

Welcome to **Holy Spirit College!**

HSC emerged from the original **Emmanuel School** when, in 1996, the Catholic Education Office of the Diocese of Rockhampton decided that HSC would become a separate secondary college now catering for Years 7 - 12.

At the same time, the original title 'Emmanuel' was retained by the primary section (of the original P-10 campus) and became Emmanuel Catholic Primary School catering for students from Pre-school to Year 7.

HSC and Emmanuel now proudly work side-by-side on the one large Campus!

Holy Spirit College's first Year 11 cohort commenced in 1998 and our first Seniors (Year 12s) graduated in 1999.

In 2016 Holy Spirit College has around 850 students enrolled across Years 7 – 12. The College is growing rapidly toward an expected final profile of around 950 students.

In 2015 we entered a new and exciting era as Year 7 became part of secondary schooling across Queensland!

We proudly boast that we have an active and committed P&F Association, working alongside our College Board.

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Our **College Logo** has the following distinctive features:-

The Cross is central to Christian beliefs. It symbolises the fact that Jesus redeemed mankind by his death on the cross. Without the cross there can be no resurrection.



The Dove is a symbol of the Holy Spirit actively watching over us (wings moving) and guiding us through life's journey. The rays are a sign of God's grace given through the Spirit.

The Triangle symbolises solidarity with God but it also can be interpreted as a road or a ladder that takes us towards God. (The triangle does not represent the Trinity as it is not equilateral.)

The words “**Peace and Unity**” were chosen for our logo because they occur frequently in the Mass for Pentecost Sunday – the feast day of the Holy Spirit.

The opening prayer of the vigil Mass, at Pentecost, begins “*Let us pray that the Holy Spirit may bring peace and unity to all mankind*”. And it is for this reason that the College Feast Day is in conjunction with Pentecost in the Church’s calendar.

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College Staff

The College has a Leadership Team of five – the Principal, Deputy Principal and three Assistant Principals. This team covers the areas of Mission, Administration, Curriculum and Welfare.

Principal

Dr John Lyons
*Dip. Teaching, Grad. Dip. Ed. Admin., Grad. Dip. Arts (Religious Education),
Grad. Dip. Ed. (Exceptional Students), M. Ed., PhD.*

Deputy Principal (/Curriculum)

Mrs Diane Wallwork
B. Ed, M. Ed. Leadership

Assistant Principal – Administration

Mrs Camille Morris
B. Sc., B. Ed.

Assistant Principal – Mission

Ms Lesley Fraser
B. Com., Grad. Dip. Sec. Ed.

Assistant Principal – Welfare

Mrs Sandy McLellan
B.LearnMgt

The College has a Teaching Staff of 65, a Campus Minister, a Careers Advisor, Counsellor and a Support Staff of 47.

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Section I – **Connectedness & Welfare**

Connectedness and Effective Studentship

Society puts many expectations upon Schools. And it is easy to lose sight of the reality that effective Learning is the CORE purpose of schooling.

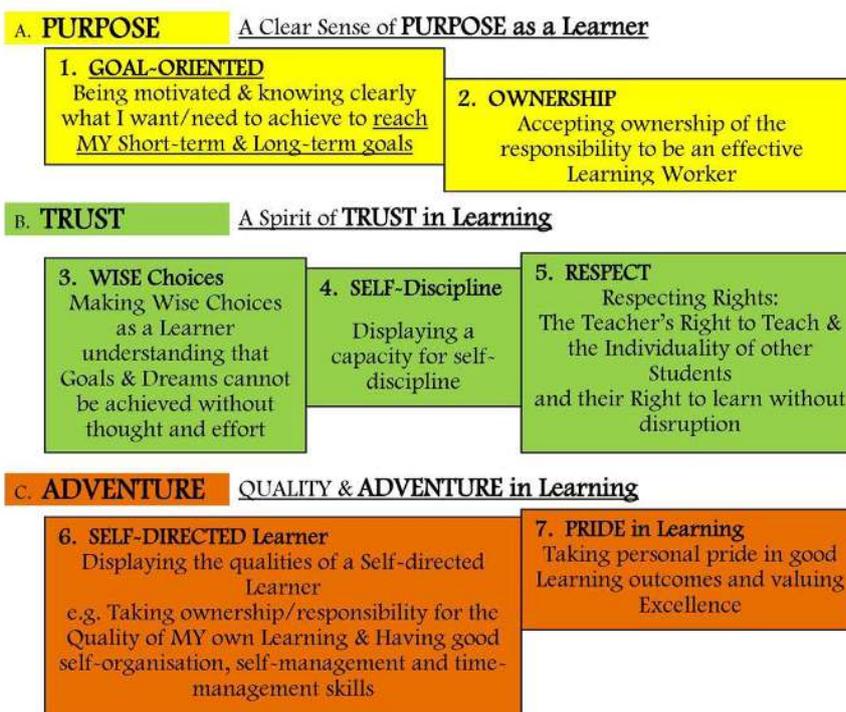
Certainly schools can and do accept responsibility to support a whole range of ancillary social and community goals. But the constant risk is that it is also easy for those sorts of things to overwhelm our core purpose – good Student Learning.

Students attend HSC to achieve good Learning and there is an un-remarkable and not-contested finding of educational research that has been known for many decades. Namely, that one of the key influencing factors determining success in Learning is the amount of engaged time actually spent on good Learning. Simple but true!

HSC's quite unique **Responsible Studentship Process** is focussed upon supporting Students and Staff to maximize Student Learning outcomes.

HSC seeks to promote good Studentship which is paramount to shaping an effective life-long learner.

At HSC we have a clear understanding regarding what 'Effective Studentship' looks like and we encourage our Students to make a commitment to the 7-attributes of good Studentship.



Connectedness & Student Behaviour Management

Achieving a sense of positive community for Students and between Staff & Parents is a fundamentally important aspiration for us at HSC.

Our **Assistant Principal – Welfare** takes responsibility in this area and works closely with our **Year Level Deans**.

In overview, Classroom Teachers and Year Level Deans work directly with Students in regard to pastoral care issues and the implementation of behaviour management processes. Positive communication with Parents is maintained via the Student Diary in the first instance. On other occasions phone contact or contact via a letter may also be used if circumstances require further detailed communication.

Contact Groups, where each student belongs to a small pastoral care group which meets daily with a focus person, provide an important occasion for pastoral care activities. An important line of communication between parent and Contact Group teacher is the student diary, which should be signed by both parties at least every week.

We endeavour to keep parents fully informed before issues become significant.

A Year Level Dean has pastoral responsibility for the students in their respective year level, which frequently involves the participation of Parents and negotiations between the school and family, therefore facilitating a working partnership.

Supporting Positive Student Growth

One of the important goals of Holy Spirit College is to assist our Students, as they progress through secondary education, to achieve the goal of self-discipline.

Developing self-discipline means first defining the guidelines and then assisting Students to develop control of their own behaviour. Adolescents need to be assisted to understand clearly that they must accept responsibility for their own behaviour and that we at School, and Parents at home, will expect them to accept such responsibility.

The development of self-discipline does not happen by magic. To develop it requires an environment of clear and consistent guidelines and sympathetic but consistent and fair enforcement of expectations.

All of us are all too aware that none of us are perfect!

All humans make mistakes and when problems arise we (i.e. Staff and Parents) should seek to assist our Students, in a positive way, to develop appropriate behaviour patterns and to understand the standards required so that appropriate self-discipline can develop, in a healthy and positive direction, as our adolescent students mature.

So your Student is *'in Trouble'*!?

It is not the end of the world! It's part of growing up. All humans make mistakes. When problems arise we should seek to assist our youth, in a positive yet assertive way, to develop appropriate patterns and to understand the standards required so that appropriate self-discipline can develop as the individual matures.

The Student should be supported in a manner which allows the Student to also "OWN" the problem and take responsibility for addressing the problem.

What you must avoid doing is the "TAKING OVER" of your Student's problem entirely. It is a natural parental tendency to want to do this. But we do nothing for the development of coping skills and future growth processes when we feel we should remove ALL RESPONSIBILITY from a Student's own shoulders.

The key to being effective in assisting an adolescent with a problem at school (or elsewhere) is for the Parent (in a responsible and responsive manner) to let the adolescent own his or her problem and have faith in your Student's ability to solve the problem.

Certainly you need to provide an emotional safety net. But when Parents entirely take over solving the adolescent's problem, then that individual will feel less in control and feel not trusted or not competent, by his or her Parents, to solve the problems.

Unfortunately, when adults 'shoulder the entire problem' adolescents can fail to acquire the skills which will ultimately build the strengths that will help them cope with life's problems.

Adolescents need to develop a capacity for resilience (being able to manage problems for themselves) so the more Parents and Teachers can facilitate the Student's handling of problems (in appropriate and acceptable ways) the more resilient he or she will become, and the more able, over time he or she can become in being positively self-reliant.

Student Support Structures

1. Supporting Students

HSC is committed to supporting students. We have a network of support available to students:

- **Contact Group Teachers** are responsible for the pastoral care of a specific group of students. Wherever possible, the Contact Group Teacher teaches his/her respective subject to the Contact Group.
- **Year Level Deans** – The Year Level Dean’s role includes:
 - supporting the year level as a whole;
 - being a key person to whom Students can go when they have concerns (whether personal or more general);
 - serving as a key communicator with Parents and the wider community;
 - being a first point of contact when Parents have concerns or wish to communicate with the College about personal matters that may be affecting their Student;
 - monitoring the behaviour of the Students in a particular year level.
- **Director of Studentship**
 - At HSC our **Director of Studentship** is responsible for supporting Teachers and Students with the **Responsible Studentship Process** through monitoring Student Application in Learning to identify and to provide support to at-risk Students.
 - The **Director of Studentship** works with both the appropriate **Curriculum Dean** and the appropriate year level **Dean of Students** to support Students in the development of appropriate goal-setting and learning plans.
- **Inclusive Curriculum Director** – The Inclusive Curriculum Director supports the academic, social and personal growth of students with special needs.
- **Director of Learning Pathways and Careers** – The Director of Learning Pathways and Careers provides counselling on a range of matters related to course and career planning, tertiary entrance and career advice.
- **Indigenous Education Liaison Officer** - The Liaison Officer supports the social, educational and personal growth of students of Aboriginal and Torres Strait Islander backgrounds.
- **Campus Minister and College Chaplain** – The Campus Minister and College Chaplain support students in the wider journey of school life with a focus on spirituality and holistic well being.

- **College Counsellor** – Our College Counsellor is also available each day for Students (individually or in small groups) and for family counselling. Appointments are in confidence. A student's right to confidentiality will be respected, however, there are legal and ethical requirements for counsellors to breach confidentiality when a student is being neglected, abused or harmed (including self-harm), or when there is current domestic violence or danger to someone's life, health or wellbeing. In these exceptional circumstances the College Counsellor is required to report the matter to the College Principal (or his delegate) who is required to notify the appropriate authorities which may or may not include parents, depending on circumstances.
- **Pastoral Care Officer** – The Pastoral Care Officer's role in the College has been designed to support the Pastoral Care and Student Wellbeing at the College. This position is funded by the 'National Chaplaincy Initiative' Program (2016 – 2018).

2. Student Protection Contacts

Student protection and wellbeing are paramount in all Catholic Schools in the Diocese of Rockhampton. By the very nature of their mission and ethos, Catholic schools in the Diocese of Rockhampton place the highest priority on the safety and care of the children and young people who are their students. All students have a right to expect that the school will always do all that is possible to protect them from any kind of harm and create safe learning environments.

Catholic Education is committed to best practices in student protection and the development of proactive approaches to equip people with the skills and knowledge to identify risks of harm and respond appropriately.

Student Protection Contacts are available to listen to students' concerns about their safety either at the school, home or in the community. These Contacts are approved by the Principal of the College as approachable, confidential and trustworthy members of Staff. Appropriate actions will be pursued by the Contacts to ensure the safety and well-being of all concerned. Refer to the College website www.hsc.qld.edu.au for details of the current Student Protection Contacts.

Students who are concerned or worried about something that is happening to them, or to someone they know, might like to talk to one of the Student Protection Contacts at school. Students may also speak with Year Level Deans, Contact Group Teachers, a trusted Teacher or another trusted adult at the College.

Documents and policies regarding safety and protection of students are provided by Catholic Education Diocese of Rockhampton on the following website www.rok.catholic.edu.au

3. Behavioural Expectations

Behaviour Management Process

The intent of our behaviour management process is to teach students, who are acting as a disturbance within the school environment, how to think of ways of reaching their goals without violating the rights of others. This is done by teaching students how to search within themselves and decide the way they want to be. A behaviour management process, to be effective, must treat students the same way as those having difficulty in an academic subject: in a positive atmosphere with understanding, respect, and patience.

This is what the **Responsible Thinking Process (RTP)** is all about.

We consider the *Responsible Thinking Process* (RTP) to be an effective way of increasing productive learning time and reducing classroom disruptions. It also enables staff and students to build respectful relationships while enhancing the students' ability to resolve problems through the creation of effective plans.

The *Responsible Thinking Process* at Holy Spirit College is most consistent with the Catholic Christian mission of the school, in that it provides a framework for the development of several key Gospel Values:

DIGNITY OF EACH PERSON – RTP provides opportunities for individual students and teachers to choose to act in a spirit of self-discipline and freedom.

INDIVIDUAL UNIQUENESS – RTP requires that the difficulties a student might experience at school need to be addressed in ways that are tailored specifically to the needs of that particular student.

VALUE OF LEARNING – RTP is designed to provide quality environments for learning, both within and outside classrooms.

JUSTICE AND RESPONSIBILITY – RTP recognises that education is an important mechanism for creating a just society and allows for individuals to learn the social, emotional, behavioural and cognitive skills they will need to become responsible members of the school and wider community.

LOVE – RTP is a set of approaches that encourages us to work constructively with individuals, while refraining from judging them. It is an appropriate means to live out the practical demands of Christian love, even of enemies.

SERVICE OF THE NEEDY – RTP suggests that many students who disrupt at school, do so because they lack the skills needed to experience success here. These students require structured assistance to support a change in their situation.

We believe the Responsible Thinking Process supports our College's behavioural expectations.

We ask all members of our community to ensure their behaviours and attitudes:

- allow other students to learn
- allow teachers to teach and
- allow students to reach their academic potential.

The Responsible Thinking Process program consists of:

1. Responsible Thinking Questions

When a student disrupts he/she will be asked a series of questions which allow the student to reflect on the nature of the disruption and give him/her a choice in either remaining in the class/yard or going to the Responsible Thinking Classroom.

2. Responsible Thinking Classroom (RTC)

This is a supportive environment to help all students to learn how to control their experiences at school in ways that will not disrupt and/or disturb others.

3. Plan

If a student is referred to the RTC he/she is required to complete a plan, which helps him/her make choices towards behaving more responsibly. The student then negotiates with his/her class teacher to resume attending the class.

4. Student Support Meetings

The purpose of these meetings is to offer support options to students to assist them to be successful at school.

5. Send-Home

Students may be sent home if they continue to disrupt at school or for offences of a serious nature. They may not return to school until an interview with parents has occurred.

It is hoped that students will not only learn to respect others and appreciate fully the guidelines for membership of the Holy Spirit College Community, but they will develop an increased sense of self-discipline.

Section II – **Procedures & Expectations**

Office Hours

The Holy Spirit College Office is open on **school days from 8:00am to 4:00pm**. After hours, a message may be left on the answering machine and a response to your enquiry will be made as soon as possible.

The College Office is open for a full week after students have finished the school year in December and re-opens a week before school recommences. While full office services are not available between mid-December and mid-January, the answering machine still operates and messages are checked every few days (apart from the actual Christmas/New Year period).

Weekly Newsletter

A weekly “on-line” newsletter issues each **Thursday**. Distribution is made via e-mail to all parents, students and community members who have registered. The e-mail address listed in your student’s enrolment form is used for registration. Students receive the newsletter via their school e-mail address. The newsletter is the key to communication between HSC and your family and we encourage all Students and Parents to peruse it weekly. Regular features include Curriculum, Sport, Year Level updates, Pastoral Care matters, Parents and Friends news, Spirit Café rosters and other Local Community news.

Notes to Teachers

To ensure the safety and wellbeing of Students, notes from Parents are required in relation to the following circumstances:

- A Student’s absence from school
- Permission to leave the grounds during school hours
- A valid reason for a Student not completing written homework
- A Student unable to wear the correct school uniform.

Student Absences from School

It is important that the College be kept informed of a Student’s whereabouts. Parents are requested to contact the office on the morning of a student’s absence from school. The school follows up, with either an SMS message to a Parent’s designated mobile phone or an email to the Parents, where this has not happened.

The College has a dedicated ‘**Student Absent from School**’ phone line ...

(07 4969 2699)

... for notifying Student absence.

When you call, please leave the following information on the voice mail system:

- Student name and year level;
- Reason for absence;
- A return contact number (should we need to confirm details).

Late Passes

Holy Spirit College commences at 8:30am and concludes at 3:00pm. Students are expected to arrive by the due time and if they are late they must obtain a late pass from the College Office.

It is quite disruptive to a Student's own good progress when (s)he is late to school on a regular basis.

Early Departures

If, for any valid reason, a Student needs to leave the College grounds during school hours, Parents should write a note (preferably in the Student's diary) stating the time and reason for the early departure. The note must be signed by a Parent. The student is to show the note to their teacher and then (s)he must show the note to a School Officer when they sign out through the College Office. Should the student return later that day, s(he) should sign back in at the College Office before proceeding to class.

Please note that interruption of Student learning time is discouraged and therefore requests to contact students during class without prior notification will only be carried out in situations that the College considers are of an unavoidable or urgent nature.

Spirit Café

The Spirit Café is open before school (for breakfast) and for both of the lunch breaks every school day. To provide healthy food options for the students, parents are encouraged to offer assistance, either on the Spirit Café Roster or with Home Baking. An invitation to join the Roster is distributed at the start of the year and/or contact can be made with the Convenor through the College Office.

For the safety of students with nut allergies:

- the Spirit Café does not stock peanuts or tree nut products and foods made on the premises do not contain nuts.
- there is no guarantee that externally prepared products do not contain traces of nuts or have been prepared on equipment that also processes nuts.
- volunteers who home bake are asked to refrain from cooking with nuts and to supply a list of ingredients with their home baking.

First Aid and Student Illness

There is an emergency room at the College Office. Students who are ill should not be at the College. If illness occurs during a school day, the Student may seek entry to the First Aid room via their Teacher who will contact the College Office. After assessment, the Student will either return to class or be sent home. As there are often times when a number of Students can be waiting for collection, Parents are asked to collect an ill Student as promptly as possible.

It is imperative that, should a Student be injured at School,
a Teacher is notified immediately.

This is particularly important should an injury occur during a break time.

Emergencies, whether from illness or injury, will be managed in the interest of the Student and with as much care as our expertise allows. In any but the most minor instances, Parents are contacted to seek advice in relation to the options available, such as seeking medical advice or ambulance. (Where the Principal or his nominee considers that urgent attention is called for, an ambulance may be called without reference to the Parent.)

Legislation dictates that **analgesics** (e.g. Panadol) **may not** be distributed to Students by staff.

Arrangements for **Students requiring medication at School** should be made by contacting the College Office. Parents are to provide a written authorisation for staff to administer medication and provide the medication in the original medication container obtained from the pharmacist. Full details of the guidelines for administering medication at school can be obtained from the College Office.

Asthmatics should have an up to date record on their file and carry their medication at all times. In an emergency, Ventolin will be available for sufferers.

Dehydration is a common problem in our climate and symptoms include headaches and nausea. Students need to accept responsibility for keeping themselves appropriately hydrated through summer. They are permitted to have a water bottle in class (except computer rooms) and they are encouraged to use the cold water bubblers.

Students with **contagious** conditions must abide by the usual exclusion time periods as directed by a medical practitioner.

The College should be informed of any condition which may lead to an emergency situation (e.g. Epilepsy, Anaphylaxis), so that a student may be afforded the best care possible. If a Parent cannot be contacted in an emergency, the Principal (or nominee) will assume the right to make decisions related to the wellbeing of the student.

I Supervision Arrangements for Students at HSC

A. Supervision of Students BEFORE School [i.e., before 8:05am)

- Parents & Students should be aware that the College's formal yard supervision of students commences from 8:05am every school day.
- **Parents & Students should be aware that Students who are dropped off before 8:05am are not provided direct supervision.** [Should a Student be attending a particular/ publicised before school activity (e.g., sports training, tutoring etc) prior to 8:05am then the adult taking the activity provides supervision.]
- Parents please be aware that should it ever be necessary to have a Student arrive at school prior to 8:05am then, **for their own safety, any Student arriving at school earlier than 8:05am should sit quietly in their own Year Level Community Area** (until 8:05am).

B. Absences and/or Early Departures

- For your Student's safety and your own peace of mind, please notify the College of absences and/or early departures: [Phone the designated Student Absentee line: 4969 2699]
- An SMS alert will be sent to Parents of Students recorded as an unexplained absence.

C. Students Arriving Late

- It is essential that Students sign in at the College Office BEFORE going to their scheduled class.

II Student Travel and Collection of Students

D. By Bicycle:

- A secure bicycle storage area is provided near to the College Office. This area is locked once classes commence for the day and opened again at the end of the school day.

E. By Car:

- A supervised pick up line exists outside the front fence from 3:00pm. It is imperative that Parents using this remain in the car at all times and move forward, progressively, to where Teachers are on duty. Signage is clear and is intended to ensure a free flow of traffic in a safe manner. [*Be aware that statutory authorities inform us that legal constraints prevent HSC Staff from directing traffic flow.*]

- Buses begin arriving at the front of the College at around 3:10pm. Parents picking up Students after this time are asked to pick up their children from the area near the front of the Father Bucas Centre so buses can pull in safely to load Students.

F. By Bus (from the FRONT of the College):

- Students catching buses departing from the **HSC Bus Stop (at the front of the College, adjacent to the front fence)** are to remain in the supervised area, at the front of the College.
- For the safety of Students, Parents are requested to re-inforce for Students the expectation that students remain in the supervised area at all times.

G. The ('Other Schools') Bus Interchange (located near Baxter Drive Park):

- Be aware that this area is *not supervised* by teachers from HSC.
- Other than the designated 'Early Bus' (where Students should have a Sticker on their Student Diary), **the official bus collection point for HSC Students is the front of the College.**

The following buses depart from:

HSC Bus Stop (Front of College)

101 – Northern Beaches (Northern Beaches SHS/Eimeo/Blacks Beach Rd)
3:35pm

120 – Farleigh & Seaforth 3:20pm

104 – Bucasia (MNBSHS/Eimeo Road Interchange/Bucasia and Shoal Pt) 3:35pm

121 – Farleigh, Coningsby, Valetta Gardens 3:35pm

123 – Coningsby, Leap & Seaforth 3:35pm

105 – Pioneer SHS (Beaconsfield, Andergrove & Slade Point), North Mackay, West Mackay (Nebo Road) and South Mackay Area (Paradise Street)
3:10pm

Bus Interchange (near playground equipment on Baxter Drive)

164 – (Early Bus) Hay Point, Glenpark Street (Sarina, Homebush, Pioneer Valley) 3:05pm

180 – Schapers Road, Davey St, Charles Hodge Ave, Malcomson Street at approximately 3:35pm

306 – City, Caneland service - Tolcher Street bus stop 3:17pm

White Bus – Habana Buses 3:45pm

Early bus (leaves from the Bus Interchange near the Playground on Baxter Dr)
164 - Hay Point, Glenpark Street (Sarina, Homebush, Pioneer Valley) **3:05pm**

Students catching the early bus should provide a letter from their parents to the College Office. An “Early Bus” sticker will be placed on the front of the Student Diary which, upon presentation to the teacher of the last lesson for the day, will allow the student to leave class two (2) minutes early.

Bus Services

Seaforth, Seaforth Road

The Leap, Coningsby, Farleigh, Sugar Shed Road, Glenella, Valetta Gardens

Shoal Point, Bucasia, Eimeo, Dolphin Heads, Blacks Beach

Slade Point, Lamberts Beach, Andergrove, Beaconsfield

Mackay, South Mackay, East Mackay, West Mackay, North Mackay

Pleystowe, Walkerston, Planlands

Oakenden, Homebush, Rosella, Bakers Creek

Hay Point, Louisa Creek, Timberlands, Alligator Creek

Sarina, Sarina via Highway, Sarina via Munburra Road

The bus companies may alter their services and schedules at times.

Please contact Mackay Transit Coaches on 4957 3330 for further information.

Mobile Phones

The College recognises that there may be genuine need for some students to have a mobile phone at school (for example, for safety before and after school hours). Students should leave their phone at the College Office at the start of the day and collect it at the end of the school day. The College takes no responsibility for mobile phones that are not handed in to the College office.

School Bags

When selecting a school bag, consideration should be given to factors such as durability (to carry heavy textbooks so that they are kept in good condition), appropriate symbols, names, and a colour which does not show dirt easily.

Bags should be of a design which supports good posture.

Section III - **Organisation**

School Costs

School fees are set by the Diocesan Catholic Education Office in Rockhampton and school-based costs are determined by the College. Responsibility for the prompt payment of Fees and Charges is acknowledged as forming part of the enrolment conditions of Holy Spirit College.

The following information provides a broad overview of the major categories of costs.

A. Diocesan determined Costs

General Tuition Fee

Tuition fees are set by the Diocesan Catholic Education Office. Rates are determined for a single Student and for a Family, where a sliding scale of discounts applies, depending upon the number of the family's children attending Catholic Schools in the Diocese. (Family discounts are applied to the accounts we issue provided an application is made by the due date.)

Funding Building Costs & School/College Infrastructure

Families will appreciate that there is a substantial cost to the Diocese in maintaining and developing the existing school buildings. It is necessary to raise capital income to service related debt or to otherwise support capital works. Each family will be charged a building levy per term, in conjunction with normal school fee billings, as detailed in the Diocesan Tuition Fee Schedule.

As this amount forms a collectable part of school fees no tax deduction is possible.

B. College determined Costs

General Levy

The General Levy is to cover the cost of software licencing, printing, general resources, library books, student diary, newsletter, sports days and other compulsory activities and presentations.

Subject/Consumable Levy

The Subject/Consumable levy covers the costs of core and elective subjects, IT, camps, retreats, excursions and pastoral care expenses.

Parents & Friends Levy

An amount is levied each term as the fairest and least taxing mode of contributing to the P & F at the College.

Specific detail, regarding School Costs for the particular year, is provided in separate accompanying information and/or is available to families at the start of the school year.

Accounts are sent out each term and are payable by the “Due Date” shown on the Fee Statement. Arrangements must be made with the Finance Office for late payment of fees and additional charges may be incurred. Timely communication in relation to outstanding School Fees can assist us to assist parents to avoid the additional on-costs associated with debt collection procedures. We make every effort to work with families when we are kept informed of relevant circumstances. As Diocesan Policy states, “School Fees comprise an annualised amount that is dissected to a per Term/per Week basis for the convenience of family budgeting, therefore whilst a Student is enrolled at this College, School Fees remain payable in full during any period of absence unless agreed to in writing by the College Principal. Payments can be made by cash, cheque, credit card, direct debit authority, internet banking or Bpay. Further details can be obtained from the Finance Office.

Where families are in difficult financial circumstances, either temporarily or otherwise, concessions on tuition fees are available upon application to the College ‘Catholic Education Assistance Fund’ (CEAF). Supporting documentation (e.g. Centrelink Statements, Bank Statements, payslips etc) needs to be submitted. Confidential applications should be referred to the Finance Officer, in the first instance.

Timetable

| Normal Bell Times | | Assembly Bell Times | |
|-------------------|----------------|---------------------|----------------|
| 8:30 – 8:50 | Contact Groups | 8:30 – 8:45 | Contact Groups |
| 8:55 – 9:50 | Period 1 | 8:50 – 9:40 | Period 1 |
| 9:55 – 10:50 | Period 2 | 9:45 – 10:35 | Period 2 |
| | | 10:40 – 11:15 | Assembly |
| 10:50 – 11:40 | Recess | 11:15 – 11:55 | Recess |
| 11:40 – 12:35 | Period 3 | 12:00 – 12:50 | Period 3 |
| 12:40 – 1:35 | Period 4 | 12:55 – 1:45 | Period 4 |
| 1:35 – 2:00 | Recess | 1:45 – 2:05 | Recess |
| 2:00 – 3:00 | Period 5 | 2:10 – 3:00 | Period 5 |

College Bus

The College operates a modern bus which is fitted with air conditioning and seat belts.

It is used by staff for subject excursions, Health and Physical Education trips to the pool and sporting events.

College Uniform & Uniform Availability

Full details of the College Uniform are provided in separate information. (In addition, Uniform details are also included in the **Student Diary**, for reference during the course of the school year.)

That information also provides the latest details regarding approved **Suppliers of the College Uniform**.

In brief ...

The College P&F Association currently has an agreement that **ALL HSC UNIFORM** items (**Formal Uniform & Sports Uniform** - excluding Footwear) are available from **Uniform Solutions** (Cnr Sydney & Alfred Streets, Mackay – Ph.: 4951 3549)

It is expected that all Students of HSC will wear the correct uniform in an appropriate manner.

On an **all-of-year basis**, the College Office holds some stocks of **College socks, ties and caps** for the convenience of Students. These can be purchased during normal office hours.

Textbook Hire Scheme

Holy Spirit College operates a textbook hire scheme for students. This scheme makes a significant contribution to reducing schooling costs for HSC families.

Texts, class sets and ebook licences required for curriculum needs are purchased by the school and made available to students for the school year.

The textbook hire scheme is financed through the Queensland Government's Textbook and Resource Allowance for Students and is authorised by the P&F Association. This scheme involves no cost to Parents.

In order for the textbook hire scheme to be successful, it is important that Students take appropriate care of issued texts. As with all library resources, Students will be required to pay for any damage or loss of texts during the year.

Lockers

A limited number of lockers have been purchased by the P&F Association for the convenience of students. (These lockers are accessible by students during school hours only.)

Parents will be notified via the College newsletter, early in Term 1, when lockers become available. There is a small locker hire fee and students are required to provide their own lock. Parents will be required to complete an application form as part of the locker hire process.

P&F Association Financial Support

Advanced Student Sporting & Cultural Achievement

As a means of encouraging and supporting Student achievement, the P&F Association provides some financial assistance to Students who are selected to compete at progressively higher levels in Sporting or Cultural competitions from within the Mackay district.

To qualify for support, the Student must have been selected through the school pathway, for example, through Capricornia Secondary School Sport or through a schools-based competition, such as the Tournament of Minds. Differing levels of financial support are offered for representation at Regional, State and National competitions.

Application forms are available from the College Finance Office and need to be submitted within the current year in which the Student was selected and actually competed.

Student Injury Insurance

As part of the P&F support of Students and Families, each year the P&F Association takes out accident insurance (through CCI). Further details are available from the Office Manager.

Section IV - **Supporting Information**

Diocesan & College Privacy Legislation - Collection Notice

Holy Spirit College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at Holy Spirit College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable Holy Spirit College to provide schooling to the student and enable them to take part in all the activities of Holy Spirit College.

Some of the information we collect is to satisfy Holy Spirit College's legal obligations, particularly to enable Holy Spirit College to discharge its duty of care.

Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.

Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.

Holy Spirit College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of a student to another school. This includes to other schools, government departments, the Diocesan Catholic Education Offices, the Queensland Catholic Education Commission, Holy Spirit College's local diocese and the parish, Schools within other Dioceses, medical practitioners, and people providing services to Holy Spirit College, including specialist visiting teachers, coaches, volunteers and counsellors.

Personal information collected from students is regularly disclosed to their parents or guardians.

Holy Spirit College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

Catholic Education Rockhampton's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of Holy Spirit College's duty of care to the student, or where students have provided information in confidence.

Catholic Education Rockhampton's Privacy Policy also sets out how you may complain about a breach of privacy and how Holy Spirit College will deal with such a complaint.

As you may know, Holy Spirit College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organizations that assist in Holy Spirit College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

On occasions, information such as academic and sporting achievements, student activities and similar news is published in Holy Spirit College newsletters and magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in Holy Spirit College newsletters and magazines and on our intranet. Holy Spirit College will obtain separate permissions from the student's parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for Holy Spirit College or otherwise make it available to the public such as on the internet. We may include students' and parents' contact details in a class list and School directory.

If you provide Holy Spirit College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to Holy Spirit College and why, that they can access that information if they wish and that Holy Spirit College does not usually disclose this information to third parties.

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Catholic Education, Diocese of Rockhampton Privacy Policy (2014-04-V2)

This Privacy Policy applies to schools conducted by Catholic Education, Diocese of Rockhampton and sets out how Catholic Education and each school manages personal information provided to or collected by it.

Catholic Education, Diocese of Rockhampton is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act.

Catholic Education may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to schools' operations and practices and to make sure it remains appropriate to the changing school environment.

What kinds of personal information does a school collect and how does a school collect it?

The type of information schools collect and hold includes (but is not limited to) personal information, including health and other sensitive information, about:

- pupils and parents and/or guardians (Parents) before, during and after the course of a pupil's enrolment at the school;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the school.

Personal Information you provide

A school will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than Parents and pupils provide personal information.

Personal Information provided by other people

In some circumstances a school may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

Exception in relation to employee records

Under the Privacy Act, the Australian Privacy Principles [and Health Privacy Principles] do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the school and employee.

Pupils and Parents

In relation to personal information of pupils and Parents, a school's primary purpose of collection is to enable the school to provide schooling for the pupil. This includes satisfying the needs of Parents, the needs of the pupil and the needs of the school and Catholic Education – Diocese of Rockhampton throughout the whole period the pupil is enrolled at the school.

The purposes for which the school and Catholic Education Diocese of Rockhampton uses personal information of pupils and Parents include:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after pupils' educational, social, spiritual and medical wellbeing;
- seeking donations and marketing for the school; and
- to satisfy Catholic Education, Diocese of Rockhampton and the school's legal obligations and allow the school to discharge its duty of care.

In some cases where a school requests personal information about a pupil or Parent, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the pupil or permit the pupil to take part in a particular activity.

Job applicants, staff members and contractors

In relation to personal information of job applicants, staff members and contractors, a school's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which a school uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for the school; and
- to satisfy Catholic Education Diocese of Rockhampton and the school's legal obligations, for example, in relation to child protection legislation.

Volunteers

A school also obtains personal information about volunteers who assist the school in its functions or conduct associated activities, such as past students' associations, to enable the school and the volunteers to work together.

Marketing and fundraising

Schools treat marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to be a quality learning environment in which both pupils and staff thrive. Personal information held by a school may be disclosed to an organisation that assists in the school's fundraising, for example, the school's Parents and Friend's Organisation.

Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Exception in relation to related schools

The Privacy Act allows each school, being legally related to each of the other schools conducted by Catholic Education Diocese of Rockhampton to share personal information with other schools conducted by the Catholic Education. Other Catholic Education Diocese of Rockhampton schools may then only use this personal information for the purpose for which it was originally collected by the Catholic Education. This allows schools to transfer information between them, for example, when a pupil transfers from a Catholic Education school to another school conducted by the same system.

Who might a school disclose personal information to and store your information with?

A school may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- the School's local parish;
- medical practitioners;
- people providing services to the school, including specialist visiting teachers, counselors and coaches;
- recipients of school publications, such as newsletters and magazines;
- parents;
- anyone you authorise the school to disclose information to; and
- anyone to whom we are required to disclose the information by law.

Sending and storing information overseas

A school may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, a school will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The School may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

How does a school treat sensitive information?

In referring to 'sensitive information', a school means information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

Catholic Education Diocese of Rockhampton and the schools' staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

Each school has in place steps to protect the personal information the school holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Access and correction of personal information

Under the Commonwealth Privacy Act [and Health Records Act], an individual has the right to obtain access to any personal information which the Catholic Education Diocese of Rockhampton or a school holds about them and to advise the Catholic Education or the school of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils will generally be able to access and update their personal information through their Parents, but older pupils may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information Catholic Education Diocese of Rockhampton or a school holds about you or your child, please contact the school's Principal in writing.

The school may require you to verify your identity and specify what information you require. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

Consent and rights of access to the personal information of pupils

Catholic Education Diocese of Rockhampton respects every Parent's right to make decisions concerning their child's education.

Generally, a school will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. A school will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil.

As mentioned above, parents may seek access to personal information held by a school or the Catholic Education about them or their child by contacting the school's Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an

unreasonable impact on the privacy of others, or where the release may result in a breach of the school's duty of care to the pupil.

A school may, at its discretion, on the request of a pupil grant that pupil access to information held by the school about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

Enquiries and complaints

If you would like further information about the way the Catholic Education Diocese of Rockhampton or a school manages the personal information it holds, or wish to complain that you believe that Catholic Education or a school has breached the Australian Privacy Principles, please contact the school's Principal. The CEO / System or the school will investigate any complaint and will notify you of a decision in relation to your complaint as soon as is practicable after it has been made.

Disclosure Statement: refer to the Holy Spirit College website www.hsc.qld.edu.au for updates.

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