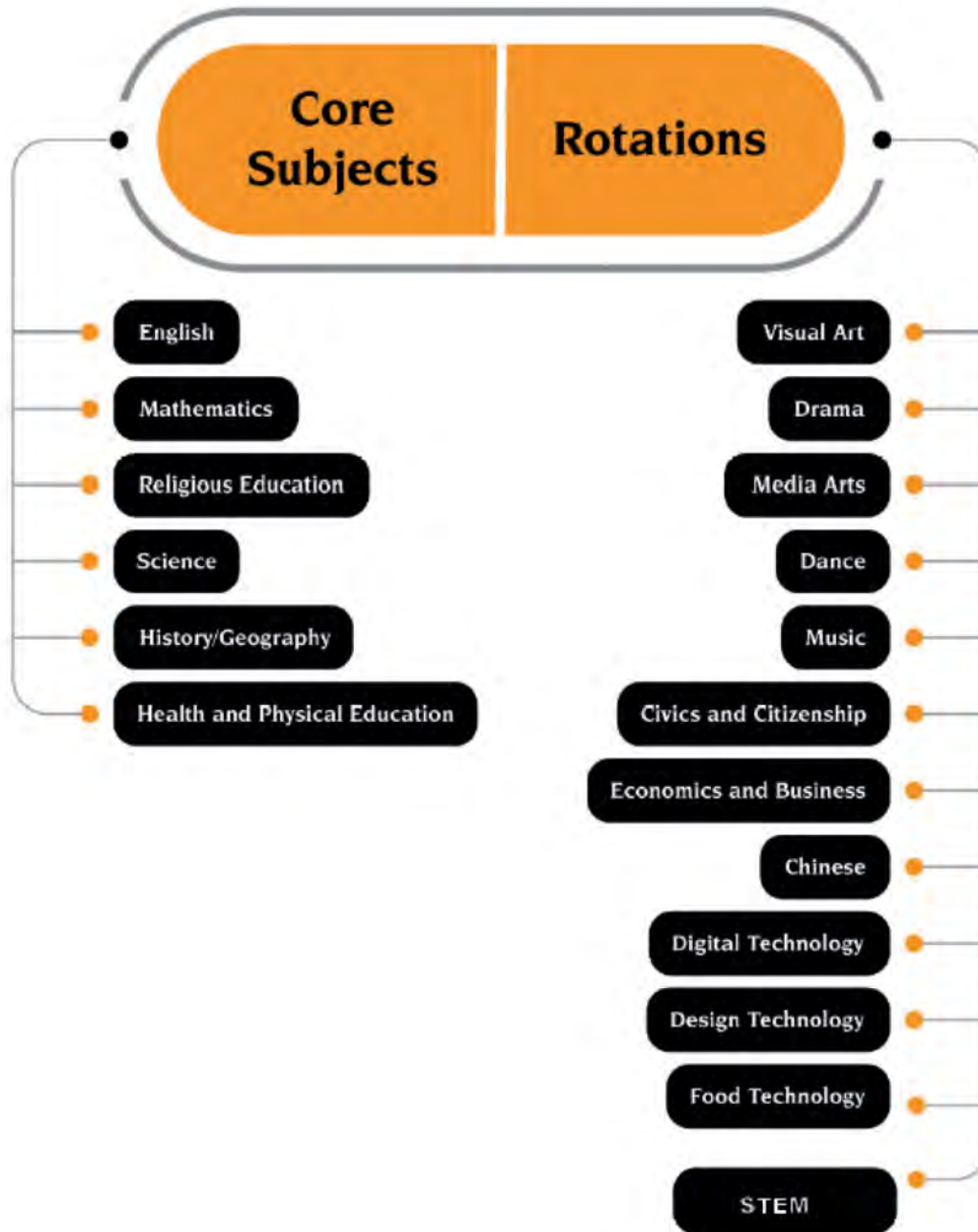
The College's partnership with parents is highly privileged in our Middle School approach. Pastoral Care Teachers will take ownership of the academic and social development of their students and will provide a strong conduit between school and home. St Thomas More College realises the significance of a positive transition experience from the primary school environment and the importance of setting individual goals and formalising academic expectations with students and parents.

### ***Academic Reporting Process***

- At the end of Semester 1 all students will receive a Semester 1 Report.
- At the end of Semester 2 students in Years 7-11 will receive a Semester 2 Report.
- Year 12 students will receive their Queensland Certificate of Education from the Queensland Curriculum and Assessment Authority at the end of the year, which includes their Statement of Results.

All College academic reports are available as a PDF document via the BCE Connect app Learning Dashboard. Parents/guardians are encouraged to save a copy of the report.

**Middle School Curriculum**



**Rotation Subjects**

In Years 7 and 8, the Middle Years students study a range of core and rotation subjects. Students participate in three rotations each term to ensure that they experience a wide range of learning opportunities that enhance their knowledge and skills.

In Year 9, students have the first opportunity to choose electives while still maintaining a strong focus on essential core subjects. This enables them to begin to develop their interests and talents in preparation for the Senior School.

## ***Religious Education***

All schools of the Archdiocese of Brisbane use the documentation (syllabus) provided by the Archdiocese for the classroom learning and teaching of Religion in Years 7, 8, 9 and 10. This 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 society. The learning experiences are meant to not only facilitate their understanding of the Catholic faith, but also make them aware of cultural diversity and other faith traditions.

In the senior school, students are offered two forms of Religious Education. Study of Religion contributes to a student's ATAR and is undertaken by students who are looking to study at university at the conclusion of their secondary schooling. The second option is Religion and Ethics, which is less academically rigorous.

## ***Middle School Class Structure***

Across Years 7, 8 and 9, students are allocated to a Core class for subjects that satisfy the Australian Curriculum and Brisbane Archdiocesan Guidelines - Religious Education, English, Mathematics, History, Geography, Science and Health and Physical Education.

In Year 7, the Core Teacher of each group teaches the class across three subject areas and takes the class during Pastoral Care each morning. The assignment of a Core Teacher across multiple subject areas and Pastoral Care allows strong relationships to develop, not only between teacher and students but also between teachers and parents. In Year 8 the Pastoral Care Teacher usually takes the class for up to two subjects. In Years 9 and 10 the Pastoral Care Teacher usually takes the class for one subject. Students remain with the same group of students for their Core classes and have a Core classroom where most of their learning takes place. Students are allocated to different class groups for their Term Rotations; giving them an opportunity to mix with other Year 7 students.

**Year 7** | The same teacher for three subjects and Pastoral Care.

**Year 8** | The same teacher for two subjects and Pastoral Care.

**Year 9** | The same teacher for one subject and Pastoral Care.

### **Homework**

As a guide, the College suggests students should allocate the following times to homework each night, depending on their year level.

<b>Year 7</b>	1 to 1.5 hours
<b>Year 8</b>	1 to 1.5 hours
<b>Year 9</b>	1 to 2 hours
<b>Year 10</b>	1 to 2 hours
<b>Year 11</b>	1 to 2 hours
<b>Year 12</b>	1 to 2 hours

Homework should consist of the following:

- Revision: reading over and checking for understanding of the work completed during the day.
- Set Exercises: completing exercises set by the subject teacher which link to or expand upon the day's lesson.
- Assessment Tasks: designated time to research and complete assignments.
- Wider Reading: engage in wider reading relevant to each subject studied and reading for pleasure.

Parents are asked to monitor their student's homework. Parents are asked to sign their student's diary each week and make contact with the College if there is a concern regarding too much or too little homework.

### **Homework Club**

The College offers Homework Club to students in all year levels. Homework Club provides both peer and teacher support to assist with homework and assessment tasks in a relaxed yet productive setting. Homework Club is supported by teachers and tutors. Attending Homework Club is not compulsory and there is no cost involved for students to attend.

Additional subject tutorials are also offered each week. The days and times for these are published each term.

The times for Homework Club are as follows:

Monday – Thursday 3:00pm – 4:45pm

Friday 3:00pm – 4:30pm

Students are to be collected immediately following the close of Homework Club or risk losing Homework Club privileges.

### ***Timetable***

The St Thomas More College timetable is separated into Week A and Week B. The College calendar on the Parent Portal and Student Portal indicates which week it is.

Students are provided a hardcopy timetable of their subjects at the beginning of each term. Students are requested to transfer this information to their Student Diary. Parents/guardians can see their student's timetable for the day in the BCE Connect app.

## **ACADEMIC RESOURCES**

### ***1:1 Laptop Program***

The St Thomas More College Laptop Program provides students in Years 7 to 12 access to learning technology through a College 1:1 Laptop Program. All students are issued with a College owned laptop, which is included in the College fees.

During the Induction Days at the start of Year 7 all students will participate in a Laptop Bootcamp where they are introduced to the basic skills and platforms that they will need to access. As students become more familiar with their device their confidence and skill will grow.

Students and parents must read and sign the information booklet and consent form prior to being issued with a laptop.

IT Support Services for the College laptop program are located in the Library. Students are permitted to access these services at the following times:

- Before school and during Pastoral Care (8:00am to 8:46am)
- Lunch (first break)
- Afternoon tea (second break)
- As advised by IT staff

### ***eLearning Resources***

Students at St Thomas More College have access to numerous eLearning tools that assist in the delivery of our curriculum including:

- Office 365: our education technology hub, including Teams, OneNote and OneDrive.
- School Portal: contains the College Calendar and access to relevant links
- Email: all students have a mybce email account through Office 365.

## ***Library***

The St Thomas More College Library seeks to be a welcoming and interesting place for students. The Library has a large collection of print resources, comfortable learning spaces, breakout study spaces and IT Support Services. Homework Club also takes place in the Library.

## ***Library Opening Hours***

Monday	8am – 4.45pm
Tuesday	8am – 4.45pm
Wednesday	8am – 4.45pm
Thursday	8am – 4.45pm
Friday	8am – 4:30pm

## ***Borrowing Resources***

Students will need their Student ID Card to borrow books from the Library. They are to take their Student ID Card and books to the Library Assistant for scanning. Students are to take note of the return due date.

## ***Borrowing Allowance***

Students are permitted to borrow two fiction items for two weeks and three nonfiction items for three weeks. Oliver is the online library catalogue that students can access to locate resources. <https://library1.bne.catholic.edu.au/oliver/libraryHome.do>

## ***Learning Resources***

All learning resources are available digitally via Class OneNote and online textbooks through Cambridge Go. Students will learn how to access these resources as part of the Induction Program. For some subjects learning resources are borrowed from the library.

## **UNIFORM AND GROOMING**

### ***Girls Formal Uniform***

- Regulation black College knee length skirt or black College slacks
- Regulation white College blouse with girls College tie
- White ankle high socks
- Black stockings (optional in Term 2 and Term 3 only)
- Traditional school shoes. Black, lace-up, leather dress shoes, low heel
- College wide brim hat
- College jacket and/or blazer
- College knitted jumper
- Year 10, 11 and 12 students wear the Senior College tie

### ***Boys Formal Uniform***

- College grey shorts or black formal tailored pants
- Regulation white College shirt with boys College tie. (In Term 1 and Term 4 the College tie is optional)
- Black leather conservative dress belt
- Regulation College socks to be worn with shorts
- Plain black dress socks to be worn with black pants
- Traditional school shoes. Black, lace-up, leather dress shoes, low heel
- College jacket and/or blazer
- College wide brim hat
- College knitted jumper
- Year 10, 11 and 12 students to wear the Senior College tie

### ***Sports Uniform***

- All students require a sports uniform. It is to be worn for practical Health and Physical Education, Dance lessons and College sporting events
- For girls and boys, this uniform consists of black shorts with the STMC logo and a College sport shirt
- Sports shoes are to be a cross trainer or running shoe in conservative colours
- School sports socks (with stripes) are to be worn with the tops visible above the shoe
- The College jacket can be worn with the sports uniform
- College tracksuit pants may be worn with the sports uniform and jacket in Terms 2 and 3 but not in Term 1 or 4
- A STMC sports cap or bucket hat must be worn for all HPE practical lessons and other co-curricular sport activities (non-STMC hats are not permitted)

### ***Other Considerations***

- All students are to use the College school bag
- College representative bags and uniforms are to be used only at the representative meets
- Year 12 students can wear a College blazer
- The Senior jersey for Year 12 students can be worn on SECA Thursdays, at special Junnebei days, and at official College events as directed by School Leadership
- Visible, printed T-shirts or coloured underclothing are not to be worn under the College blouse or sports shirt
- Visible bike pants are not to be worn under the College sports shorts
- Students must wear the College wide brim hat with their formal uniform
- STMC Junnebei bucket hats are optional and can be worn with the sports uniform
- The Sports uniform is compulsory for practical lessons for students enrolled in Dance, Health and Physical Education, Sport and Recreation and Fitness courses
- School shoes are to be kept clean and polished
- The College expectation is that students wear full and correct uniform every day. The uniform is to be worn at school, travelling between home and school and on other occasions, as required
- If grooming or uniform is of an unacceptable standard, students will be directed to contact home for the correct uniform to be brought to school
- Students may be withdrawn from classes if their uniform does not meet College expectations



St Thomas More College

SUNNYBANK

Do More. Be More.

# REGULATION SCHOOL SHOES

Note: This list is not exhaustive. If in doubt, check with your student's Pastoral Leader. All decisions on appropriate school shoes are at the discretion of the College Leadership Team and Pastoral Leaders.



## Formal Shoes for Boys and Girls

- ☑ Traditional school shoes
- ☑ Black, lace-up, leather dress shoes, low heel

Leather and laces with a low heel



## Sports Shoes for Boys and Girls

- ☑ Sports shoes are to be a cross trainer or running shoe in conservative colours

Cross trainer or running shoe in conservative colours, needs a flexible sole, sits low on ankle



Examples that are not suitable: no heel, not leather and no laces



Examples that are not suitable: street or skate shoe not for running, no styles covering ankle, flat sole, bright colours and casual gym boots not permitted



### ***Grooming - Girls***

- Hair must be well groomed and of a single natural colour
- Plain headbands, hair ties and small ribbons in yellow, black or white are acceptable
- Hairstyles and colours which invite attention are not acceptable (as per Pastoral Leader and CLT discretion)
- Shoulder length hair must be tied back at all times, no tracks or extreme undercuts
- Make-up which invites attention (including eyelash extensions) is not acceptable (as per Pastoral Leader and CLT discretion)
- Fake lashes, false nails and coloured nail polish are not permitted

### ***Grooming – Boys***

- Hair must be short, well above the collar, well-groomed and of a single natural colour
- Gel and similar hair products are not permitted, no tracks or undercuts
- Hairstyles and colours which invite attention are not acceptable (as per Pastoral Leader and CLT discretion)
- Hair should be worn in a manner which keeps it off the face
- Long hair is not permitted
- Must be clean shaven at all times

### ***Jewellery/Accessories***

The following items are **permitted**:

- A Christian cross or crucifix on a gold or silver chain - both symbol and chain are to be small and conservative
- Girls may wear one pair of small gold or silver studs, sleepers, small, coloured stones or pearls in the earlobe
- Plain black neck scarf in winter

The following items are **not permitted**:

- Earrings worn by boys
- Any facial jewellery or body piercings, including clear jewellery
- Tattoos/Henna
- Stretchers
- Unnatural coloured contact lenses
- All other jewellery

**Full formal uniform must be worn to whole school assemblies and other formal occasions.**

**Students who wear the incorrect uniform or shoes twice in one term will be issued with an afternoon detention.**

### ***Uniform Fitting Weekend 2025***

The Marie Hillcoat Uniform Shop will be open for fittings and purchases for Year 7 2026 students:

- **Dates:** Saturday & Sunday 25 & 26 October 2025 from 7.30am – 5pm & Saturday 1 November 2025 from 7.30am – 2.30pm (bookings to be advised).
- **Time:** Please refer to the insert for your individual appointment time (allow one hour for fitting)
- **Payment:** Payment must be made on the day of purchase by the following means: cash, eftpos.

Students must be present for the fitting.

### ***Second Hand Uniform Shop***

Parents/guardians have the option to buy and sell second-hand uniform items via the Sustainable School Shop website. The link to the Sustainable School Shop and instructions on how to buy and sell items are located on the Parent Portal > Tuckshop & Uniform Shop. Please contact the Sustainable School Shop on 0438 743 444 for any questions or troubleshooting. <http://www.sustainableschoolshop.com.au/>

## **PASTORAL CARE**

### ***Pastoral Care***

Students begin their school day by moving to Pastoral Care Class where they are greeted by their Pastoral Care Teacher. They begin the day with a prayer and the reading of notices relevant to their year level. The notices outline upcoming events and the daily aspects of College life. PC classes then engage in regular activities aimed at strengthening the relationships between the students in each class. Your student's Pastoral Care Teacher is the first point of contact for parents/ guardians if concerns arise.

### ***Year Level Assemblies***

Once a fortnight students gather for a Year Level Assembly. The Assembly is led by the relevant Pastoral Leader, supported by Pastoral Care teachers. During this time, information pertaining to the relevant year level is shared. Topics include:

- Publicising upcoming activities and initiatives within the school community
- Reiterating College expectations and celebrating student success
- Programs run by special guest and expert speakers

### ***Peer Support Program***

This program seeks to provide a smooth transition for Year 7 students into secondary school. Students are supported to develop a range of social skills that include communication, confidence, self-esteem, decision-making and leadership. Peer Support Leaders are selected from the Year 10 cohort and meet Year 7 students on the first day of school. They spend time showing Year 7 students how to read their timetable, how to use their lock and take them on a campus tour. Peer Support Leaders remain in contact with Year 7 students throughout the course of the year and continue to develop this relationship as they settle into secondary school life.

### ***Camps***

The Year 7 Camp is a very valuable experience that continues the pastoral theme and provides the opportunity for students to make connections with their peers. The camp endeavours to use the outdoor environment as a place of learning and providing opportunities which would not normally be possible in the school environment.

The Year 7 Camp will take place at Alexandra Headland from Monday 2 March to Wednesday 4 March 2026. Information about the camp will be made available early in 2026. All students are expected to attend and participate in camp activities. The cost of this camp is included in the College fees.

### ***Behaviour Interventions***

1. Responsible Thinking Classroom (RTC)

In the event of minor disruptions to learning, students are referred to the RTC. The Responsible Thinking Teacher will work with the student on strategies that will help them manage their behaviour, homework and studies, and compliance with uniform and punctuality.

2. Pastoral Leader Intervention

In the event that the student requires additional support to manage his/her behaviour, the Pastoral Leader will be notified as the next level of intervention.

3. Assistant Principal and 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.

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.

## **BULLYING**

### ***Our Policy***

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. Everyone in our Community has the right to be respected; the right to learn or to teach; and the 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 behaviours can include verbal, physical, mental and emotional, cyber and sexual bullying.

Bullying involves a number of elements:

- a desire to hurt
- a hurtful action
- a power imbalance
- repetition
- 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: Kingsley |

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

### ***What should I do if my child tells me they are being bullied?***

Help your child to identify the bullying behaviour and ask them:

- What has been happening?
- Who has been involved?
- Where have the incidents occurred?
- Has anyone else seen the bullying behaviour?

***What a student should do if they are being bullied:***

- Stay calm
- Firmly say “No!” tell the bully to stop.
- Move away from situation
- Talk to someone you trust about what has happened, for example a parent/carer, teacher or friend, and get them to help you to take the right steps to stop the bullying when talking about what has happened make sure you tell them:
  - What the person/s has been doing?
  - Who has been involved?
  - Where have the incident/s occurred?
  - Who else has seen the bullying behaviour?
  - How often has it happened?
  - What have you already done about it?
- Keep on talking until someone listens to you and the bullying stops
- Don't blame yourself for what is happening.

***What should a student do if they see someone being bullied?***

If a student sees someone being bullied, keep safe and choose your response to match the situation:

- Speak up and let the person know this is bullying
- Refuse to join in with the bullying and walk away
- Help the student who is being bullied to talk to a teacher
- Ask a teacher or support person for help
- Report what happened

***How should a student handle cyberbullying?***

- Tell a parent, teacher, or other trusted adult - don't stay silent and hope it will go away.
- Save, store, screenshot emails, chat logs, posts, or SMSs.
- Block and delete the bully from all contact lists.
- Do not respond to nasty emails, chats, SMS or comments - this is what the bully wants so ignore them.
- Use the 'report abuse' button which all websites/applications have. Tell them the problems you are having and they are obligated to investigate.
- Have some 'down time' without computer or mobile. Give yourself some time away from technology just for a break.
- If the bullying continues - delete your current account and start a new one. Only give your new details to a small list of trusted friends.

- Get a new phone number if being harassed on your phone. Report the problem to your phone company and insist on a new number for free.
- If the bullying continues get Mum or Dad to report the bullying to the College and Police.
- For more information, go to [www.esafety.gov.au](http://www.esafety.gov.au)

### ***Investigating Potential Bullying***

1. When an investigation about bullying is required, the following procedures will be followed:
  - A 'no blame' approach and process in the first instance.
  - Those involved to be interviewed and made aware of the suspected bullying.
  - They will be given the opportunity to give their side of the story and will be asked to complete an incident report.

At this stage, there will be an educative conversation with the student regarding respectful and right behaviours followed by the completion of a Responsible Thinking Plan. The incident may be deemed as not bullying (refer to bullying definition). The student will also be informed that a courtesy call home will be made.

2. If bullying is identified, the Pastoral Leader (in consultation with the Guidance Counsellor and/or member of the Leadership Team) may choose to use the following methods with the students involved:
  - Mediation
  - Individual counselling
  - Restricted access at breaks
  - Withdrawal / Suspension
  - Action planning
  - Stay away agreement

Parents of both the perpetrator (the child exhibiting the bullying behaviour) and the target will be notified of the level and severity of the incident and its consequences. A record of the incident is kept on file.

3. Continued bullying would result in a further action plan being devised, appropriate consequences for the child, and further dialogue with the parents. The Guidance Counsellor, Middle Leader and /or Learning Support may be involved in formulating this action plan.

### ***Support for the target and perpetrator***

**We support the target in the following ways:**

- Offering them an opportunity to talk about the experience with their Pastoral Leader, Guidance Counsellor or member of the Leadership Team.
- Work through a safety plan with the student.

- Informing the child's parents and meeting with the parents.
- Suggesting and role playing appropriate, positive anti-bullying behaviours with the child.
- Offering continuing support when they feel they need it and encouraging immediate reporting of incidents.
- Mediation.

**We support the perpetrator in the following ways:**

- Offering them an opportunity to talk about the experience with their Pastoral Leader, Guidance Counsellor or member of the Leadership Team; about what has happened and the behaviours they have been displaying.
- Informing the child's parents and meeting with the parents.
- Continuing to monitor the student's behaviour and offering appropriate support.
- Enforcing appropriate consequences that are directly linked to the child's bullying behaviour.
- Responsible Thinking Plan and working through appropriate strategies and skills to stop behaviours.

**COLLEGE EXPECTATIONS – PRODUCTIVE STUDENT BEHAVIOURS**

Rules	Expected Behaviour	Rights of the Individual	Responsibilities of the Individual
<b>Responsibility and respect for St Thomas More Community</b>	Respect and build our Catholic Faith and Traditions.	To receive education in the Catholic faith and traditions. To have one’s faith journey valued and respected.	Participate in community, worship and prayer displaying dignity and respect. Participate in Religious Education classes with a positive attitude. Accept other people’s faith and beliefs as worthy of respect.
	Extend courtesy to all members of the College and wider community.	To be treated with respect, fairness, understanding and politeness.	Speak to others calmly, and in a non-controlling, non-threatening manner. Always respectfully greet members of the College and wider community.
<b>Responsibility and respect for others</b>	Respect the property of ourselves, school and others, including our environment.	To expect property to be safe. To have a safe, clean and well-maintained school environment.	To not consume food in the classroom. Being prepared to remove litter and place it in the bin. Personal and school belongings to be free of graffiti, vandalism and kept in good working order. Ensure desks, chairs, books, diaries and other College property is free from damage.
	Engage in high quality teaching and learning.	To be well taught, thereby developing academic, physical, emotional, spiritual and social potential.	Attend school as programmed, to be punctual, and to take part in all school activities. Hand in all homework and assessment on due dates. Keep up-to-date with required work.
<b>Responsibility and respect for self</b>	Respect the rights of others as teachers and learners.	To be taught and to learn in a non-disruptive environment.	Participate in class and the yard without disrupting.
	Act in a safe and responsible manner while accepting responsibility for our own actions and decisions. Build positive relationships with staff and fellow students.	To feel safe in the classroom. To feel safe in the school yard. The right to be dealt with in a just and fair manner. To cooperate with staff and parents.	Report bullying, harassment and unsafe behaviour. Create safe environments by interacting positively, following instructions and demonstrating appropriate behaviour. Keep hands and feet to self. No weapons or knives are to be brought to school.
<b>Responsibility and respect for learning</b>	Demonstrate high quality standards of dress, attitude and engagement.	To demonstrate high standards free of harassment and interference.	Wear the uniform and behave in such a way that conveys a positive impression of the College to the community both in and out of College grounds. Positively acknowledge others’ efforts and achievements. College uniform is to be worn to all College events.

## STUDENT SUPPORT STAFF

### *Counselling Services*

The College Guidance Counsellors work with students around issues which commonly arise during adolescence. The College Guidance Counsellors are located in the Student Services Building.

Mrs Jodie Barnard | [Jodie.Barnard@stmc.qld.edu.au](mailto:Jodie.Barnard@stmc.qld.edu.au) | Guidance Counsellor Yrs 7/ 8/ 9

Mrs Katie Pham | [katie.pham@stmc.qld.edu.au](mailto:katie.pham@stmc.qld.edu.au) | Guidance Counsellor Yrs 10/ 11/ 12

### *Learning Enhancement*

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, speaks a second language or has a diagnosis that is affecting his or her performance in school. Learning Enhancement at St Thomas More College aims to cater for the needs of such students. The role of the 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 several ways:

- Personalised Learning Plans
- In class support
- Adjustments to assessment
- Alternative program
- Small group work

Mrs Kimberley Hedditch | [kimberley.hedditch@stmc.qld.edu.au](mailto:kimberley.hedditch@stmc.qld.edu.au) |

Academic Leader - Learning Enhancement

## CO-CURRICULAR ACTIVITIES

All students are encouraged to participate in the various activities planned throughout the year. Generally, students who are most involved in College activities obtain the most out of College life. In many cases, there will be a round of trials or auditions to bring together groups and teams. From this point, there will be a series of rehearsals and training sessions established by the organising teacher. It is expected that once committed, students remain active participants in the activities.

Mr Matthew Molloy | [mmolloy@stmc.qld.edu.au](mailto:mmolloy@stmc.qld.edu.au) |

Wellbeing and Engagement

## **Arts**

Our Creative Arts have a strong reputation within the College and wider community. Students are encouraged to participate in the variety events held within the College each year, including:

- Art Displays
- College Production or Musical
- Dance Teams
- Design Club
- Junior School Play
- Media Presentations
- Penny Awards
- Photography Club

Mrs Kelli Warner | [kwerner@stmc.qld.edu.au](mailto:kwerner@stmc.qld.edu.au) | Academic Leader – ARTS

## ***Instrumental and Performance Music***

The St Thomas More College Instrumental Music Program provides the opportunity for students to develop skills, self-esteem and a lifelong involvement in Music. Instrumental Music lessons are conducted either in groups or individually, occurring during the school day on a rotational basis. The cost of individual and group lessons is included in the term fees (8 lessons), with a one-off annual levy for ensemble participation which covers a range of costs such as Director fees, festival fees, transport costs, etc. While students are encouraged to own their own instruments when pursuing either tuition or ensembles, the option of hire is available for some instruments. The STMC Instrumental Music tutors are specialists in their respective fields and are well qualified and conversant with current trends in Music education.

The College offers Instrumental Music lessons in the following instruments:

- Brass
- Guitar (Acoustic, Electric, and Bass)
- Percussion (Drums)
- Piano (Individual lessons only)
- Strings
- Voice
- Woodwind

Ensembles are at the forefront of the Instrumental Music Program with students being offered the opportunity to join one, or a range of ensembles and bands. All groups operate before or after school or at Lunch 1 and Ensemble members must commit to the weekly rehearsal schedule and be prepared with music, instrument, etc. Performance dates are noted on the College Calendar and include a variety of events. Currently, the following ensembles rehearse on a weekly basis across all terms:

- Guitar Ensemble (acoustic)
- Concert Band
- Contemporary Band
- Drum Line
- Jazz Ensemble
- Marching Band and Colour Guard
- Performance Choir
- Contemporary Choir
- College Orchestra
- String Ensemble
- Chamber Strings
- Percussion Ensemble
- Junior Rock Band
- Junior Contemporary Band
- Wind Ensemble
- Flute/Clarinet/Sax Ensembles
- Decks and Drums (DJ skills)
- Elektrik Band
- Junior Drumline
- Senior Rock Band

For further information about costs, Scholarship Program, contracts, etc., please see the STMC Instrumental Music Handbook.

Ms Stacey Comino | [scomino@stmc.qld.edu.au](mailto:scomino@stmc.qld.edu.au) | Program Leader – Music

## ***SPORT***

### ***STMC Sport***

At St Thomas More College, sport plays a vital role in fostering student growth, wellbeing, and community spirit. Our inclusive and diverse program helps students develop essential life skills such as teamwork, leadership, resilience, and self-discipline in a positive and supportive environment. This in turn benefits curriculum performance and school behaviour and helps build a real sense of community. The College is a part of the Eastern Taipans District in the Metropolitan West region for representative sport, competes in Southeast Colleges Association (SECA) along with many other competitions.

### ***SECA Sport***

St Thomas More College is a proud foundation member of SECA and since its inception in 1996. STMC students continue to enjoy the varied and competitive sport offered by SECA Sport. SECA Sport is an interschool sporting competition conducted on Thursday during school, in Terms 2 and 3. In addition to this, SECA holds a range of one-day carnivals throughout the year. The competition is graded to cater for all individual abilities, age and skill levels.

SECA Sport Season 1 (Term 2)	SECA Sport Season 2 (Term 3)	SECA Carnivals
Chess	Basketball	Cricket – Term 1
Futsal	Debating	Swimming – Term 1
Netball	E-Sports	Cross-Country – Term 2
OzTag	Football (Soccer)	Athletics – Term 3
Rugby League	Tennis	Rugby 7's – Term 3
Theatre Sports	Touch Football	AFL 9's – Term 4
Volleyball		

### **Inter-Junnebei (House) Sport**

The College's Inter-Junnebei sporting tradition is an integral part of the sporting culture here at St Thomas More College. This Inter-Junnebei tradition creates a strong sense of belonging and community within the whole College. St Thomas More College has five Junnebei



ASSISI



MACKILLOP



NAGLE



ROMERO



TURTON

Students are assigned a Junnebei at the time of enrolment. Throughout the year students across all ages have an opportunity to represent their Junnebei in sporting, academic, attendance, cultural and other competitions. Significant events through the year include Swimming, Cross Country, and Athletics Carnivals.

### **Programs**

St Thomas More College offers programs that support the physical and mental development of students in their chosen sport. These are:

- Strength and Conditioning Program
- Athlete Development Program

Strength and Conditioning Program is open to all St Thomas More College after they have completed an induction, while the Athlete Development Program (ADP) is an 'invitational only' program.

### **Representative School Sport Pathway**

St Thomas More College is a member of the Eastern Taipans district within the Metropolitan West School Sport region. Many sports conduct trials across Primary and Secondary schools within the Metropolitan West region as a pathway to state and national school sport selection.



*\*\*Only students approved and nominated by the college can attend representative trials\**

### Other Competitions

AFL	AFLQ Schools Cup
Basketball	Champion Basketball School of QLD Tournaments
Football/Futsal	AFA Futsal State Titles
	UHSport Football Cup
	ISSA Football Cup
Netball	QLD Catholic Schools Netball Cup
	Vicki Wilson Netball Cup
	QLD Independent Secondary Schools Netball
Rugby League	NRL Schools Trophy
	YR9&10 Western Tour
	Confraternity Shield
Rugby 7's	QRU Independent Schools Rugby 7's
Sport Aerobics	FISAF QLD Super Series
	FISAF QLD State Championships
	QLD Cup
Touch Football	Kings Touch Football Carnival
	QLD All Schools Touch Football Carnival
Volleyball	VQ Junior Schools Cup
	VQ Intermediate Schools Cup
	VQ Senior Schools Cup

### Helpful Links

STMC Sport Website

<https://www.stmc.qld.edu.au/co-curricular/sport/Pages/default.aspx>

Metropolitan West School Sport

<https://metwestschoolsport.eq.edu.au>

SECA School Sport

<https://www.secasport.com.au/>

### Sport Contacts

Mr Jay Paterson | [jay.paterson@stmc.qld.edu.au](mailto:jay.paterson@stmc.qld.edu.au)

Mr Stephen Undery | [sundry1@stmc.qld.edu.au](mailto:sundry1@stmc.qld.edu.au)

Sport Office

Program Leader – Sport

## COMMUNICATION

### ***Calendar***

The College Calendar is available on the BCE Connect App. The calendar is regularly updated to reflect changes and provides information on scheduled activities at the College; including student involvement, venue, start and finish times. The fortnightly newsletter provides details on calendar events for the upcoming fortnight.

### ***Parent Contact with School***

If you need to contact a staff member at the College, it is suggested that parents and guardians either:

- Email the staff member directly using the staff email addresses in the BCE Connect app/School Directory, or
- Call the College Main Reception and ask to talk to the staff member. A message will be emailed to the relevant staff member if they are unavailable at the time of the call.

Due to teaching commitments, please allow 48 hours turnaround for emails and phone messages, unless the matter is urgent.

### ***BCE Connect App***

The BCE Connect app is a secure website specifically for parents and guardians, which details all relevant information about the College. Information on the Parent Portal includes:

- Staff Directory and Emails
- College calendar
- Student Timetables
- Parent contact Information
- Attendance Records
- Academic Reports
- Permission Forms and Letters
- Assessment Calendars

All information included in the Parent Handbook can be found on the BCE Connect app. Parents and guardians require a unique email address to log on. Initial log on details will be emailed to parents and guardians. Regular viewing will mean that you are rarely out of the picture.

For any difficulties with the BCE Connect app please contact the College Main Reception.

### ***Parent/Student/Teacher Interviews***

Parent teacher interviews are offered twice per year. These evenings provide parents and students the opportunity to meet with subject teachers. At the interview, student's individual progress is discussed, as well as strategies that encourage greater success.

The College uses the online booking system Parent Teacher Online (PTO). The link to PTO is available in the BCE Connect app and log on details will be sent to parents and guardians prior to the evenings. Dates for Parent/Student/Teacher Interviews will be promoted on, the College Calendar and via our Facebook page.

### ***Student Diary***

Each student receives a Student Diary and it is a key link in communication between the student, College and home. Students are required to bring their student diary with them to each lesson, every day.

Students are to note that the Student Diary is a public document and is not to be used for a purpose other than the recording of homework and important school messages.

Parents are urged to use the diary to communicate with staff at the College. Staff may also use this page to communicate to parents.

The Student Diary is used to record the following by students, staff and parents:

- Subjects for each lesson each day
- Homework tasks for subjects
- Commendations
- Uniform infringements
- Reasons for absence
- Raising issues of concern
- Incomplete homework
- Referral to the Responsible Thinking Classroom
- Assessment items and due dates
- Punctuality

If a diary is lost, damaged or the above graffiti requirements are not adhered to, the student will be asked to replace the diary at his/her own expense.

## ***Social Media***

We encourage families to follow St Thomas More College on social media. The various social media channels are a great way for parents and guardians to keep up to date with events, day to day happenings, and sporting and musical results.

- Parent Portal: <https://extranet16.bne.catholic.edu.au/parent/stmc/Pages/default.aspx>
- Facebook: <https://www.facebook.com/STMCsunnybank>

## ***Website***

The College's website is a valuable source of information for prospective and current families. On it you will find links to information about a variety of areas such as: Curriculum, Pastoral Care, Community Access, News and Events. Website: [www.stmc.qld.edu.au](http://www.stmc.qld.edu.au)

# **COMMUNITY**

## ***College Board***

The St Thomas More College Board is a Pastoral Board that provides planning and policy development support to our Principal, Leadership Team, staff and community at a strategic level. The College Board was established in 2004 and aims to:

- Ensure Catholic Education is achieved within Parish/Diocesan Pastoral goals,
- Pursue the goals of the locally developed Statement of Mission, and co-ordinate and affirm a shared decision-making process.

## ***Parents & Friends Advisory Group***

The St Thomas More College P&F Advisory Group provides a structured way for parents and guardians to be involved with the College. Parents and guardians are encouraged to attend the meetings of the P&F. Dates of the P&F meetings can be found on the College Calendar.

The P&F Executive Committee members are elected at the AGM. The P&F offers invaluable support for College initiatives and resources for our students.

## ***Parish***

The College is associated with the Our Lady of Lourdes Parish, which includes:

- Our Lady of Lourdes Catholic Church, 121 Mains Road, Sunnybank
- Our Lady of Fatima Catholic Church, 350 Mortimer Road, Acacia Ridge

Please see the following contact details for the Parish.

Postal Address: PO Box 32, Sunnybank QLD 4109

Office Hours: Monday to Friday 8:30am to 4:00pm

Phone: 07 3345 3766

Email: [sunnybank@bne.catholic.net.au](mailto:sunnybank@bne.catholic.net.au)

Website: [olol.com.au](http://olol.com.au)

## ***Visiting the College***

For reasons of workplace health and safety and student protection, when visiting the College or volunteering at the Tuckshop, Uniform Shop or a College event; it is a requirement that parents and guardians sign in at Main Reception, Administration Building. Volunteers at the College will be required to fill out documentation for workplace health and safety and student protection and wear a Visitors' Badge. Upon leaving the College visitors must sign out at Main Reception, Administration Building. Parents/guardians must not wait on College grounds for their son/daughter without having signed in at Main Reception. This includes afternoon school pickups.

## **TRANSPORTATION**

### ***St Thomas More College Bus Service***

St Thomas More owns and operates a bus service that connects local Catholic Primary Schools with the College. Please refer to the College website for timetable information.

<http://www.stmc.qld.edu.au/contact-us/Pages/gettingtoSTMC.aspx>

### ***Park Ridge Transit Bus Service***

Park Ridge Transit runs various school bus services to and from the College. Please see the Park Ridge Transit website for timetable information:

<https://www.busqld.com.au/school-routes-pr/2016/9/26/st-thomas-more-college>

### ***Brisbane City Council Bus Service***

Brisbane City Council runs various bus services to and from the College. Please see the TransLink website for timetable information: <http://translink.com.au/>

### ***Queensland Rail Services***

Banoon Train Station, located on the Beenleigh Line, is situated across from the College on Troughton Road. The train station is supervised by a College staff member in the morning and afternoon. Please see TransLink website for timetable information: <http://translink.com.au/>

## **TUCKSHOP**

The St Thomas More College Tuckshop is open: Monday to Friday. Orders can be placed and pre-paid via the Qkr! App before 8:30am. The Tuckshop Menu is available on the Parent Portal. Students may pay by cash or EFTPOS. All EFTPOS purchases have a minimum spend of \$5.00.

## **THOMAS MORE CAFÉ**

The Thomas More Café is open from 7:30am – 3:30pm, Monday to Friday. The Café is available to:

- STMC Parents and Carers,
- Yr12 Senior students, (before school, after school and during lunch breaks),
- Students from Years 7-11 before and after school,
- Staff

## **UNIFORM SHOP**

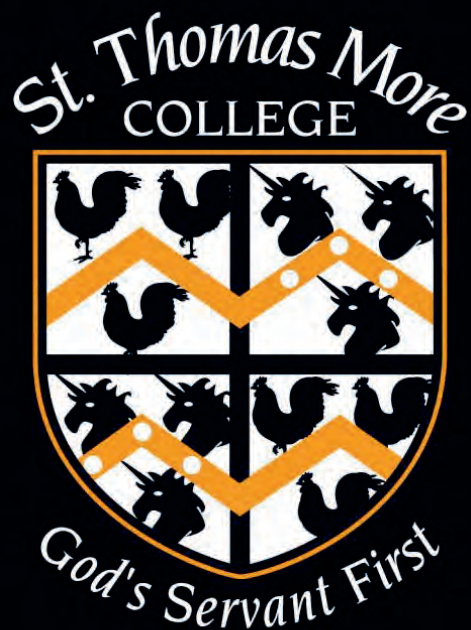
All uniform items (except shoes) can be purchased from the College Uniform Shop. The Uniform Shop is open on the following days:

- Tuesday 7:30am – 12:30pm
- Thursday 7:30am – 12:30pm

Please note: The Uniform Shop will take phone orders after 9:00am both days. Uniform Shop Order Forms are available from the Administration Building.

Website: <https://www.skolastmc.com/>





## **St Thomas More College**

Cnr Troughton Road and Turton Street,  
Sunnybank Q 4109 | PO Box 140,  
Sunnybank Q 4109

P: (07) 3323 4600

[www.stmc.qld.edu.au](http://www.stmc.qld.edu.au)



A Brisbane Catholic Education School