

General Information for Parents



Absences

Illness

If a student is sick and unable to attend the College, parents / guardians are required to contact the Absentee Line at the College on 5656 7100 (press 1) from 8:00am or report the absence on the Parent Portal Absentee function. A written note to the class teacher (Early and Junior Years) or Pastoral Care teacher (Middle and Senior Years) is required prior to or on the child's return. In the case of Senior students (Years 10 – 12) a Doctor's Certificate **must be provided** if the absence coincides with the date of an assessment item or exam. A SMS absence advice message will be sent to all parents who have not provided information regarding a student's absence prior to 10am on the day of the absence.

Parents are able to notify the College of their child's absence via phone, BCE Connect app, the Parent Portal or email. If you do email, please 'CC' Judy Verhoeven at jverhoeven@assisi.qld.edu.au as well.

Notifications received via phone are required to be followed with a written note from the parents on the day the child next attends school.

Planned Absence / Family Holidays

It is not acceptable for students to miss school due to family holidays during term time as absence disrupts student learning. Teachers cannot keep students up-to-date with missed school work due to planned family holidays, nor can they then report on a student's progress if they have not been able to complete set work. Any such request for leave must be made in writing to be authorised by the Principal.

For leave in excess of 10 days (11 and over) a completed "Exemption from Compulsory Schooling Form" must be submitted to the College, which is then forwarded to the Office of Non-State Education for approval.

The "Policy and Procedure for Exemption" and the "Exemption from Compulsory Schooling Form" are available on the Parent Portal.

Late Arrivals

All students are required to register their late arrival on the **ALLE** system at the Student Kiosk located in Student Reception. The student will be provided with a photo ID Late Arrival docket which must be handed to the classroom teacher prior to entering a classroom. **ALLE** is a monitoring system directly connected to the College student database.

Appointments / Early Departures

It is preferable that appointments are made outside of school hours to cause minimal disruption to your child's educational program but if important medical appointments do encroach on educational time and you need to collect your child from College early or arrive late, **it is imperative** that you advise the College in writing to the child's class teacher (Early and Junior Years) or Student Reception (Middle and Senior Years). All students leaving the College early **must** register their departure on the **ALLE** monitoring system which is directly connected to the Student Database. All students must be signed out and collected from Student Reception by a parent / guardian.

We understand appointments arise throughout the day, so please call the college prior to arriving if you wish to collect your child early. Early Departure arrangements **cannot be provided by the college after 3.00pm unless for emergency situations.**

Accident and Illness at College

Injury – should a student be injured during an activity the College First Aid Officer will assess the student's condition. For *minor injuries*, the student will be treated by the First Aid Officer and returned to class. In some cases, the First Aid Officer may call a parent / guardian to discuss the injury and treatment provided. For *injuries that require medical attention*, the College First Aid Officer will contact the parent / guardian and request that the student be collected and taken to a doctor.

If no parent / guardian or emergency contact can be located, the College First Aid Officer may call for an ambulance after consulting with the Principal. Should an injury be of a serious nature the College First Aid Officer will immediately call for an ambulance and then make contact with the parent / guardian.

Illness – should a student become ill, the classroom teacher will send the student to the College First Aid Officer for assessment. In some instances, quiet rest may be all that is required for the student to recover and return to class. For illness where it is not considered that the student will recover with rest, the College First Aid Officer will contact the parent / guardian to take the student home. Should an illness be of a serious nature, the College First Aid Officer will immediately call for an ambulance and then make contact with the parent / guardian.

In all instances where a parent / guardian cannot be contacted or where the student cannot be taken home promptly (within ½ hour of initial call), the College will make contact with the listed Emergency Contacts as Health Rooms are designed for short term care only.

It is not appropriate for a student who is ill to be sent to school as this causes distress to the student and may compromise the health of students and staff at the College. Students who are identified as being ill on arrival at school will be sent home immediately.

N.B. It is **not** acceptable for students to contact their parents from their mobile phone or computer to advise of illness. All parent contact must be made through the college office.

Buses

Surfside Buslines runs buses to the College. For information on routes and timetables please contact Surfside direct on 5571 6555 or visit their website: www.surfside.com.au.

Change of Details (Family)

If your family situation, residential address, postal address, phone numbers or email change, please advise the College immediately. The **Change of Family Details** form can be found on the Parent Portal – Forms tab, on the college website under the Parent tab or by contacting Main Reception. It is imperative that the College has up to date information on every family at all times.

College Assemblies

The College assembly is held fortnightly in Perugia commencing at 9:00am.

College Hours

The College school day commences at 9.00am and finishes at 3.30pm, except on Fridays, when all students are requested to be at the College for commencement at 8.45am. All students should be at the College at least 10 minutes prior to commencement of class every day to prepare themselves for lessons.

Classes begin at 9:00am and any students arriving after this time are missing work time and will be marked as late. These late arrivals then appear on report cards as incomplete days. Please refer to the 'Absences' section at the beginning of this document for late arrival procedures for all students.

Parents are advised that staff supervision of students occurs between 8:30am and 4:00pm. Outside School Hours Care (OSHCare) operates as a fee for service basis for parents before 8:30am and after 4:00pm each day.

The College Main Reception is open from 8:00am until 4:00pm and Student Reception from 8.30am until 4.00pm.

The College Office is open during school holiday time between 9am and 3pm with the exception of the Christmas holiday period when the office is closed over the 3 weeks Christmas and New Year period.

Contagious / Infectious Diseases

Children who have certain infectious diseases are not permitted to attend the College until they have completely recovered. This is not only because they need time and lots of rest in order to fully recuperate from their illness but also because infectious diseases are spread by contact with others who are affected. There are regulations about when children can go back to school or child care after contracting these diseases. This is to prevent epidemics of these illnesses.

Guidelines published by the Queensland Department of Health for exclusion from school or child care are listed in the table. Naturally if your child doesn't have one of the conditions on the list he or she should not attend College if he or she is unwell.

These guidelines may be reviewed from time to time. Always check with your doctor or healthcare worker if you are not sure whether your child should go back to school.

Time out

Some medical conditions require exclusion from school or child care to prevent the spread of infectious diseases among staff and children.

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and child care centres to meet the requirements of the *Public Health Act 2005*.

Condition	Exclusion of case (person with infection)	Exclusion of contacts ¹ (person exposed to the case with the infection)
Chickenpox (varicella)	Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in non-immunised children, and less in immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded. Exclude any pregnant woman who is, or is presumed to be susceptible.
Cold sores (herpes simplex)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible.	Not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.	Not excluded.
Cytomegalovirus (CMV)	Exclusion not necessary.	Not excluded.
Diarrhoea ² and/or vomiting (including: <ul style="list-style-type: none"> • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • viral gastroenteritis but not norovirus or shigella – see separate section)	Exclude until there has not been a loose bowel motion for 24 hours. Exclude staff whose work involves food handling until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with loose bowel motions in the same centre or a single case in a food handler notify your nearest public health unit.	Not excluded.
Diphtheria ³	Exclude according to public health unit requirements.	Exclude according to public health unit requirements.
Enterovirus 71 (EV71) Neurological disease	Written medical clearance is required confirming the virus is no longer present in the child's bowel motions.	Not excluded.
Glandular fever (Epstein Barr virus (EBV), mononucleosis)	Exclusion not necessary.	Not excluded.
<i>Haemophilus influenzae</i> type b (Hib)	Exclude until the person has received appropriate antibiotic treatment ⁴ for at least four days.	Not excluded. Contact a public health unit for specialist advice.
Hand, foot and mouth disease	Exclude until all blisters have dried.	Not excluded.
Head lice	Exclusion is not necessary if effective treatment is commenced prior to the next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	Not excluded.
Hepatitis A ⁵	Exclude until a medical certificate of recovery is received and until at least seven days after the onset of jaundice.	Not excluded. Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group.
Hepatitis B	Exclusion not necessary.	Not excluded.
Hepatitis C	Exclusion not necessary.	Not excluded.
Human immunodeficiency virus (HIV/AIDS)	Exclusion not necessary.	Not excluded.
Influenza and influenza-like illness	Exclude until well.	Not excluded.
Measles ³	Exclude for four days after the onset of the rash.	Immune contacts are not excluded. Susceptible contacts should be excluded until 14 days after the onset of the rash in the last case occurring in the facility. Immunosuppressed children or staff should be excluded (regardless of their vaccination status) until 14 days after the onset of the rash in the last case occurring in the facility.

Time out

Condition	Exclusion of case (person with infection)	Exclusion of contacts ¹ (person exposed to the case with the infection)
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics ⁴ .	Not excluded.
Meningitis (viral)	Exclude until well.	Not excluded.
Meningococcal infection ²	Exclude until appropriate treatment has been completed.	Not excluded. Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case.
Molluscum contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for nine days after onset of swelling.	Not excluded.
Norovirus	Exclude until they have not had any diarrhoea or vomiting for 48 hours.	Not excluded.
Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)	Exclusion not necessary.	Not excluded (pregnant women should consult their medical practitioner).
Pertussis ³ (whooping cough)	Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing.	Contact a public health unit for specialist advice about excluding unvaccinated and incompletely vaccinated contacts.
Polio myelitis ³	Exclude for at least 14 days from onset of symptoms and case has recovered. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious ⁵ .	Not excluded unless considered necessary by public health unit.
Ringworm, tinea, scabies	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Roseola	Exclusion not necessary.	Not excluded.
Rubella (German measles) ²	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded (female staff of childbearing age should check their immunity to rubella with their doctor).
School sores (Impetigo)	Exclude case until has received appropriate antibiotics for at least 24 hours. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours. Weeping or crusted sores on exposed areas should always be covered with a watertight dressing until at least 24 hours post antibiotics commenced and for as long as practical.	Not excluded.
Shigellosis	Exclude until diarrhoea has stopped and two samples, taken at least 24 hours apart, have tested negative.	Not excluded.
Streptococcal sore throat (including scarlet fever)	Exclude until well and has received antibiotic treatment ⁴ for at least 24 hours.	Not excluded.
Thrush (candidiasis)	Exclusion not necessary.	Not excluded.
Tuberculosis (TB) ³	Written medical clearance is required from Queensland Tuberculosis Control Program to return to child care/school, confirming child is not infectious.	Not excluded.
Typhoid ³ , paratyphoid	Exclude until diarrhoea has stopped and two consecutive samples, taken at least one week apart, have tested negative.	Not excluded unless considered necessary by public health unit.
Whooping cough – see pertussis		
Worms	Exclude if loose bowel motions present.	Not excluded.

Footnotes

- The definition of 'contact' will vary between diseases and is sometimes complex. If concerned, contact your local public health unit.
 - Diarrhoea: the definition is two or more consecutive bowel motions that are looser and more frequent than normal or escapes a child's nappy.
 - Doctors should notify the local public health unit as soon as possible if children or staff are diagnosed with these conditions.
 - Appropriate antibiotic treatment: the definition will vary between diseases. If concerned, contact your local public health unit.
 - Observing the exclusion period meets the intent of the *Public Health Act 2005* for a person to be not infectious.
- For additional information please refer to the National Health and Medical Research Council publication 5th Edition – *Staying Healthy – Preventing infectious diseases in early childhood and educational care services* http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf
 - or the Queensland Department of Health website at <http://www.health.qld.gov.au/cdcd/index/default.asp> for fact sheets about various communicable diseases.
 - For an electronic copy of this poster http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf

For further information contact your nearest public health unit at <http://www.health.qld.gov.au/cdcd/contacts.asp>

Copy Costs of Documents in Students' Files

- For students currently enrolled at the college, the administration charge is \$5 per page.
- For exited students, the administration charge is \$50 (cost of retrieval / return) plus \$5 per page as all exited student files are archived away from the College.

Emergency Contacts

Please ensure that the College is advised of emergency contact telephone numbers and any changes to these. Preferred emergency contact numbers other than parents, should be advised upon enrolment.

If there are any changes during the course of the student's enrolment at the College, parents are required to advise staff in the Administration Office.

Facebook

Our Assisi Catholic College Facebook page provides point-in-time information and general reminders for upcoming events and activities, and celebrates student and College achievements.

The page supplements but does not replace the full, detailed information that is provided in the weekly College newsletter.

The College P & F Association now have a P & F Facebook page for information about the Parent's and Friends operations and events.

Public forums, which can contain inaccurate information, are not the most appropriate avenue to address particular issues. If parents have particular concerns, please make direct contact with the College so a resolution can be achieved.

Fees

Details of the Tuition Fee, Capital Levy, Parents and Friends Association Levy and Resource Levy are contained in the Fees Schedule, available on the Parent Portal. Every effort is made to keep fees and levies to the lowest possible level as the College recognises the sacrifices that many families make to ensure that their children have access to a quality Catholic education. The fees are reviewed and set by the College Board annually.

Charging – fees and levies are charged per term with accounts issued within the first two week of each school term. Payment in full is required 4 weeks from the date of issue unless a Registered Payment Plan is in place.

Commitment – all families are required to honour their commitment to pay the school fee account. The payment of school fees is both a legal and moral obligation and it is expected that the same importance be placed on the payment of the school fee account as is placed on other household accounts. The College refers overdue accounts to a professional Debt Collection Agency – Austral Mercantile.

Concessional Fees – From time to time families may find themselves in either short or long term financial difficulties. Reduced Tuition Fees and Capital Levy may be offered to eligible families in consultation with the Business Manager. All eligible families are required to

produce supporting financial documents and to establish a regular payment schedule through an ADF direct deposit.

Late Fee – a \$50.00 late fee is charged if fees are not paid in full by the due date. The late fee will not be applied if alternative payment arrangements are negotiated with staff in the Finance Office prior to the due date for payment. It is the responsibility of families to make such contact.

Payment Methods

- BPay
- Online via MasterCard / Visa through the College website by clicking the Enrolment Tab and selecting “Fees Payment Online” or via the Parent Portal
- Approved Payment Plan by Direct Debit, Credit Card or BPay
- Eftpos – Debit and Credit cards at the College Finance Office
- Cash at the College Finance Office
- Cred and Debit cards (Visa or MasterCard) via telephone contact with the College Finance Office

The College does not accept payment by personal or company cheque.

Approved Payment Plans – many families prefer to pay the school fee account by regular instalments which spread the payment over the school year (46 weeks). A variety of plans are available:

- Direct Deposit payments (weekly, fortnightly, monthly)
- Credit Card payments (weekly, fortnightly, monthly)
- BPay payments (weekly, fortnightly, monthly)

All plans must be registered with the College and are calculated to ensure that the account is paid in full by the last day of Term 4. Families on approved payment plans are encouraged to maintain regular contact with the Finance Secretary and immediate advice must be given should a payment be missed or unable to be made. The late fee may be applied to families failing to maintain an Approved Payment Plan. Every effort will be made to work with families in instances where financial difficulties are experienced.

Non-Government Schools Transport Assistance Scheme (NGSTAS) – for schools outside of the Brisbane City Council Area)

The Queensland Catholic Education Commission administers the NGSTAS on behalf of all Catholic and Independent Schools operating outside the Brisbane City Council Area. Families are able to claim a rebate on bus fare expenses via the QCEC web site during Term 2 and Term 4. Details of how to apply and rebates available can be obtained from the web site www.qcec.qld.catholic.edu.au. Notices will appear in the School Newsletter giving details of the scheme and dates for applications during Terms 1 and 3. Assistance is provided by the College to families not having access to the internet.

Flexischools

Flexischools is an online ordering and payment facility which is utilised by the College for:

- Tuckshop for Years P – 6
- Uniform Shop
- Excursions not covered in the School Fee Account
- College events such as the Formal, Semi-Formal, Year 10 Boat Cruise

- College activities such as the Student Disco

Students in Middle and Senior Years can link their student ID card to their Flexischools account and use the 'tap and go' payment option at terminals in La Verna Bistro and the Uniform Shop. Flexischools is a fee for use facility – www.flexischools.com.au

Flexischools can be accessed from the Assisi College website, Parent Portal and Assisi App. Flexischools also has an App which can be downloaded from iTunes (free).

Head Lice

Parents will:

- regularly inspect their child's head to detect the presence of lice or lice eggs
- ensure that their children do not attend school with untreated head lice and
- notify the school if their child is affected, and advise when treatment has begun

The College will notify parents if head lice are detected and parents are required to collect their child.

Health Information

A General Permission and Medical Form is to be completed for every student enrolled at Assisi. These forms are contained within the Confirmation of Enrolment document and remain current unless changes are made by the enrolling parents / guardians. It is the responsibility of the parents / guardians to ensure that the College has up to date medical information for all students. An update form is available on the Parent Portal.

It is a condition of enrolment that parents / guardians inform the College of any known illness and any medication regularly used by the student. It is important that the College is informed of any changes to the status of the student's health.

Immunisation

The College requires a copy of children's immunisation records on enrolment. This is because if an outbreak of an infectious disease occurs, the school will know who isn't immunised and therefore must be sent home to prevent them catching and spreading the disease.

It is a College expectation that all students be fully immunised. It is College policy to exclude non-immunised students from the College during the 'outbreak' of any infectious disease.

Section 149, of the *Public Health Bill 2005*, prescribes that where a child who has not been vaccinated against a condition which is a vaccine preventable condition, has contact with a child with a contagious condition the person in charge must advise the parents of the non-vaccinated child, and require the parent to remove the child from the College and not send the child back to the College during the preclusion period for the condition.

Lost Property

- Please ensure that all students' belongings are clearly marked.
- If students lose property, they should first check where they may have been earlier.

- All items found on the college grounds which are named, are brought to Student Reception for returning to students.
- All unnamed lost property items are located at Student Reception for your perusal.
- The College accepts no responsibility for the loss / theft of personal items.
- All unmarked and unclaimed lost property will be disposed of at the end of every term.

Medication

School Policy requires that **all medication** (*prescription and over the counter* - including aspirin and paracetamol) be administered to students by a member of the office first-aid team. **All medication** (*prescription and over the counter*) must be accompanied by a doctor's letter or doctor's authority (Prescription details on the medication label) giving information / instruction on the dosage. All medication will be held in a locked cabinet in plastic sleeves clearly marked with the name of the student and records are kept in a Student Medication Register. This is a requirement of the Queensland Health Department, Department of Education and Brisbane Catholic Education. Whilst some older students may prefer to self-medicate, School Policy and Queensland law requires that all medication be registered at the College and administered by trained staff regardless of the age of the student.

Mobile Phones / Listening Devices

- Middle and Senior Year students agree to abide the "Mobile Phone and Listening Devices Acceptable Use Agreement" as outlined in the Student Organiser
- Students are not permitted to use mobile phones / listening devices between 9:00am – 3:30pm. EY / JY students are required to hand their phones to the classroom teacher for safe keeping at the beginning of the day and collect prior to dismissal
- Confiscated mobile phones must be collected from Administration by the students at the end of the school day
- iPods, MP3s, jewellery and other confiscated items are held at the Teacher's discretion
- The College accepts no responsibility for the loss / theft of mobile phones / iPods / MP3s

Money

- No responsibility is taken by the College for any amount of money brought to the College by students
- If large sums must be brought, it should be taken to the office where it can be kept safely until required

Newsletter

The College Newsletter is available on Thursdays via email or viewing on the College website and Parent Portal.

OSHCare

OSHCare (Outside School Hours Care) is available at Assisi. Please contact Mrs. Kerrie Mahoney on 5580 5648 for further information.

Parental Concerns

We encourage parents to make contact with the College whenever there are concerns about students or questions about procedures and processes. In many cases, the Principal is not necessarily the best person to respond to parents' calls so the receptionists have been instructed to connect parents with the person(s) who can most effectively assist the parent with their enquiry in a timely manner. Obviously, if you wish to speak to the Principal or a P – 12 Head after this has taken place, the Leadership Executive Secretary will assist you in making an interview to discuss your matter.

Referring parents to other staff members should never be seen as the College not taking the matter seriously but exactly the opposite. Our aim is to work closely with you to produce the best possible outcomes for your child(ren).

Public forums are not the most appropriate avenue to address particular issues. If parents have particular concerns, please make direct contact with the College so a resolution can be achieved.

Parents

- All parent enquiries are to be made at Main Reception at the front of the Administration Building
- Parents visiting the College for extended periods must report to the Main Reception
- Where deemed appropriate by members of the Administration team, a visitor's card is to be worn during the visit

Parent Portal

The Parent Portal, the College one stop information centre for families, is accessed through the Assisi website www.assisi.qld.edu.au. Once your child is marked present for their first day of attendance, you will be emailed detailed instructions on how to access the portal.

Parent – Teacher Meetings (P.T.O.)

Parent – Teacher Online is a web-based program that allows parents to “book” appointments online with teachers for the Parent – Teacher Meetings.

The program provides separate time allocation for individual teachers. Access to the program is via the Parent Portal. The program is only open for bookings during a defined period before the Parent – Teacher Meetings. Parents are advised of the dates the program is open for bookings.

Printing Credit

All students are provided with a Paper-Cut allocation of \$20 for printing on College devices. Students requiring extra printing credit must pay at the Finance Office to have their printing amount adjusted and receipt issued.

Prohibited Items and Substances

Any substances or items that cause risk of harm to self and others are not to be in a student's possession. Examples of these types of items include illegal drugs, alcohol, cigarettes, cigarette lighters, knives, liquid white-out and aerosol cans.

Questions

If you have any queries, please do not hesitate to contact the College.

Reports

- An interim report is issued to Middle and Senior Year students at the end of Term 1.
- Semester reports are issued to all students.
- A \$5.00 fee is charged for each additional copy.

Stationery

Lists are provided to all students each year. Students are expected to have all equipment required for each of their classes. Stationery lists are available on the college website.

Student Drivers and Passengers

Students with driving licences who drive to the College must complete an "Authorisation to Drive to School" form and abide by the guidelines for safe use of a motor vehicle.

Passengers, other than siblings, must have a completed "Parental Permission Form" authorising travel with a student driver. Please contact the relevant Pastoral Coordinator for further information or the necessary forms.

Student Organiser

Students in Junior Years / Middle Years / Senior Years are issued with a College Student Organiser. Please discuss the information contained here with your child. Parents are encouraged to check the Organiser on a regular basis and use it as a means of home / College communication.

Students in Early Years are issued with a Communication Book.

Students failing to bring their organiser to school will be charged 50c for a photocopy of such.

Any student who uses the Organiser inappropriately (i.e. graffiti) will be required to purchase a replacement Student Organiser for \$25.00.

Sun Smart Policy

- The College hat should be worn at all times except inside classrooms or Administration.
- Special arrangements can be negotiated for some sporting activities where this would be impractical.
- The College Sun Smart Policy can be found on the Assisi website.

Textbook Hire

Assisi Catholic College operates a “Text Hire Scheme” for Years 7 - 12. These are the terms and conditions to which you agree, when your child hires any items from the College’s hire scheme.

Students are issued with the textbooks or a downloadable version at the commencement of the school year or as required during the year.

Students will be responsible for **all texts and equipment** issued in their name via the textbook hire scheme. **Full replacement cost** will be expected for any **damage, loss or theft**.

Full replacement cost will also be required for any books or equipment returned with the **barcode missing or destroyed**.

All books and equipment on hire must be returned to the college library BEFORE the student leaves school each year. Any books or equipment that have been lost, stolen or damaged beyond what is deemed reasonable wear and tear should be paid for in full before the student leaves the school.

Any student with books or equipment outstanding from the previous year will be ineligible to borrow from the hire scheme, until all outstanding responsibilities have been met.

Tuckshop / La Verna

The College owned Tuckshop (Prep – Y6) and Bistro (Y7 – 12) are open Monday to Friday. Volunteers assist running this service for parents. If you are able to volunteer, please contact the Tuckshop. The menu, volunteer roster and volunteer application form are available on our website.

Please note that only Flexischools orders for lunches are accepted for students in P – 6 and all orders must be placed by 9:00am. Drinks, milk, ice blocks are available for over the counter purchases at Little Break.

Unable to participate in PE / HPE / Sport / Activities or Unable to complete Homework or bring required equipment

A note from the student’s parent explaining the reason should be presented to the relevant teacher.

Uniforms

Regular hours for the Uniform Shop are:

Monday	Tuesday	Wednesday	Thursday	Friday
8:30am – 11:30am	8:30am – 11:30am	Closed	8:30am – 11:30am	8:30am – 11:30am

Uniform items, except where indicated, are compulsory. The uniform has been designed specifically for Assisi Catholic College. All items except for shoes must be purchased through the College Uniform Shop.

Second Hand Uniforms – the College now has a second hand uniform store which can be accessed through the Uniform Shop.

Valuables and Toys

Students are not to bring valuables, trading cards and toys to College.

Visitors

- All visitors to the College must report to Main Reception at the front of the Administration building
- Where deemed appropriate by members of the Administration team, a visitor's card is to be worn during the visit

Volunteers

The College encourages parents / guardians and members of a student's family to become active within our College Community. All volunteers must undertake a Student Protection Workshop and complete the Student Protection Handbook. Workshops are held each term and dates can be found on the College website calendar, which is on the Parent Portal.

Parent / guardian volunteers do not require a Blue Card (Working with Children Check) however any family member over 16 years of age is required to apply for a Volunteer Blue Card – the College will assist with this application to the Commission for Children, Young People and Child Guardian.

Assisi Catholic College

Contact Details

173 Billinghamurst Crescent, Upper Coomera Qld 4209

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Phone: 07 5656 7100

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Website: www.assisi.qld.edu.au

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