



2020

COMMENCING
STUDENT
HANDBOOK



TABLE OF CONTENTS

ABOUT THE COLLEGE	2
VISION STATEMENT	3
KEY STAFF	4
COLLEGE LEADERSHIP TEAM	4
COLLEGE CONTACTS	4
COLLEGE MOTTO	5
PASTORAL HOUSE SYSTEM	5
TERM DATES	6
THE FIRST WEEK	6
COLLEGE UNIFORM	6
STUDENT EXPECTATIONS & RESPONSIBILITIES	7
BEHAVIOUR MANAGEMENT AT ST BRENDAN’S COLLEGE	8
BEHAVIOUR MANAGEMENT CONT.	9
PARENT AND STUDENT INFORMATION	9
EXTRA-CURRICULAR ACTIVITIES	14
RESIDENTIAL	15
DAILY ROUTINE	18
CHECKLIST:	20
IS THIS PACKED IN HIS BAG	21
LEAVE	22
SPORTS PROCEDURE	23



ABOUT THE COLLEGE

St Brendan's College is a Catholic Year 7 to 12 day and boarding school for boys located on a beautiful 300-acre campus in Yeppoon on the Capricorn Coast. The College was founded in 1940 by the Christian Brothers and built on the land of the traditional custodians, the Darumbal people.

The College is the leading choice for boys in Central Queensland, with the teaching methods and practices focussed specifically on a single sex education.

Emphasis is on the development of the whole person and in particular the need to grow boys into respectful, confident and successful young men of faith. A proactive Pastoral Care program and the Edmund Rice ethos underpins all endeavours and creates boys who understand and believe in service to the community in a spirit of justice and solidarity.

The strong academic program offers multiple pathways for students to pursue tertiary education or move into trade-based qualifications, with a significant and renowned vocational education and training (VET) facility onsite.

The College is recognised nationally for its sporting prowess, and has abundant co-curricular opportunities, including music, cultural and technology programs that are second to none in Central Queensland.

The community strives for excellence and has a reputation for producing friendly, hard-working and down-to-earth young men. Enrolments are drawn from the Capricorn Coast, from rural and regional Queensland and from as far north as the Torres Strait. With this diversity of students, strong cultural and social interactions are assured and friendships are often maintained for life.

The boarding residences provide a wonderful living environment, nestled amongst beautiful gardens, abundant sporting fields and adjacent to the first-class academic facilities of the College. Every opportunity is at the boys' fingertips and with guidance from the Heads of Residence, House parents and members of the support services, there is space for them to grow and mature.

We are a diverse, vibrant and welcoming community founded on the values of the Gospel. St Brendan's College is confident that in providing a well-rounded education in partnership with parents and families, the young men of the College will enter the world with the knowledge, confidence, values and skills to make a difference.

Come and discover the space, opportunities and pathways for boys at St Brendan's College. More than an education, St Brendan's College provides a brotherhood and belonging for life.

VISION STATEMENT

As an Edmund Rice community, St Brendan's College aims to provide quality, Catholic and holistic education underpinned by Gospel values.

This will be achieved by:

- ✦ Offering a diverse curriculum in an academic climate that encourages personal excellence, effective communication and an enthusiasm for independent, life-long learning.
- ✦ Creating a community that is richer for the addition of new persons and poorer for their loss, where all live and work in a safe and nurturing family environment.
- ✦ Encouraging a strong sense of service, community, leadership and loyalty to others while fostering the self-esteem of all.
- ✦ Developing a spirituality that recognises the dignity of each person, respecting cultural, religious and individual differences.
- ✦ Enabling all to live a life of faith through active involvement in worship, prayer and reflection.

St Brendan's College will be a school community where a sense of fairness and enjoyment characterise daily life. All at St Brendan's College are challenged to encourage creativity, seek justice, foster individual gifts and celebrate the giftedness of one another.

KEY STAFF

COLLEGE LEADERSHIP TEAM

PRINCIPAL	Mr Robert Corboy
DEPUTY PRINCIPAL	Mr Paul Horan
ASSISTANT PRINCIPAL IDENTITY	Mr Shane Peers
ASSISTANT PRINCIPAL – HEAD OF BOARDING	Fr Pius Jones
ASSISTANT PRINCIPAL MIDDLE SCHOOL	Mr Jonathan Gill
ASSISTANT PRINCIPAL SENIOR SCHOOL	Mr Matthew Couper
BUSINESS MANAGER	Mrs Jo Winter
PRINCIPAL PA	Ms Dee-Anne Emblem

COLLEGE CONTACTS

MAIN ADMINISTRATION	4939 9300
ABSENTEE LINE	4939 9481
STUDENT RECEPTION	4939 9400
BOARDING OFFICE	4939 9450
ENROLMENTS	4939 9485
HEAD OF YEAR 7	4939 9482
HEAD OF YEAR 8	4939 9483
HEAD OF YEAR 9	4939 9477
HEAD OF YEAR 10	4939 9440
HEAD OF YEAR 11	4939 9434
HEAD OF YEAR 12	4939 9402
FINANCE OFFICE	4939 9408
LEARNING ADMINISTRATION	4939 9487
HEAD OF LEARNING SUPPORT	4939 9446
COUNSELLOR	4939 9463

COLLEGE MOTTO

“NE DUBITA DABITUR - DO NOT DOUBT, IT WILL BE GIVEN”

This is an expression of Faith in God’s Providence — his loving care for his people.

Br Edmund Rice used the expression “Cast all your cares into the arms of Divine Providence”. . . “One thing you may be sure of: that while you work for God, whether you succeed or not, He will amply reward you.”

PASTORAL HOUSE SYSTEM

DUHIG (Gold)

Named after Bishop James Duhig (1871 — 1965) the third Bishop of Rockhampton. He was born in Ireland on 2 September 1871. One of 7 children, the family immigrated to Australia after being evicted from their home. James attended C.B.C., Gregory Terrace. James studied for the priesthood in Rome. He was consecrated Bishop of Rockhampton in December 1905 by the Archbishop of Sydney. As a Bishop of Rockhampton, he travelled in all forms throughout the area. He later went on to become Archbishop of Brisbane in 1917. Whilst in Brisbane he became involved in massive building programs (400) and received many honours including a knighthood. Bishop Duhig was at the official opening of St Brendan’s in 1940.

GETTONS (Red)

Br James Basil Gettons (1887-1952) was the first Superior and Headmaster of St Brendan’s. Born in Maryborough, Queensland, Basil was one of 9 children. He attended C.B.C. Maryborough, and remained there as a teacher before leaving to join the Christian Brothers at 22 years of age. He was a very popular student who was a member of the church choir and also played the clarinet in the naval band. After religion, Br Basil’s greatest interest was in politics (Labor).

HAYES (Blue)

Bishop Romuald Hayes was Born in Malvern (Vic) in 1893. He attended the famous Xavier College and excelled in scholastic and sporting endeavours and was College Captain. After joining the Priesthood in 1912, he was ordained in Rome 1917. After working in Melbourne and China (Superior of Columbian Fathers in Australia), he was made Bishop of Rockhampton (by Bishop Duhig) on April 24, 1932. St Brendan’s College, Yeppoon was founded during his Episco as a boarding secondary school for country boys. He died suddenly on 25 October 1945, outside the Cathedral after celebrating mass.

TYNAN (Green)

Andrew Gerard Tynan was born in Brisbane on 25 November 1907. When he was appointed Bishop of Rockhampton in 1945, he was only 38 years of age (the youngest of the Australian Bishops) and the first Queenslander appointed as Bishop. He attended C.B.C. Schools at Gregory Terrace and Goulbourn. He was the first Diocesan Chaplain for the Y.C.W. movement and is remembered by the following description: “Behind a natural courtesy, he was gifted with a will of steel.” Bishop Tynan died in 1960.

TERM DATES

Term 1

- Monday 27th January 2020 - New Student Induction
- Monday 27th January 2020 - Returning Boarders Travel Day
- Tuesday 28th January 2020 - Academic Classes Commence

THE FIRST WEEK

The first week in a new school can be daunting! We aim to make the transition as smooth as possible for all new students. Classes commence for new students on **Tuesday 28th January at 8.30 am.**

During the morning new boys will meet key staff, outline procedures, get help with diaries, get organized in classrooms and so on. In the first week there will be a number of sessions spent meeting other students, talking with teachers, organising gear, timetables and many of the other things that students do on a day to day basis.

Parents can assist by keeping in contact with the school if you have concerns or questions. The partnership between home and school is vital in supporting your son's education. Information about buses (for local students) is available from Young's Bus Company. While they don't provide detailed arrangements (for particular times and places of exchanges) for all areas of the Capricorn Coast to school, they are happy to answer individual queries on 4939 3131 (Yeppoon) or 4922 3813 (Rockhampton).

COLLEGE UNIFORM

SUMMER (Terms 1 & 4)

Academic Uniform: Green College Shirt, Grey College Shorts, Black Leather Belt, College Socks and Black Leather shoes (not black joggers) and College Hat

Year 12: Short Sleeved White Shirt combined with the above.

Sports Uniform: Green and Gold Sports Polo, Green Shorts, White Sports Socks, Sports Shoes and College Sports Bucket Hat

WINTER (Terms 2 & 3)

Academic Uniform: Summer Uniform with the College Tie plus Long Grey College Trousers, College Jumper and Hat

Sports Uniform: Summer Uniform plus College Track Suit

FORMAL:

Year 7-11

Green College Shirt, College Tie, Long Grey College Trousers, Black Leather Belt and Black Leather Shoes

Year 12:

White College Shirt, College Tie, Long Grey College Trousers, Black Leather Belt, Black Leather Shoes.

Blazers (supply of these available for students to use at special functions).

HOUSE UNIFORM:

Coloured Polo Shirt, Green Sports Shorts, White Sports Socks, Sports Shoes, College Hat or Bucket Hat.

STUDENT EXPECTATIONS & RESPONSIBILITIES

1. I expect to be taught in a Catholic environment – one that allows me to develop a genuine spiritual life that embodies the joy, compassion and hope of an active Christian faith.

I have the responsibility to respect the values and traditions of our school and to be open to the development of my faith through active involvement in liturgies, retreats, prayer and religious education lessons.
2. I expect the right to feel happy and safe and to be treated with respect.

I have a responsibility not to laugh at, physically or verbally threaten, or in any way denigrate other people in our College. I also have the responsibility to ensure that all members of our College community are safe and treated with respect.
3. I expect my property and the property of others to be safe.

I have a responsibility not to damage, steal or destroy property of others and to take good care of my own property.
4. I expect that our College environment and facilities will be treated with pride.

I am responsible for treating our College environment with respect and not to contribute to any kind of pollution.
5. I expect that I will be able to learn without interference or distraction from other students.

It is my responsibility to contribute to a positive learning environment and not to interfere with or distract other students from their work.
6. I expect to be taught by teachers who are fair, competent and understanding of my needs.

It is my responsibility both to co-operate with staff and to follow their instructions.
7. I expect to learn in an environment that is supportive of me.

I have the responsibility to develop my talents to the best of my ability in all areas and to participate fully in College life.
8. I expect to be valued as a student of St Brendan's college.

I have the responsibility to uphold the good name of the college by my words, actions and appearance and to behave at all times in a manner that will bring credit to the College.

BEHAVIOUR MANAGEMENT AT ST BRENDAN'S COLLEGE

Our Behaviour Management Policy asserts three basic rights for every person at St Brendan's:

- The right to feel safe
- The right to learn
- The right to be treated with respect

Every person in the St Brendan's College Community has the responsibility to:

- Act in a manner which maintains the dignity of others ensuring that they are physically and emotionally safe.
- Act in a manner that allows quality teaching and learning to occur.
- Act in a manner that shows respect for others — their person, individuality, gifts and talents.

It is expected that all adults who work with our students should aim to:

- Build positive relationships using proactive strategies that recognise, encourage and foster positive behaviours.
- Create a safe, compassionate, caring and inclusive learning and living environment.
- Create an atmosphere of belonging in a climate of justice and fairness.
- Develop a culture in which every member of the community considers and values the rights and responsibilities of all, accepting that consequences flow from individual choices.
- Create a quality teaching, learning and living environment which is flexible and is sensitive to the diversity of human experience

All members of the St Brendan's Community are expected to observe these rules:

1. Behaviours and attitudes must be respectful towards students, staff and property
2. Members of the St Brendan's community are expected to act in a safe manner
3. A member of the St Brendan's community must comply with all that is lawful
4. Members of the St Brendan's community must come to class or the learning environment on time, fully prepared and ready to work.

The Responsible Thinking Process (RTP) has been introduced as the preferred discipline program for disruptive behaviour at St Brendan's College because we believe that it is most consistent with Gospel values and the Catholic Mission of the school. This model also provides a sound theoretical basis to manage inappropriate and disruptive behaviours.

RTP operates on the philosophy that students have the right to learn and teachers have the right to teach in safety. No one has the right to disrupt, to prevent others from learning, or to violate the rights of others. When a disruptive incident occurs, the student is asked a series of questions. He will be reminded of the rule and given a choice of where he wants to be — either in the class/learning environment (following the accepted rules) or in the Planning Room. If after this reminder there is a further disruption or breach of rules the student loses the right to be in the classroom and has chosen by his behaviour to go to the Planning Room.

In the Planning Room the student works under supervision and is required to address the behaviour that was occurring in the class/learning environment. The student is assisted by Planning Room staff to develop a plan to resolve any classroom conflict and to avoid further similar disruptions. The student is then required to negotiate re-entry to the class/learning environment on the basis of this plan with the teacher. The student must also include in his plan how work missed will be completed.

BEHAVIOUR MANAGEMENT CONT.

The student does not go to the Planning Room as a punishment but as a consequence of behaviour choices. Planning Room staff will treat all students with respect and will provide any assistance they may require in resolving the problem.

- ❖ A student who chooses to disrupt in the Planning Room while other students are working on their plans will be referred to the Office and the RTP Administrator (Deputy Principal). At this point, parents will be contacted. If the student continues to be disruptive or breach College rules he will be sent home. A special arrangement will be made for boarding students. In both cases, the student and his parents will need to meet with the RTP Administrator when the student is ready to be at school and willing to follow the rules.
- ❖ Students who chronically disrupt the class/learning environment and find themselves in the Planning Room often are termed “frequent flyers”. These students are given additional assistance through an intervention process. A team of people (e.g. Planning Room staff, Counsellors, parents, Learning Support staff, PC teacher, etc) come together to identify further ways to support the student and make a plan for action.
- ❖ The Planning Room (or Responsible Thinking Classroom - RTC) is no substitute for a teacher’s poor classroom management skills. Well prepared, presented and engaging lessons coupled with effective classroom management techniques are a very important tool in this process. This promotes a positive classroom environment; quality relationships and an opportunity for students to self-manage their behaviour.
- ❖ ***The purpose of the process is not to control behaviour. It is not to change students. It is not to have an orderly class. It is not to keep students in line. Rather, it is to create an atmosphere of respect. Thus, everyone - the entire staff and students - has to be part of this respectful climate. When this happens, discipline problems will be reduced, and there will be an increase in learning time.***
- ❖ When we “yell and tell” at students we are doing the thinking. When we ask students about what they are doing, they are doing the thinking. This process therefore, focuses on the way students think rather than the way they behave. If you want to teach students to behave responsibly, you must first teach them to think responsibly. Other forms of discipline which may have benefits in the short term (only to prove ineffective in the long term) tend to focus on changing a student’s behaviour without addressing their thinking.

This classroom discipline process is both non-manipulative and non-punitive. It creates mutual respect by teaching students how to think through what they are doing in relation to the rules of wherever they are. This gives students personal accountability for their actions, thus teaching self-discipline. For further information refer to Discipline for Home and School, Book 1 by Ed Ford or visit www.responsiblethinking.com

PARENT AND STUDENT INFORMATION

ABSENCE OR LATE ARRIVAL

Parents should phone the College Office to notify them of student absences. (Absentee Line is 4939 9481).

In the case of a late arrival or student absence a note of explanation, properly certified by parents or a guardian is required and must be handed in at Student Reception. Students arriving late or departing for medical appointments etc. must be signed in/out in the Register at Student Reception. Parents are contacted by note or phone when students have unexplained absences.

LEAVING THE SCHOOL GROUNDS

No students may leave the College grounds during the day without permission from the Principal, Deputy Principal, Assistant Principal Residential or Head of Year. Notification is required from parents requesting permission for students to leave the grounds or they must be signed out by the parent at Student Reception.

PROPERTY IDENTIFICATION AND VALUABLES

All student's clothing, books and other articles should be clearly marked with the owner's name to reduce the chance of theft and for ease of identification if lost.

Large sums of money or other valuables, such as ipods and mobile phones, should not normally be brought to school and the College accepts no responsibility for them. On rare occasions when this is unavoidable, they should be left at the Office for safe keeping.

As mobile phones and ipods can be distracting in the classroom, teachers will confiscate them from students in class. Parents will be required to collect them from the Student Reception. Boarders must ensure that these items are locked in their lockers at the Residence.

GROOMING AND HAIRCUTS

Hair is to be kept neat and tidy at all times and must be kept out of the eyes and off the collar. Dyed hair, shaved heads, undercuts, long hair or outlandish haircuts are not acceptable.

All haircuts must be a gauge 3 or higher – a shaved head or a gauge 1 or 2, are not permitted.

Tattoos are not encouraged. Any student who has a tattoo/s must ensure it is covered at all times.

DRESS STANDARDS

Correct school uniform must be worn during school hours. Coloured, sueded or jogging shoes are NOT part of the normal school uniform. Collars correct, shirts tucked in, socks pulled up, belt worn etc. shoes should be kept clean and polished. Students should not wear jewellery that can be seen – only a necklace (depicting religious icons) is acceptable. No forms of earrings, bangles, anklets or rings are acceptable at any time.

Boys must wear their day uniform to school and change into their PE uniform for their PE class and change back into school uniform at the completion of the lesson. PE uniform does not include black school shoes – joggers must be worn.

JEWELLERY

Earrings and other body piercing are not allowed at school. Necklaces of a religious nature are the only type acceptable at St Brendan's.

UNIFORM SHOP

Uniform and Stationery requirements are available through the College Uniform Shop. Throughout the term the Uniform shop is open Monday and Friday 7.30am – 10.00am and on Wednesday 3.00pm to 5.30pm. Textbooks are provided on the Book Hire Scheme.

INJURY OR ILLNESS

When students have an accident or fall ill they must report immediately to a Teacher or to the Student Reception. Minor injuries may be treated at school and parents will be called in cases of illness. No student is to ring his parent/care giver so he may be collected from school. If necessary, relevant staff will contact parents to arrange for students to go home or to receive treatment.

If an injury occurs out of school time the responsible adult in charge must decide upon the appropriate first aid. If that means the student is taken to the Health Centre and Sister is present, then Sister will inform the parents and relevant staff.

If a student requires treatment at the Hospital, then the adult with him MUST remain at the Hospital or likewise, if a boy is sent to the Hospital in an Ambulance, then an adult MUST travel with him to the Hospital. This adult should know how the injury occurred as the Hospital will request this information. Relevant staff should be informed as soon as possible and they will notify the parents.

All Medications must be held by the Nursing sisters and dispensed by them or locked in the medical cabinet in the Residence Office for after-hours medication requirements.

BICYCLE RIDERS

Each bicycle rider is required to wear a helmet when riding to and from school. Students must use the cycle pathway. When at school, bicycles are to be locked in the bike compound provided.

STUDENT USE OF MOTOR VEHICLES

A completed "Permission to Drive a Motor Vehicle" form must be signed by a parent/guardian and presented to the Head of Senior School or Assistant Principal - Head of Boarding. This form is available from the Administration Office. It must be in the College's files before a student can begin to drive to and from school. Such permission will be deemed to include siblings unless a parent/guardian states otherwise. Students are not permitted to drive to shared subjects at St Ursula's College.

- Parents/Guardians of student drivers must acknowledge in writing and by specific name if any other College students will be travelling with the student driver, either regularly or occasionally.
- Students who will be passengers in the car of a student driver must provide the College with written permission from their parent/guardian.
- Boarders are only to use their vehicles for travel to and from home or to off campus work/educational events where the school does not provide transport or public transport is not available. Any other use of the vehicle must be negotiated by the Parent/Guardian with the Assistant Principal – Head of Boarding and keys are handed in to be kept in the office of their residence.

COUNSELLING

Counselling is available for students and parents to discuss personal issues or problems.

The counsellor's primary responsibilities are:

- Confidential, personal counselling
- Family liaison where necessary
- The development of social skills and personal development where necessary

The Counsellor may be approached regarding counselling matters by:

- Direct contact by students
- Direct contact by parents through the school office
- Direct contact by school staff (Academic and Boarding)

EXAMS AND ASSIGNMENTS

If a student fails to submit an assignment or sit for an examination on the date required parents must complete a Statutory Declaration at the Administration Office.

INTERVIEWS

Interviews with school personnel can be arranged by phoning the office reception for an appointment from 8.30 am to 4.00pm. Early consultation is recommended if there is a concern. Delay can seriously affect a student's interest and achievement. The Class Teacher, Head of Year or AP- Head of Boarding are normally the first point of contact when an interview is deemed necessary.

PARENTS AND FRIENDS MEETING

Monthly meetings are generally held on the third Tuesday evening of each month, except during school holidays. The exact dates can be found in the College Calendar. All parents are welcome and parents of local students are especially encouraged to attend. The meetings usually begin at 6.30pm in the College boardroom unless otherwise stated.

MOBILE PHONES

An increasing number of boys now have mobile phones. It must be understood that we take no responsibility for lost, broken or stolen mobile phones. There are rules regarding the use of mobile phones both in the Day School as well as Residential. Students found using phones have the following consequences. 1st offence confiscated for 1 day, 2nd offence is for 2 weeks and 3rd offence is for the rest of the Term. These same rules apply in residential and students will be notified of hours for phone use outside of study times and lights out.

The use of a mobile phone in an inappropriate manner, eg. texting of rude messages, use of foul language etc will see the phone confiscated for a set period of time. No videoing or taking photos of others without permission and no explicit material should be on the phone. All boys are advised to register their phone and sim card and not to lend their phone to other boys.

NEWSLETTERS

A Family Newsletter is emailed or posted to all families every two weeks during the Term.

TIMETABLE STRUCTURE

St Brendan's College operates a standard five day timetable with the teaching day commencing at 8.30am and concluding at 2.57pm. Each day starts with a Pastoral Care session of twelve minutes, where the roll is marked and notices read.

There are five, one hour lessons per day, with three minutes travel time between lessons. Two, thirty minute lunch breaks occur each day. Each lunch break is preceded by two lessons. Bell Times are pre-set and run off a central clock.

Bell times are shown below

	Time	Monday Day 1	Tuesday Day 2	Wednesday Day 3	Thursday Day 4	Friday Day 5
Pastoral Care	8.30am - 8.42am			Assembly PC- YM		
Travel (3 minutes)						
Period 1	8.45am – 9.45am					
Travel (3 minutes)						
Period 2	9.48am – 10.48am					
Morning Tea 10.48 - 11.18						
Travel (3 minutes)						
Period 3	11.21pm – 12.21pm					
Travel (3 minutes)						
Period 4	12.24pm – 1.24pm					
Lunch 1.24 – 1.54						
Travel (3 minutes)						
Period 5	1.57am – 2.57am					

STUDENT CAFE

Student Café is the online portal for students to access their timetable, diary, subject information, notices and assessment tasks. It functions as part of the College Learning Management System and allows for the electronic submission, marking and storage of student assignment and examination work.

Student Café is a web based resource and boys can monitor their assessment, reports, school calendar and events from any external location.

Students are issued a login and password to Student Café on completion of their laptop induction when they commence at the College. The TASS Administrator is available to assist the boys with any issues around the use or access to Student Café.

PARENT LOUNGE

Parent Lounge is the online portal where parents can preview daily notices, access student details, track school events, receive reports and monitor their son's homework and assessment loads. Parents will be issued with a login and password at the commencement of their sons first year at the College.

LEARNING SUPPORT

Students who require educational or other forms of support will have a meeting with the Head of Learning Support prior to commencement. The interview with the Learning Support Head will enable a suitable framework to be established in preparation for their commencement at the College.

JOURNEY GROUPS

At the core of a great education is recognising different learning needs. St Brendan's College tailors the curriculum to cater for individual students who learn in different ways and at different rates. Fundamental to this belief is the use of ability groups we refer to as 'Journey Groups'. Journey groups are in operation for all Years 7, 8, 9 and 10 classes and these include English, Mathematics, Science and History/Geography.

Students' performance on diagnostic tests conducted in the first week of the teaching year forms the basis for the journey group class structure. After examination of the literacy and numeracy results the boys are allocated to Foundation, Core or Extension options.

This differentiation of the curriculum makes learning specific and challenging while creating opportunities for greater success. Journey groups provide the necessary structure to assist, develop, and extend the basic skills of all our students.

Journey groups are reviewed each Term according to the student's performance and effort in class. The respective Heads of Department manage the journey groups under their faculty and are the first point of contact if parents are concerned.

REPORTING

St Brendan's teaching staff report on student progress at the end of each term. Term 1 and Term 3 reports are brief subject achievement reports. Term 2 and Term 4 reports are more comprehensive with comments, attitudinal indicators and achievement grades for each subject. Student reports are e-mailed directly to parents and digital versions are also available in the Student Café and Parent Lounge for future access.

Parents are offered the opportunity to have face-to-face interviews with teachers twice a year to discuss their son's reports, progress and learning strategies. However, contact can be made with teachers at any time if parents have concerns.

EXTRA-CURRICULAR ACTIVITIES

All students at St Brendan's are strongly encouraged to involve themselves in the wide range of extra-curricular activities on offer. Boys are challenged to grow from the benefits of participation in sporting, cultural and intellectual activities. Such pursuits aim to develop a range of individual and team skills essential to a holistic education. Such involvement helps increase personal and social skills, teamwork, improve self-esteem and foster long term friendships. Some of the activities on offer include:

Cultural

Musical Production	Drama	Community Service
Dancing	Choir	Band
Edmund Rice Camps/Van	Music Tour	

Intellectual

Debating	Drone Club	3D Printing
Rotary Quiz	Robotics	Code Club

Sporting

Rugby League	T20 Cricket
Rugby Union	Rugby 7's
AFL	Volleyball
Touch Football	Water Polo
Basketball	Futsal
Cricket	Soccer
Rodeo	Surfing
Shooting Club	Cattle Club

Contact - Director of Sport- 4939 9428

Each activity usually has a co-ordinator who will advertise the different activities on offer. This is done by varying methods — usually advertised in morning notices or display boards situated around the school.

RESIDENTIAL

RESIDENTIAL CONTACTS

Assistant Principal – Head of Boarding 0427 199 813

Boarding Administration 4939 9450

Boarding Leave Line 4939 9494

Boarding Office after 3pm and on weekends 4939 9564

Residences

Edmund Rice Residence Phone- 4939 9302
Mobile-0408 741 758

Fitzpatrick Residence Mobile- 0417 640 996

McKennariey Residence Mobile- 0417 194 574

Wallace Residence **Mobile-** TBA

Health Centre 4939 9432

WELCOME TO RESIDENTIAL

We hope that the information we have prepared for you in this booklet will help answer any queries or concerns you have as your son embarks on his boarding school life. Life as a boarder is an incredibly rewarding experience with friendships and memories forged by your son that will last a lifetime. Many friendships also grow between parents as good times are enjoyed when we gather together as the St Brendan's Family.

If you have any queries please make contact with the Boarding Office and they will help you make the transition for your son into boarding school life much smoother.

CHECKLIST

We have included a Checklist for you to go through which will help you make sure that all is packed in the suitcase (if it fits) – don't forget to include a family photo. At a time when you are trying to remember everything and deal with the emotional stress of your son leaving home for boarding school, we have endeavoured to try and make it easier for you.

All personal clothing and belongings must be clearly marked with the laundry number and name (It is preferable if sewn on labels are used). All students must take personal responsibility for their own clothing. Items of clothing lost in the laundry must be followed up personally by students at the laundry. It is not acceptable that all missing clothes are assumed stolen, our experience shows that most missing items show up as lost laundry.

UNIFORM SHOP

At the Uniform Shop you will be able to purchase uniforms, school supplies, book lists, etc. Please send or fax your uniform order through and collect it when you arrive in January, it will make the process so much easier rather than standing in a queue. The Uniform Shop is normally open Monday and Friday 7.15 – 10.45am and Wednesday 3.00 – 5.30pm. During January, the Uniform Shop is open for extended periods. The opening hours are available on the College website.

DRESS

All personal clothing and all personal belongings should be clearly marked with laundry number and name. All students must take personal responsibility for their clothing. In particular any clothing, shoes or sporting equipment brought into the College during the year, or purchased at the College, should also be clearly marked with a laundry marker or name tags before they put it into the laundry. Items of clothing lost in the laundry must be followed up personally by students at the lost laundry display. It is not acceptable that all missing clothes are assumed stolen, our experience shows the many missing items show up as lost laundry. Dress for Mass – School Uniform.

All boarders are encouraged to wear a hat at all times outside of buildings. Also the school hat must be worn on official College excursions where day uniform or formal uniform is required. On excursions the required uniform must be worn correctly, eg. tie correctly worn and shirts tucked in. Shoes should be cleaned and polished. All boys MUST have three pairs of shoes: (i) black leather shoes; (ii) joggers for PE and after school wear and (iii) good going out shoes. No boys will be allowed to leave the college for an activity or excursion without wearing covered shoes.

When boys attend outings on the weekend it is expected that they dress appropriately and are clean shaven and wear covered shoes. If they choose not to they will not be permitted to attend and will remain at the College.

HEALTH CENTRE

If your son has a Health Care Card Entitlement number, serious allergies, scripts, medicines (students are not to have medications in the dorm, all are to be stored in the Health Centre and administered from there) please drop in and have a chat to the Nursing Sister. Chemist Accounts need to be opened at the Yeppoon Day & Night Pharmacy in the main street of Yeppoon with a suggested credit of \$50 - \$100 dollars.

DOCTOR

The Doctor conducts a Clinic at the College on Monday, Wednesday and Friday. It is a requirement of Medicare that each student has his own Medicare card. Parents must make sure they obtain a **Student Copy Card** or a **Copy of their own Medicare Card** from Medicare for their sons stay at Boarding School.

Please let the staff in the Health Centre know if there are any concerns, worries or changes in family status etc. All of this information will allow us to help your son through this transition period. At any time you can phone the Nursing staff just to touch base or have a chat.

DOWNTOWN LEAVE

Students are able to access Downtown Leave which occurs on Monday through to Thursday. Each Residence is allocated a day each week. Boys in Years 7-11 are allowed downtown on their allocated day and are permitted to wear casual clothes. Year 12 students are allowed downtown at the discretion of the AP-Head of Boarding. Where circumstances arise that a student needs to go downtown on a non-designated leave day, he needs permission from the Head of Boarding.

TRAVEL

Your son will be undertaking quite a bit of Travel to and from Boarding School. The College operates a Charter Bus Service to enable the boys to travel home to parents at the End and Start of Terms. The buses collect the students from St Brendan's College and St Ursula's College. Travel Forms and a Bus Timetable will be sent home early in Term One.

DINING HALL

On school days, students are expected to have washed and dressed in complete school uniform ready for breakfast. Year 12's may be exempt from this rule at the discretion of the AP-Head of Boarding. For all other meals - clean, neat, casual clothes with footwear are acceptable. Washing, combing hair, shaving etc. should all be attended to

before entering the Dining Room. No singlet-like tops are to be worn. No caps/hats are to be worn in the Dining Room.

MAIL AND TELEPHONES

Boys are encouraged to write/telephone home on a regular basis. Parents may send emails to boarding@sbq.edu.au or directly to their sons email address.

The Boarding Office Phone/Answering Service is (07) 4939 9450. This number should be used for all boarding matters, travel, weekend leave etc. The Fax number is (07) 3939 9448. The weekend Leave Line is (07) 4939 9494. The after hours Boarding Office number is (07) 4939 9564.

Boarders will not be brought to the telephone to receive incoming phone calls unless it is an emergency. No boy is to make a call from the Boarding Office for the purpose of asking for money or organizing weekend leave. Heads of Residence collect the mail from the Administration Office daily and distribute this to the boarders each afternoon.

Mobile Phones – an increasing number of boys now have mobile phones. It must be understood that we take no responsibility for lost, broken or stolen mobile phones. The use of a mobile phone in an inappropriate manner (eg. texting of rude messages, use of foul language etc,) will see the phone confiscated for a set period of time. No videoing or taking of photos without permission and no explicit material should be on any phones. All the boys are advised to register their phone and sim card and not to lend their phone or sim cards to other boys.

NIGHT STUDY

The purpose of Night Study is to complete homework that is set throughout the day and for completion of assignments and general revision work. All boys have access to school provided laptops.

Rules of Night Study:

- Students must be prepared for the work that they will be doing
- Students must not disturb other students
- No one leaves the room or talks during study
- No mobile phones to be used in night study
- Headphones may be allowed at the discretion of the staff on duty

DAILY ROUTINE

Monday - Thursday Daily Routine (Sample Only):

6.30am	Wake up call
7.00-7.30am	All students must attend Breakfast – Yr 7 – 11 Correct academic uniform to be worn Move back to the residence straight after breakfast for rostered morning jobs
7.30 - 8.00 am	All students prepare books and materials for school All rooms must be left clean and tidy - This includes: laundry basket & shoes only on floor, beds neatly made, desks clean and lockers tidy ALL ROOMS WILL BE CHECKED FOR CLEANLINESS AT 8.00 AM
8.10am	ALL STUDENTS MOVE TO SCHOOL – No students to be in the residence after this time.
8.10 - 3.00pm	No student is to enter the dorm without permission from the AP-Head of Boarding. Any unauthorized entry is regarded as extremely serious
3.00 – 3.30pm	OFFICE OPEN for Mail - Afternoon Tea provided
3.15pm	DOWNTOWN LEAVE for Allocated Residence – None on a Monday (Year 7 downtown leave is only with a supervisor) (Ed Rice/Tuesday, McKennariy/Wednesday, Fitzpatrick/Thurs)
5.15 – 5.45pm	SHOWERS - Computer games are okay and music at low levels
7.45pm	SUPPER

6.00pm **DINNER - CAFETERIA STYLE**
(Dining Room must be cleared by 6.30pm)

6.40pm	ROLL CALL
7.00– 8.00pm	STUDY SESSION - (NO MOBILE PHONES ALLOWED IN STUDY- ipods for music are allowed at the discretion of staff)
8.00 – 8.45pm	FREE TIME and SHOWERS - Students to be out of showers by 9pm
8.45 – 9.00pm	PREPARATION FOR BED – Teeth cleaned etc
9.00 – 9.30pm	QUIET TIME – reading or listening to music with headphones on bed
9.30pm	LIGHTS OUT (9.15 to 9.45pm is an optional study period for Year 12 students)

*** Year 7 Bedtimes are different:**
8.15- PREPARATION FOR BED
8.30pm ON BED
8.45am LIGHTS OUT

Friday Night

	NO DOWNTOWN LEAVE
5.30pm	DINNER - Takeaway
6.30 – 9.30pm	FREE TIME - All boys must be inside the Residence <u>before 8.30 pm</u> Shower and clean teeth during this period
9:30 - 10.00 pm	On Bed/Lights Out

Saturday

8.30am	BREAKFAST - neat casual clothing - no singlet's
9.00am	ROLL CALL in Common Room
9.15am	MORNING JOBS - ROCKY SHOPPING BUS DEPARTS
10.00am - 5.00pm	FREE TIME - ROLL CALLS WILL HAPPEN - Make sure you use the sign-out sheet if going anywhere There is NO DOWNTOWN LEAVE on Saturdays (<u>except for Yr 12 students</u>)
12noon	LUNCH
5.00pm	MASS
7pm	BBQ at the Residence and Free Time
7.30pm	FREE TIME - Movie, football game or TV show Shower and clean teeth during this time
10.00 – 10:30pm	On Beds/Lights Out

Sunday

8.30am	Continental Breakfast if desired
10.00am	SUNDAY BRUNCH - Hot Breakfast
10.15 – 4.00pm	FREE TIME - ROLL CALLS WILL HAPPEN - Make sure you use the sign-out sheet if going anywhere
12.00pm- 4.00pm	DOWNTOWN LEAVE
6.00pm	DINNER – Cafeteria Style
7.00pm	STUDY/QUIET TIME/RESIDENCE CLEAN
7.45pm	SUPPER
9.00 – 9.30pm	PREPARATION FOR BED, QUIET TIME and On BEDS
9.30pm	On Bed/Lights Out

- **MASS - Boys will attend Mass on a weekend.**
- **Activities will be organised by the Recreational Office on some afternoons and weekends**

SOME IMPORTANT FUNDAMENTALS

Acceptance of Authority: It is essential that students wholeheartedly accept the basic authority of the residential staff. While we do not anticipate any difficulty in this regard, it must be clearly understood that if a student does not accept this authority, then residential staff will initiate discussions with the respective Head of Residence and/or AP – Head of Residence as to whether we can accept responsibility for the student, and the student may put their place in the Residential Community at risk.

Living Together: As a general principle, all students are expected to behave with consideration for the safety and well-being of themselves and others. Since living together is the key to boarding life, we regard violence, harassment and theft as offences which we take very seriously. We shall not tolerate violence and harassment in any form, and we shall treat violence to and harassment of others as a most serious matter. Similarly, theft is an antisocial act against the whole community, as well as against a particular victim, and cannot be tolerated in a close Residential Community.

Breaking of Bounds: It is most important that correct procedures are followed when leaving the College property. One case which deserves special mention relates to the evening, after any building is secured. Essentially, once students are settled into the dormitory, they are expected to stay there. If a student is found to have left his area or let himself out of a building, this would be considered a most serious offence.

WHAT TO DO IF

This section is intended to give parents a ready guide as to how to handle difficulties which may arise when parenting at a distance with a child in the residential community. The best approach is one where issues or concerns are dealt with at the lowest possible level. This is not to give the impression that the concern is not a valid one, rather, it allows the most appropriate person to respond to the matter.

1. Your son is suffering very badly from homesickness:

- Phone the Head of Residence/House Parent involved in the care of your child.
- Be loving, understanding, and supportive; but also firm in keeping your contact with your child at a limited level. The difficulty is in making the break from you and home, and this can't be resolved by holding on to the same links as before. Don't let yourself be emotionally blackmailed. Homesickness is something your son has to handle on his own, and with us.

2. You are concerned about academic matters:

- Phone the respective Head of Year to discuss the matter.
- Phone the College reception to arrange an interview with the individual teacher concerned.
- Attend the scheduled Parents and Teacher evenings.
- Be supportive of your child as long as they are trying hard. Let your son know the level of effort you expect from them.
- Consider that the difficulty with schoolwork may be a symptom of something else. Discuss the matter with your son's Head of Residence if you believe this to be the case.

3. Your child tells you stories of things at school which you do not like or understand:

- Contact the Head of Residence or Head of Boarding that deals with your child on a regular basis. They are often in the best position to understand the student and to help communicate what the issues are that they may face. Also, whether the story is true or not, we want to know about it, and you need to be reassured that everything is okay or that action has been taken.

4. You are coming to Yeppoon unexpectedly and you wish to take your child out for a meal or overnight:

- Contact the Boarding office to inform the College of these arrangements. Only contact the Assistant Principal – Head of Boarding if it is out of office hours.

5. Your child wants permission to go out with someone whom you are not sure about:

- Phone and speak with the Head of Boarding or the Boarding Office staff – they are often in a good position to know a little about the hosts and can also provide an insight into the reasons why your son wants to go on leave.

CHECKLIST:

Please ensure that you have obtained a **Student Copy Card** from Medicare for your son, or a copy of your current Medicare Card. Please call us if you have any queries or concerns regarding your son's commencement at St Brendan's.

BOARDING CHECKLIST:



- Banking** – a Teller Machine is located in the College Dining Room
- Health Care Card Entitlement Number** - (Notify Health Centre if applicable)
- Uniform Shop Account** - will need to start with a credit of around \$60
- Medication** - left at the Health Centre with Nurse
- Chemist A/c** at Chemmart Pharmacy (Yeppoon's Main Street)
Suggest \$60-\$100 in credit to open Account
- Laundry Number** - marked on all clothing etc. (Preferably sewn on label)
- Train Travel** - notify Boarding Office if your son will use the Train
- Serious Allergies** - notify Head of Residence & Health Centre
- Restrictions on Weekend Leave**
- notify the Head of Residence and Boarding Office
- Electrical Items** - need to be inspected and tagged by an Electrician
- School Calendar** - to be collected from the Main Reception
- Locks**- two locks to be purchased
- Contact Number** - for the House Parents looking after your son

Boarding Office
St Brendan's College
139 Adelaide Park Road
Yeppoon 4703

Hours: 8.30am - 4.30pm
Phone: 4939 9450 **Fax:** 4939 9448
Weekend/After Hours: 4939 9564 or 0427 199 813
Email: boarding@sbc.qld.edu.au

Voicemail: when the phone line is busy
or unattended - please leave a message.



IS THIS PACKED IN HIS BAG

ESSENTIAL

- ✓
- Mattress Protector
- 2 Pair Sheets (bottom sheet fitted)
- 2 Pillow Cases
- 1 Single Bed Doona Cover & Doona (darker colours)
- 1 Pillow
- 2 Pair Pyjamas
- 2 Towels
- 1 Swimming Shorts
- 5 Sets Play Clothes (old clothes)
- Hat
- Casual Footwear and Socks
- 2 sets good casual clothes - (a shirt with a collar, good casual shoes – not sandshoes, pair of jeans/slacks will suffice)
- 7 x Underwear
- Box Tissues
- Soap, Deodorant (Roll-On), Shampoo, Hairbrush etc.
- Tooth brush and tooth paste
- Coat Hangers
- 2 x Laundry Bags for Socks and Jocks (can be purchased from the Uniform Shop)
- 1 x Small Laundry Basket to collect Laundry

OTHER

- Box Fan (must be tagged by an Electrician if not brand new)
- Stationary requirements for school
- iPod or phone (must have headphones)
- Family Photo
- Stationery requirements
- UNIFORM**
- School Uniform (shorts, shirts and socks)
- Formal Greys and Tie
- Black Leather Shoes (not black joggers)
- Sports Uniform, Sandshoes, Socks & Bucket Hat
- Football Jersey or Team Based Uniform, Shorts, Socks and Boots (only if applicable)
- Jumper/Tracksuit

All articles must be clearly marked with your son's Name and Laundry Number assigned to him. This can be with a permanent marker not on tags or with clearly marked labels (sewn on the collar/waist of clothes). Students may bring sporting equipment, games etc. at their own risk, and these must be kept in lockers when not in use. Mobile Phones are allowed but are restricted to use at certain times. We accept no responsibility for loss or theft and advise parents to take out their own insurance. All valuables must be kept locked in lockers and not left lying around on desk or bed areas.

ITEMS NOT ALLOWED:

AEROSOL CANS

EARINGS/BANGLES/NECKLACES (unless depicting a Cross)

UNDERCUT, BLEACHED or COLOURED HAIR

NO GAUGE 1 or GAUGE 2 HAIR CUTS

BAR HEATERS

BICYCLES

SKATEBOARDS

ROLLER BLADES

LEAVE

Boarding students are allowed leave with their parents on any weekends, but for new boarders we do ask that there be no leave for the first three weekends. This gives the boys the chance to settle in and make that initial break from home. The Assistant Principal – Head of Boarding has the right to not approve leave, in consultation with Parents, if the student's behaviour does not warrant approval.

Parents must always phone and approve their son's weekend leave. If they are going out with a Host Family, both the **Parent and Host Family must contact the Boarding Office.**

***Leave details are to be phoned through to the Boarding Office (4939 9450)
by 5pm each THURSDAY.***

If the office is unattended leave a voice-mail message on the phone. Alternatively email your details through.

- **PARENT/GUARDIAN MUST PHONE**
- **HOST MUST PHONE**
- **PARENT/HOST MUST SIGN OUT/IN IN THE SIGN OUT REGISTER at the Residence**
- **STUDENTS MUST BE BACK AT THE COLLEGE BY 5PM SUNDAY**
(unless returning on the Rockhampton Weekend Bus)

REACH

The REACH boarding student programme has been introduced. Parents will be able to download the REACH app and request leave. If your son is staying with a host family, they too must submit a request. Leave is then approved, if appropriate by the Head of Boarding.

BUS

The College operates a bus to and from Rockhampton each weekend. This makes it easier for parents who have shopping to do and are taking their sons out on weekend leave. Cost is \$7.00 each way. Students must book their seat on the bus and payment must be made at the Boarding Office before departure. Parents may set up a Travel Account for their sons to cover the cost of these trips and end of term travel.

The College takes no responsibility for the transport of boys who have not booked a seat on the bus. If students are travelling on the Tilt Train, Greyhound or on a Flight, parents must speak to the Boarding Office regarding transport to and from the College. If students are travelling outside the set periods of travel then parents must make their own arrangements for their son to depart and return to the College and communicate this to the Boarding Office.

FRIDAY BUS:

Arrives Rockhampton

3.50pm McDonald's Northside
4.00pm Stockland Shopping Centre
4.10pm 24hr Puma Service Stn - George Street
(Greyhound Terminal)

SUNDAY BUS:

Departs Rockhampton

6.00pm McDonald's Northside
6.30pm 24hr Puma Service Stn - George Street
(Greyhound Terminal)
6.45pm Railway Station (notify Boarding Office)

GUIDELINES FOR SPORTING & MISCELLANEOUS CLUBS ENGAGING ST BRENDAN COLLEGE BOARDING STUDENTS

The provision of sporting and recreational opportunities for our boarding students is a fundamental objective of the College. This cannot always be achieved internally and therefore partnerships are developed with external organisations to assist in meeting these needs. The primary purpose of this document is to ensure protection for all parties involved in the provision of Duty of Care to our students. External bodies need to be aware that once permission has been given for a student to engage with their organisation the same level of care and responsibility exercised at the College is transferred to them. Any organisation which has St Brendan's College boarding students participating in its fixtures/activities will be called upon to accept liability and accountability for our students while in their care.

- The external organisation agrees to, and is responsible for, the full negotiation with parents/guardians of the students in terms of accessing medical records, signed permission forms as well as completing and processing statutory sporting association commitments.
- The Head of Boarding at St Brendan's College will make a recommendation to the Principal regarding the appropriateness of the activity and the Principal will then decide whether the activity is to be approved or rejected.
- Before any student participates in any activity with the organisation, the College will need to sight and be provided a copy of the club's Insurance Certificate of Currency.
- Prior to the start of a season, the organisation needs to outline the calendar/schedule with the Head of Boarding as well as provide a list of coaches/supervisors with contact numbers, who are providing transport and a main contact person for the organisation.
- The organisation will ensure that all paperwork and registration is completed prior to students engaging in their activities. The organisation will provide the College with an official letter signed by the Registrar confirming this has been done.
- In the event of injuries to players, the organisation will undertake to have the student accompanied by an adult to hospital/doctor's surgery for consultation/treatment. Regardless of the duration, time or energy required, this remains a commitment of the organisation until the student is either admitted to hospital or released and returned to the College. The organisation has an obligation to inform both the Head of Boarding and the student's parents of any injuries, events or complications that may arise while the organisation has the student in its care.
- If the student is selected to represent higher levels (i.e. regional or state) it remains the club's responsibility to ensure that all negotiations and transport arrangements are made known to the parents and the Head of Boarding.
- St Brendan's College reserves the right to amend any of these clauses in the interest of maintaining a safe and amiable working agreement with the primary objective of the student's welfare and wellbeing.

MISSION STATEMENT

Faithful to the Gospel and inspired by the life of Edmund Rice, the community of St Brendan's College strives to bring Jesus' vision of a world of justice, compassion and peace to reality.

We seek to fulfil our mission through providing an authentic education that liberates the minds and hearts of all in our community.

We endeavour to be outward looking and engage in partnerships with others beyond our community to advance our learning, transformation and growth.

We open our hearts to the poor and those at the margins and desire to bring hope and change to our world through prayer, formation and action.

We value and support the gifts of each member of our family and celebrate our diversity as a source of strength and a sign of hope.

A YEAR 7 TO 12 CATHOLIC DAY AND BOARDING SCHOOL FOR BOYS IN THE EDMUND RICE TRADITION

139 Adelaide Park Road
Yeppoon QLD 4703
CRICOS Provider No. 03745A
☎ 07 49399300

✉ enrolments@sbc.qld.edu.au

🌐 stbrendans.qld.edu.au

