

College Handbook

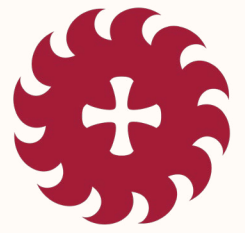


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Welcome

St Clare's College is a Catholic secondary college for girls, inspiring confident, compassionate, capable leaders. Our tradition of academic excellence and strong community spirit empowers students to reach their potential in all aspects of life. Guided by faith, leadership, and service, St Clare's creates a supportive environment where students embrace challenges, celebrate achievements, and grow in strength and character.

Welcome to a new school year at St Clare's College. Whether it's your first year or you're returning, we're glad you're here.

St Clare's values kindness, respect, learning, and shared purpose. Every student brings something unique, creating an environment where all feel supported, encouraged, and valued.

This handbook has been created to help you feel confident and prepared throughout the year. Inside, you'll find clear information about daytoday routines and expectations. It also includes who to go to for help, and the many opportunities available to you: academically, socially, creatively, and spiritually.

Remember, no one is expected to know everything at once. Whether settling in or entering a new stage, your teachers, Heads of House, Pastoral Care Team, and classmates are here to support you.

We look forward to learning, growing, and celebrating with you in the year ahead.

Welcome to another year of possibility, connection, and personal best at St Clare's.

School Life

School Life at St Clare's College brings together everything students and families need to navigate the school day with **confidence**.

In this section, you'll find essential information, including key contacts, term dates, timetables, and school hours. You'll also discover practical details to support daily routines, including how to get to school, how to report absences, canteen services, and maps of the College.



Bell Times

The College operates a 10-day rolling timetable, with six periods and one PC class each day.

Mon/Tue/Thu/Fri		Wednesday	
Warning Bell	8:45am	Warning Bell	8:45am
Period 1	8:50am	Period 1	8:50am
Period 2	9:43am	Period 2	9:43am
Recess	10:36am	Recess	10:36am
Warning Bell	10:51am	Warning Bell	10:51am
Pastoral Care	10:56am	Period 3	10:56am
Period 3	11:08am	Pastoral Care	11:49am
Period 4	12:01pm	Extended PC	12:01pm
Lunch	12:54pm	Lunch	12:54pm
Warning Bell	1:29pm	Warning Bell	1:29pm
Period 5	1:34pm	Period 5	1:34pm
Period 6	2:27pm	Period 6	2:27pm
End Of Day	3:20pm	End Of Day	3:20pm

School Terms 2026

Term	First Day	Last Day
Term 1	Monday 2 February (Year 7, New Students, Year 11, College Leaders) Tuesday 3 February (All other students)	Thursday 2 April
Term 2	Monday 20 April (Staff only) Tuesday 21 April (Students)	Thursday 2 July (Students) Friday 3 July (Staff)
Term 3	Monday 20 July (Staff only) Tuesday 21 July (Students)	Friday 25 September
Term 4	Monday 12 October (Staff only) Tuesday 13 October (Students)	Friday 13 November (Year 12) Tuesday 1 December (Year 11) Friday 11 December (Y7 – 9) Friday 18 December (Staff)

All College events, excursions, celebrations, term dates, and student free days are published on the College Calendar, accessible via the College Website.

Please note that the **Moderation Days** for 2026 are **Tuesday, 3 March, and Thursday, 13 August**. These days are Student Free Days for students in Years 7 – 10.

Attendance



Advice of absence, late arrivals, and early departures must be made in writing. A telephone call is insufficient as all attendance records must be stored digitally.

Absence

Parents should notify student absence by emailing attendance@stcc.act.edu.au with student name, date, and reason for absence. An SMS will be sent to parents each day if a student is absent at 10am without prior notification. Parents can reply to the SMS with the related absence reason. No further action is required if you reply via this process.

Leave During the Day

If a student needs to leave school during the day

- A parent/carer must email or text Student Attendance with prior notification on the relevant morning to advise departure time and reason.
- The student should also be copied on this email. This email will signal their class teacher to release the student from class.
- Students are to proceed to the Student Administration Window to meet their parent at the designated time.
- Parents/carers **must sign out students** at the Student Administration Window.
- All students must sign back in upon returning to school.

Late Arrival

Students arriving after the start of the school day must sign in at the Student Administration Window. A parent or guardian must email an explanation of the lateness by the following day.

Long Term Leave (5+ days)

Families must request **Approval of Leave** from the Principal for absences of five days or more. The request form is available on the College website and should be emailed to the.principal@stcc.act.edu.au once completed.

Senior Leave (Extended or Holiday Leave)

The ACT Board of Senior Secondary Studies requires students to meet specific attendance and assessment obligations. Because of this, **holiday leave is generally not approved for Years 11 and 12.**

If a senior student needs to request leave:

1. They must complete the **Student Leave Request Form** (available on the College website under Student Forms).
2. The student must speak with their **subject teachers, Leader of Learning**, and the **Leader of Learning Academic Progress** to understand the impact of missed lessons or assessments.
3. The form must be signed by the **parent/carer** and the **Leader of Learning Academic Wellbeing and Progress** before being submitted to the **Principal** for consideration.
4. Once approved, the **Student Attendance Officer** will update the student's attendance record accordingly.

Senior Study Leave (Years 11–12)

With written parental permission provided at the start of each school year, **Year 12 students may leave the College grounds** during times when they do not have scheduled lessons. Students must **sign out and sign back in** via the kiosk each time they leave or return. **Year 11 students** may apply for this privilege from **Term 2**, depending on their progress and readiness.

Uniform

At St Clare's College, the correct school uniform fosters a sense of equality and pride within our community. Our uniform is a visible representation of our College identity and values, and it supports the development of a respectful and cohesive environment.

All students are required to wear the full and correct College uniform each day, including when travelling to and from school, attending excursions, or representing the College at public events. The expectation applies consistently across all year levels and seasons.

Ranier will be the exclusive College uniform provider for all new items from 2026 onward. Students may continue to wear existing Lowes uniform items until the conclusion of the transition period (2027), provided they are in **good condition** and **worn in accordance with College presentation standards**.

The College will provide a limited second-hand uniform service to support families during the transition.

See the College Website for full details of the Uniform Policy and Uniform Transition Guidelines.

Presentation and Standards of Wear

General Presentation

- The uniform must be clean, well-fitted, and in good repair at all times.
- Shoes must be **polished, black, leather, lace-up school shoes** in the formal uniform; sports shoes, canvas shoes, and boots are not acceptable. The Athlete's Foot Uniform Style Guide is provided as a reference for appropriate footwear; however, families may purchase **suitable school shoes** from any provider.
- Sports shoes are to be worn only with the sports uniform for timetabled PE or Dance lessons.
- During Terms 1 and 4, the **College blazer** is to be worn as the **outer layer to and from school** when additional warmth is required. The College jumper may be worn **at school** as an outer layer, if preferred, when additional warmth is required.
- During Terms 2 and 3, the **College blazer or puffer jacket** is to be worn as the **outer layer to and from school**. The College jumper may be worn **at school** as an outer layer, if preferred.
- **Formal uniform, including a blazer**, must be worn for official College occasions such as assemblies, Masses, ceremonies, excursions (as directed), and other formal or representative events.
- **Sports uniforms and formal uniforms must not be mixed.** Students must wear the full and correct formal uniform every day. Sport uniform to be worn for PE and Dance lessons as timetabled.

Dress and Skirt Length

- Dresses and skirts are to be worn at a modest and appropriate length, **no shorter than just above the knee** when standing. Ranier dresses as supplied will require no alteration in most cases. Any alterations must preserve this length standard.

Jewellery, Hair and Makeup

- The only jewellery permitted includes:
 - Two small, plain studs or sleepers in each earlobe
 - A small chain with a discrete pendant
- Students with facial piercings may wear only a clear plastic stud.
- Hair must be clean and neatly groomed
- Extreme hairstyles or **unnatural colours** are not permitted
- Makeup, nails (natural, polish or acrylic) and eyelash enhancement should be **discrete and natural in appearance**.

Non-uniform days

From time to time, students are permitted to wear casual clothing for events such as sports carnivals, charity fundraising days, or themed awareness days. These occasions are intended to be enjoyable and community-building, while still upholding the College's standards of modesty, safety, and respect.

- Students must dress in a manner that reflects the values of St Clare's College; neat, and appropriate for a school setting.
- Clothing must allow for full participation in scheduled College activities and lessons.
- Shoes must be **enclosed and suitable for movement and safety** in all timetabled activities (including Science, Food Technology, and PE). Ugg boots, slippers, thongs, slides, or open-toed shoes are not permitted at any time.
- Students are to wear sun-safe clothing that covers shoulders and midriffs and must wear a College bucket hat or other suitable sun-protective hat when participating in sports days.
- Jewellery, makeup, and hair should remain in keeping with the College's usual presentation standards.
- Where non-uniform days include sporting activities or carnivals, students must wear clothing and footwear that enable safe participation.

Visit our [website](#) to see our capsule uniform collection and modular options.



Homework and Assessments

Homework and Assessments

Homework expectations vary depending on your year group, but the times below are a **guide only**, as every student works at a different pace:

- **Years 7–8:** 1–1.5 hours per night
- **Years 9–10:** around 2 hours per night
- **Years 11–12:** around 3 hours per night

Absence on Due Date

If you are absent on the day an assignment or in-class task is due, you must contact your teacher as soon as possible to arrange submission. In Years 11 and 12, additional requirements, such as medical documentation, may apply for some assessments.

Assignment Presentation

Before submitting work, carefully read the teacher's instructions and check that all requirements are met. When editing, look for:

- Correct spelling
- Accurate punctuation
- Appropriate capital letters
- Consistent tense
- Clear paragraphs
- Formal, clear language without slang or abbreviations
- Use of thirdperson writing for essays ("I" or "you" is usually avoided)

Tip: Reading work aloud helps pick up errors and ensure writing makes sense.



Extensions

If students are struggling to meet a deadline due to illness or genuine circumstances, they should email their teacher before the due date to request an extension. Extension requests require a clarification email from a parent/carer. It is not acceptable to request an extension for an assessment task due to printer or computer issues.

Work submitted late without prior communication may receive penalties.

Submission of Assessments

All students are reminded to save their work frequently. USB storage devices should be used only as a backup; students should ensure their work is saved to their subject folders on the College network. Students are shown how to do this during their network orientation.

If an assignment is due and a home printer has failed, students may use a printer in the Learning Commons before school; alternatively, they can email the task to their teacher. Students should check that the teacher has received the emailed task.

Tips to stay on top of homework and assignments

- Start early and avoid latenight work.
- Make sure you know what you need to complete before you leave school.
- If you're unsure about a task, ask your teacher for clarification.
- Keep up with daily work so you're prepared for the next day.
- Spread your time across subjects and leave space for longterm projects.
- Remember that homework includes revising for tests, organising notes and wider reading —not just assignments.
- You can study in the **Learning Commons** at recess or lunch, and attend the **Student Progress Program (SPP)** on Tuesdays and Thursdays from 3:30pm–5:00pm for extra support.



First Aid

First Aid is located in the Front Reception area. If students are unwell or injured at school, their teacher will excuse them from class with a movement slip, and they should present to the First Aid window, where staff will assess, contact Parents or carers, and arrange a pick-up if required. **Students should not make these arrangements directly or leave the College without attending Student Administration.**

Medical Action Plan

Students with existing medical conditions, including but not limited to allergies, asthma, diabetes, and epilepsy, are to have a medical action plan provided. This plan should be devised by a medical professional and updated annually.

Medication

Students who require prescription or over-the-counter medication to be administered throughout the school day must first provide a completed School Medication Authorisation Form, which must be emailed to the First Aid Officer at firstaid@stcc.act.edu.au.

Medication must be provided in original packaging, or Webster Pak, and clearly labelled with:

- Student's full name
- Medication name
- Dosage and frequency
- Prescribing doctor's name and phone number (if applicable)

Students are expected to attend the First Aid Window for medication administration at the specified time. Where possible, this time should be scheduled for a break.

Temporary pain relief (paracetamol) may be administered with written authorisation from the parent, either via email firstaid@stcc.act.edu.au or text 0458 029 452.

Sick Bay

Sick Bay is available for students who require a short recuperation period before returning to class. Students who are not well enough to return to class will have their parents contacted for collection and recovery at home.

For further information on First Aid policies and practices, see the College website.



Learning Requirements & IT

Stationery Requirements

A Full list of Stationery Requirements is available on the College website.



Learning Technologies

Bring Your Own Device (BYOD)

Students are required to bring a device capable of connecting to the College's wireless network. This enables access to Microsoft Office, email, library resources, and class files.

BYOD specifications are available on the College website.

SEQTA

SEQTA is the College's learning management system; it is also the key communication platform for students. Think of the **Splashpad** as your daily dashboard. Checking it every morning is the best way to make sure you aren't the last person to find out about a sports trial, a club meeting, or an upcoming deadline.

SEQTA Learn allows **students** to access their timetable, lesson materials, assessments, and teacher-provided rubrics in one place. Students can set their own goals, giving teachers insight into their learning goals. Teachers can also release feedback before marks, helping students reflect on their progress and plan their next steps. This continuous reporting approach ensures students receive timely, targeted feedback that clearly shows their progress and what they need to do next.

IT Assistance

IT Support Staff can assist with device connectivity issues, login problems and College computer troubleshooting. Students needing help during class time must have a signed movement slip to attend the IT Help Desk. Support is also available via eHelpDesk@stcc.act.edu.au.

Network Access

Students receive network orientation at the start of the year, where they learn how to use the College system and access their school email. To log in to College computers, students simply enter their assigned network username and password, both provided during orientation.

Email Etiquette

Students are reminded to be polite and professional in email communication. School emails may be monitored, with consequences for inappropriate use of technology. Students are not allowed to send whole year or whole school emails.



College Facilities

Canteen

The College Canteen is open 5 days a week, serving a variety of options, including **nutritious meals** and some **special treat foods**. The canteen caters for dietary requirements with a wide variety of options; students with specific requirements are encouraged to discuss options with staff to ensure their needs are met.

Breakfast is served from 8:15 - 8:45AM. Students can enjoy a range of breakfast options to start their day.

For **Recess and Lunch**, students can either pre-order via QKR or choose from the selection available at the Canteen. Payments can be made via **EFTPOS** at the Canteen window. There are no cash payment facilities.

See the College Website for the current Canteen Menu.

Learning Commons

The Learning Commons is a welcoming space designed to provide students with opportunities for individual and dynamic, collaborative learning. Students have ready access to the College's physical Library resources and 24/7 access to e-learning resources. Senior students on study lines have access to learning resources and a magnificent senior-only study space.

The Learning Commons is open to all students from **8.30am–5.00pm Monday to Thursday** and **8.30am–4.00pm Friday**.

Our Learning Commons staff are always available to help students with their learning and assessment research. While our Learning Commons is designed as a learning centre, it can also be a pleasant place to sit and read quietly outside of lesson times and is home to many co-curricular clubs.

Lockers

Students are allocated a locker and a combination padlock on their first day by their Head of House or PC Teacher. School bags and PE gear are to be stored in lockers throughout the school day; bags are not brought into the classroom. We recommend that valuables not be brought to school or stored in lockers.



Learning and Teaching

Learning is centred on student growth. It is supported by a **collaborative partnership** between staff, families, and the wider community.

Our Learning and Teaching Principles guide students through adolescence.

These principles help them become adaptable, informed, and confident lifelong learners.



Through the Learning Dispositions framework, students develop key habits such as persistence, flexible thinking, problem-solving and effective collaboration. These dispositions strengthen their ability to meet challenges and learn with purpose.

We maintain high expectations for behaviour to ensure classrooms remain safe, calm and productive. Staff apply Classroom Mastery strategies every lesson, supporting positive learning environments and consistent, whole-school wellbeing practices.

High Impact Teaching Practices (HITP) are embedded across the College. These practices are grounded in research on how students learn best. HITP emphasises clear instruction, guided practice, and ongoing feedback. Supported by strong curriculum resources and professional learning, these practices help teachers deliver high-quality, consistent learning experiences. This approach enables all students to thrive.

Subject Teachers

Subject teachers lead student learning, assessment, and reporting within their subject areas. Students are encouraged to speak with their subject teacher first if they have concerns about their progress or need extra help. This includes help to access classwork or assessments. Parents may also email teachers directly should they have any concerns about their daughter's learning.

Leaders of Learning

Leaders of Learning oversee teaching and learning in each subject area. Students may approach the relevant Leader of Learning if they have ongoing concerns about their learning. They may also seek help if they would benefit from additional academic support. Parents may also email Leaders of Learning directly should they have any concerns about their daughter's learning.

Inclusive Education Team

The Inclusive Education Team supports the success and well-being of all students by working closely with teachers and learners to create an inclusive environment across the College.

Students experience inclusion when they can fully engage in classroom learning alongside their peers. This is supported by reasonable adjustments and personalised teaching. Inclusion is a whole-school commitment, embedded in our culture, policies, everyday practices, and enrichment programs. The Leader of Learning – Inclusive Education guides this delivery.

Student Progress Program (SPP)

SPP is a College initiative designed to support academic growth. It is open to all students. The program provides a focused study space staffed by academic tutors, faculty staff, and Learning Commons staff.

Sessions run every **Tuesday and Thursday from 3:30 pm to 5:00 pm in the Learning Commons**. Students can access assistance with class tasks, assessments, and learning resources during these sessions.

Co-curricular Opportunities

St Clare's College students may participate in a diverse range of programs to inspire and challenge them outside the classroom, nurturing their mind, body, and spirit. Our dynamic array of activities includes sports, the visual and performing arts, student leadership, academic competitions and service activities that reflect our school's values.

Through involvement in co-curricular programs, students develop confidence, resilience and a sense of self; build relationships; develop problem-solving, leadership and teamwork skills; and enhance their own and others' health and wellbeing. See the College Website or SEQTA Splashpage for a full list of current co-curricular opportunities.

Student Wellbeing

Student wellbeing is rooted in a commitment to nurturing the whole person through faith, compassionate care and a supportive community.

Guided by Franciscan values, the College fosters a safe and inclusive environment where every student is valued and encouraged to grow with confidence. Our comprehensive support system, comprising Pastoral Care Teachers, Heads of House and specialised personnel, ensures that students receive the emotional, social and academic guidance they need to navigate challenges and thrive throughout their secondary education. Through respectful relationships and a focus on positive behaviour, we empower our students to lead with courage and compassion.



Faith Formation

St Clare's College is guided by a set of Franciscan values that shape the way we learn, support each other, and build our community. These values help create a positive focus for College life and inform the themes and activities students will encounter throughout the year.

This year, our theme is Year of the Heart, inspired by the verse:

"You will seek me, and you will find me because you will seek me with all your heart." (Jeremiah 29:13)

Jeremiah's promise - *you will find me* - is fulfilled through the relationships and daily actions that shape life at the College. The theme of Heart encourages us to look for God in the ways we support, uplift, and care for one another in our daily interactions.

Archdiocesan Theme

In 2026, the Archbishop has named "GET UP!...LISTEN!...GO!" to be the pastoral intent for the Archdiocese, helping us focus on the Encounter, Discipleship, Mission meaning of Evangelisation in our Catholic Tradition.

- GET UP! - to rise with renewed faith, leaving behind discouragement and spiritual weariness.
- LISTEN! - to listen again to the voice of Christ, the promptings of the Holy Spirit, and the needs of our communities.
- GO! - to step out in mission, ready to serve, invite, witness, and respond.

From this pastoral focus, the Archbishop points to the ministry of Jesus, who calls people out of paralysis and passivity (John 5:8) into freedom and action—commanding new life and restoring dignity through His divine authority.

Pastoral Care

Pastoral care at St Clare's supports students' well-being by providing emotional, social, and academic guidance. Our support systems create a safe and nurturing environment where students feel valued and supported. When a student is experiencing social or emotional challenges, we encourage students and families to begin by speaking with the student's Pastoral Care Teacher. As a consistent point of contact in a student's day to day life, the Pastoral Care Teacher can help identify the most appropriate first step. They work with students to develop practical strategies. They help students approach daily challenges with confidence and connect with other staff or College leaders when needed.

Our Heads of House play a vital role in the College's Pastoral Care. They guide students and families to determine next steps based on individual needs. This may involve support within the House, connecting with wellbeing services, or seeking external help if needed. This personalised, compassionate approach reflects our commitment to nurturing the whole person.

At St Clare's College, respectful relationships underpin our community. Students are encouraged to uphold our shared expectations by following the Personal Best Positive Behaviour Framework. This approach is centred on:

- 1. Explicitly teaching positive behaviours across all settings.**
- 2. Providing clear, supportive interventions when expectations are not met**
- 3. Recognising and celebrating positive behaviour within our community**

Through this framework, and our strong Pastoral Care system, St Clare's continues to foster a safe, inclusive and faith filled environment where students can grow with confidence, courage and compassion.

Student Support

In addition to Pastoral Care Teachers and Heads of House, students receive comprehensive support from a range of specialised personnel.

Student Wellbeing

Assistant Principal – Learning and Teaching

The **Assistant Principal Learning and Teaching** is responsible for learning and teaching, encompassing curriculum, assessment and reporting. At any stage in your time at St Clare's, you are welcome to discuss your academic studies and progress with the Assistant Principal Learning and Teaching.

Assistant Principal – Mission and Culture

The **Assistant Principal Mission and Culture** is responsible for the pastoral care, well-being, and positive behaviours of all students in the school. The Head of House may refer students to the Assistant Principal, Pastoral Care and Wellbeing.

Assistant Principal – Staff Support and Development

The **Assistant Principal Staff Support and Development** provides support to our teaching staff and ensures they have the best workplace environment and opportunities to develop and carry out their professional practise.

Careers

Career advice is available to all students, including individualised information on a range of career-related issues and assistance with job application techniques. We offer workshops, excursions, and information sessions on career-related topics. The key contact for Careers advice is the Leader of Learning – Careers and Future Pathways.

Counselling

St Clare's College provides students with access to a free, confidential counselling service. This service provides a safe, supportive, and confidential space for students to seek guidance and develop strategies for their personal and academic well-being. Our counsellors are qualified professionals with experience working with young people navigating concerns such as anxiety, low mood, stress, grief, motivation difficulties, or complex social situations.

Counselling at the College is designed as a short-term intervention and is not intended to replace long-term therapeutic care; some students may require ongoing external support to meet their needs. If a student or family feels that counselling may be helpful, referrals can be made through the Head of House, who will assist in determining the most appropriate starting point for support.



Defence Families

We understand that students from Defence families often face unique challenges. With the right support, they can develop resilience, confidence and effective strategies for managing change.

St Clare's College is supported by a **Defence School Mentor (DSM)**, who works closely with students, families and staff to ease the impact of mobility on learning. The DSM is not a teacher or counsellor, but serves as a key link between students and the professional services that can best support their wellbeing and transition needs.

Defence families may contact the DSM via stcc.dsm@stcc.act.edu.au.

Inclusive Education

At St Clare's College, every student is valued and supported in their learning. We recognise that students learn in different ways, and we believe that diverse learning needs are best supported within the classroom alongside peers. Identifying individual needs helps us provide the right level of support, including reasonable adjustments, modifications, or targeted interventions. These measures ensure that each student can fully engage and thrive socially and academically.

Our Inclusive Education team collaborates with students, families, and medical professionals to develop Personalised Plans that support individual learning needs. If you would like to discuss your daughter's learning needs, please email **Leader of Learning – Inclusive Education** Joshua.freeman@stcc.act.edu.au.

Indigenous Perspectives

St Clare's College supports Indigenous culture within all classrooms and encourages community engagement. The College celebrates several significant dates, Reconciliation and NAIDOC weeks. St Clare's supports our Indigenous students through the **Leader of Learning – Languages and Culture**, who supports and advocates for them as needed.

Student Leaders

Our student leaders play a vital role in shaping the culture, spirit, and daily life of St Clare's College. The six **Profile Captains** champion the College's core values and identity, modelling excellence and encouraging their peers to live out our mission with purpose. Our sixteen **House Captains** (two for each House) lead with enthusiasm and commitment, fostering connection, school spirit, and a strong sense of belonging through House activities and community events. In addition, **Student Voice Representatives** from each year level ensure that every student is heard, creating an inclusive environment where ideas, concerns, and opportunities for improvement are shared respectfully and thoughtfully. Together, these leaders guide our community with integrity and dedication, helping to build a vibrant, supportive, and faith-filled school.



STANDARD 1: **Leadership, Culture and Governance**

Child safety and wellbeing is embedded in our organisational leadership, governance and culture.



STANDARD 2: **Participation and Empowerment**

Children and young people are informed about their rights, participate in decisions affecting them, and are taken seriously.



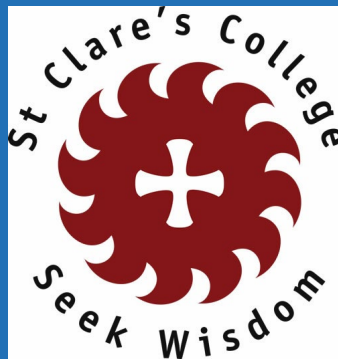
STANDARD 3: **Family and Community Involvement**

Families and communities are informed and involved in promoting child safety.



STANDARD 4: **Equity and Diversity**

Equity is upheld and diverse needs are respected in policy and practice.



We are committed to implementing the Child Safe Standards at St Clare's College



STANDARD 5: **Human Resource Management**

People working with children and young people are suitable and supported.



STANDARD 6: **Child-focused Complaints Process**

Processes to respond to complaints of child abuse and concerns are child focused.



STANDARD 7: **Training**

Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through continual education and training.



STANDARD 8: **Physical and Online Environments**

Physical and online environments promote safety and wellbeing while minimising the opportunity for abuse.



STANDARD 9: **Continuous Review and Improvement**

Implementation of the Child Safe Standards is continuously reviewed and improved.



STANDARD 10: **Policies and Procedures**

Policies and procedures document how our organisation is safe for children and young people.



Frequently Asked Questions

Where should I go if....

I need help with classwork or assignments.

Talk to your subject teacher or Leader of Learning. Attend the Student Progress Program (SPP) Tue & Thu, 3:30–5:00pm in the Learning Commons.

I have a question about subjects or electives.

Speak with the subject teacher, Leader of Learning, Leader of Learning Academic Progress or the Assistant Principal Learning and Teaching.

I'm sick or hurt.

Sick Bay is located in the Front Reception area. If students are unwell at school, they are excused from class by their teacher with a movement slip, and should present to the sick bay where staff will contact Parents or Carers and arrange pick up if required. **Students should not make these arrangements directly, or leave the College without attending Student Administration.**

I forgot to bring my lunch.

Student Administration can provide a Lunch Voucher for use in the school Canteen.

I need a quiet space to pray, reset, or reflect.

Ask your Head of House for access to the Chapel or Calm Spaces.

I've lost something.

Check Lost Property at the Student Attendance Office.

I need to print.

There is a printer/photocopier in the Learning Commons. Students will not be permitted to print work during class time.

I have a useful suggestion.

We welcome suggestions that will benefit the school community. Students can see their Student Voice Representative member in their year group.



Parent Information

We prioritise a **strong partnership** between school and home to ensure every student **thrives**.

We encourage active family involvement through the School Community Council and regular Parent-Teacher interviews, fostering open communication regarding student progress and wellbeing.

Our dedicated administrative and pastoral teams are always available to provide support, from navigating school fees to addressing specific family needs. Together, we work to create a supportive environment where every family feels connected and informed.



Community Council

St Clare's College School Community Council is open to all who wish to participate. The participation and involvement of parents, staff and students in the life of the school is integral to building an open, inclusive, welcoming and collaborative school community. The Community Council hosts several events throughout the year to foster connection and engagement within the College community. These events provide opportunities for students, parents, and staff to come together, strengthen relationships, and celebrate College life. Additionally, the Community Council holds Community Forums twice a year, offering the wider community a valuable platform to contribute to discussions and help shape the future direction of the College.

Parent Teacher Interviews

Parent Teacher Interviews are scheduled twice a year, usually during the final two weeks of **Term 1** and **Term 3**, with the exact dates published in the College Student Calendar. Parents and carers can book interview times online during the week leading up to each interview period. In addition to these formal interview days, we also offer **Pastoral Care interviews** at various points throughout the year to support student wellbeing and progress. Families are always welcome to contact teachers by phone or email if they have questions or concerns at any time. Emailing staff is simple—just use the format: firstname.surname@stcc.act.edu.au

College Calendar

Please refer to the **College Calendar on the website** for all information regarding term dates and events.

IT for Parents

At St Clare's College, we are committed to fostering an environment of innovation and excellence in education. As a forward-thinking Catholic College, we embrace the integration of digital technologies to enhance the learning experience for all students. To support this vision, we have a dedicated and professional IT Helpdesk team available to assist students and staff with their digital learning tools.

IT Helpdesk

Our IT Helpdesk team is always on hand to troubleshoot and resolve any technical issues that may arise. Whether it's a hardware issue, software support, or assistance with digital learning platforms, our team is here to help ensure that students and staff can focus on learning with minimal disruption to their digital devices. Simply email ehelpdesk@stcc.act.edu.au for assistance.

Compass

The Compass Parent Portal serves as the primary digital communication and management hub for St Clare's College. Its purpose is to streamline the flow of information between the school and home, ensuring that parents are well-informed and actively engaged in their child's educational journey through a single, secure platform. Parents typically use Compass to perform the following essential tasks:

- **Communication:** Receiving real-time school announcements and correspondence.
- **Events and Permissions:** Providing digital consent, making payments for excursions, incursions and events.
- **Administration:** Updating family contact details.

The platform is accessible via a web browser or the Compass School Manager mobile app (available on iOS and Android), which provides a push notification for urgent updates.

SEQTA Engage

SEQTA Engage is the ultimate portal for parents. It allows parents to have more visibility and involvement in their daughter's education which helps to improve communication and collaboration between parents, teachers and students. The SEQTA Engage parent portal can be accessed from any device via the web portal. SEQTA Engage is also available in a free mobile app for iOS and Android. New parents are emailed in an onboarding guide that takes them through the setup of their SEQTA Engage accounts when their daughter commences at St Clare's.

School Fees

St Clare's College is committed to providing a quality education. The quality of education we offer to all students is supported by our ability to provide excellent resources and facilities. The College relies on the timely payment of school fees to meet its running costs.

The fee schedule is available on the College website.

Payment Options

Families may choose to pay each term in full by Week 4 or make scheduled payments. To establish a periodic payment arrangement, please contact the Finance Team via finance@stcc.act.edu.au.

Financial Difficulty

Families experiencing financial difficulties are encouraged to contact the St Clare's College Finance Team to explore options.

The College has a provision to provide fee relief to assist families experiencing genuine, evidenced financial hardship.

Applications for School Fee Concessions are confidential, and the necessary forms can be obtained from the Finance Team. To be considered for assistance, all forms must be completed, and supporting documentation should be provided.

Fee concession applications are assessed anonymously by the Fee Concession Committee, using the same assessment model that is applied by other secondary colleges in the Canberra Goulburn Archdiocese. A reduction in College fees may be granted if parents applying for a fee concession can demonstrate genuine financial difficulty.



Transport

Buses

St Clare's College is serviced by Transport Canberra (ACTiON) and CDC Canberra.

Please check the **Transport Canberra** website at transport.act.gov.au/home for timetables of school bus routes for St Clare's College, as well as public route buses. Application for Subsidised Travel from NSW (CDC NSW) is available online at cdccanberra.com.au

Car

If travelling by car, please ensure that student safety is paramount. Special traffic arrangements are in place along McMillan Crescent between 8.00 and 4.00pm; please read the signage and follow accordingly. Slow down in areas surrounding the College and watch for pedestrians.

If transporting your daughter by car, students may be set down or collected in the turning circle at the College entrance. Please note that exiting the turning circle is permitted only by a left turn between 8am and 4pm. Alternatively, you may prefer to arrange a safe meeting point nearby for collection to avoid congestion at the front of the College. We recommend that students use the provided crossings.

Please note: cars cannot stop in bus zones.

Parking

Limited parking is available near the main entrance for parents and guests, with on-street parking available in surrounding streets. Please observe the parking guidelines as signposted.



Key Contacts

Key Contacts

The format for staff email addresses is
firstname.surname@stcc.act.edu.au

Academic queries

Class teacher or Leader of Learning

Emails can be sent to class teachers directly via SEQTA.

Attendance

attendance@stcc.act.edu.au or **0458 029 452**

Advice of absence or leave throughout the day, bus pass details.

Finance

finance@stcc.act.edu.au

School fee enquiries

First Aid

firstaid@stcc.act.edu.au

Medical action plans, dispensing medication, and first aid.

General Enquiries

Reception@stcc.act.edu.au or **02 6260 9400**

General queries, lunch vouchers, lost property, pre-loved uniforms, urgent messages for students, and update contact information.

IT Helpdesk

ehelpdesk@stcc.act.edu.au

Students can visit the helpdesk for assistance before or after school, and during breaks.

Pastoral Care PC Teacher and Head of House

Pastoral or wellbeing concerns, House activities, learning requirements, uniform pass. Emails can be sent to PC teachers directly via SEQTA.



Leadership Team

Principal: Ann Cleary

the.principal@stcc.act.edu.au

Acting Principal: Mark Chifley

the.principal@stcc.act.edu.au

Acting Assistant

Principal Mission & Culture: Laura Sheehan

laura.sheehan@stcc.act.edu.au

Assistant Principal

Learning & Teaching: Phil Coe

phil.coe@stcc.act.edu.au

Assistant Principal Staff

Support & Development: Juliette Major

juliette.major@stcc.act.edu.au

Business Manager: Vikram Bhatia

vikram.bhatia@stcc.act.edu.au

Principal's EA & Enrolments: Sarah Casey

sarah.casey@stcc.act.edu.au

Head of House

Alinda: Rebecca Lee

rebecca.lee@stcc.act.edu.au

Japara: Marie Manning

marie.manning@stcc.act.edu.au

Kipara: Elaina Cupitt

elaina.cupitt@stcc.act.edu.au

Makara: Keeva Mead

keeva.mead@stcc.act.edu.au

Ulamina: Clancy Potts

clancy.potts@stcc.act.edu.au

Wareen: Jeremy Taylor

jeremy.taylor@stcc.act.edu.au

Wibalu: Tim Markcrow

tim.markcrow@stcc.act.edu.au

Wirana: Shinead Love

shinead.love@stcc.act.edu.au

Student Wellbeing

Wellbeing Support Officer: Lauren Procter

lauren.procter@stcc.act.edu.au

Leaders of Learning

Academic Wellbeing: Karen Bahmann (acting)

karen.bahmann@stcc.act.edu.au

Careers & Future Pathways: Trish Brown

trish.brown@stcc.act.edu.au

Creative Arts: Larinda Knight

larinda.knight@stcc.act.edu.au

English: Meg Gardiner

meg.gardiner@stcc.act.edu.au

HASS 0.2: Julie Chaney (Acting)

julie.chaney@stcc.act.edu.au

HASS 0.8: Gavin Hase

gavin.hase@stcc.act.edu.au

Health/PE: Jamaya Ferguson

jamaya.ferguson@stcc.act.edu.au

ICT: Meridith Ebbs

meridith.ebbs@stcc.act.edu.au

Inclusive Education: Joshua Freeman

joshua.freeman@stcc.act.edu.au

Language & Culture: Catherine Verscheure

catherine.verscheure@stcc.act.edu.au

Learning Commons: Megan O'Grady

megan.ogrady@stcc.act.edu.au

Mathematics: Linda Huber (acting)

linda.huber@stcc.act.edu.au

Mission & Ministry: Catherine Joy

catherine.joy@stcc.act.edu.au

Performing Arts: Dayne Spencer

dayne.spencer@stcc.act.edu.au

Religious Education: Jessica Campbell

jessica.campbell@stcc.act.edu.au

Science: Amanda Taylor (acting)

amanda.taylor@stcc.act.edu.au

Science: Natalie Hastings (acting)

natalie.hastings@stcc.act.edu.au

Technologies 0.5 : Jo-Anne Mathiesen (acting)

joanne.mathiesen@stcc.act.edu.au

Technologies 0.5: Pip Masterman

pip.masterman@stcc.act.edu.au

VET: Jojo Chen

jojo.chen@stcc.act.edu.au

St Clare's College

1 McMillian Crescent, Griffith ACT 2603



St Clare's College

Seek Wisdom

Key

- | | |
|----------------------------|---------------------|
| 1 Reception | 10 Maintenance |
| 2 Chapel | 11 Gymnasium |
| 3 Hall | 12 Tennis Courts |
| 4 Clare Wing | 13 Ashley Oval |
| 5 Chiara Centre | 14 Big Quad |
| 6 Flexible Learning Centre | 15 Small Quad |
| 7 Placid Wing | 16 Clare Lawn |
| 8 Wall Wing | 17 Bus Bay |
| 9 Assisi Wing | 18 Learning Commons |



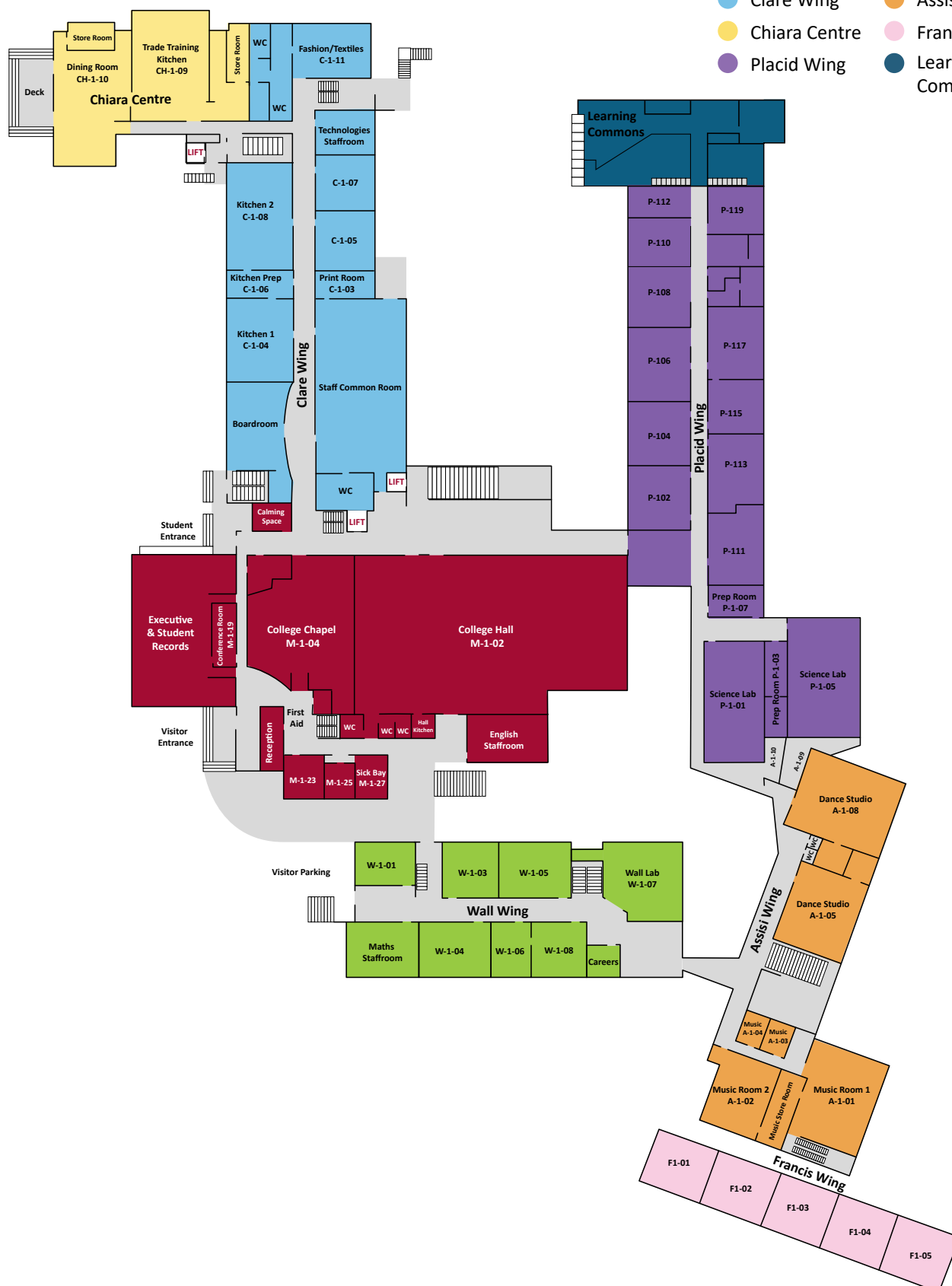
Map: Level 1



St Clare's College
Seek Wisdom

Key

- | | |
|-----------------|--------------------|
| ● Main Block | ● Wall Wing |
| ● Clare Wing | ● Assisi Wing |
| ● Chiara Centre | ● Francis Wing |
| ● Placid Wing | ● Learning Commons |

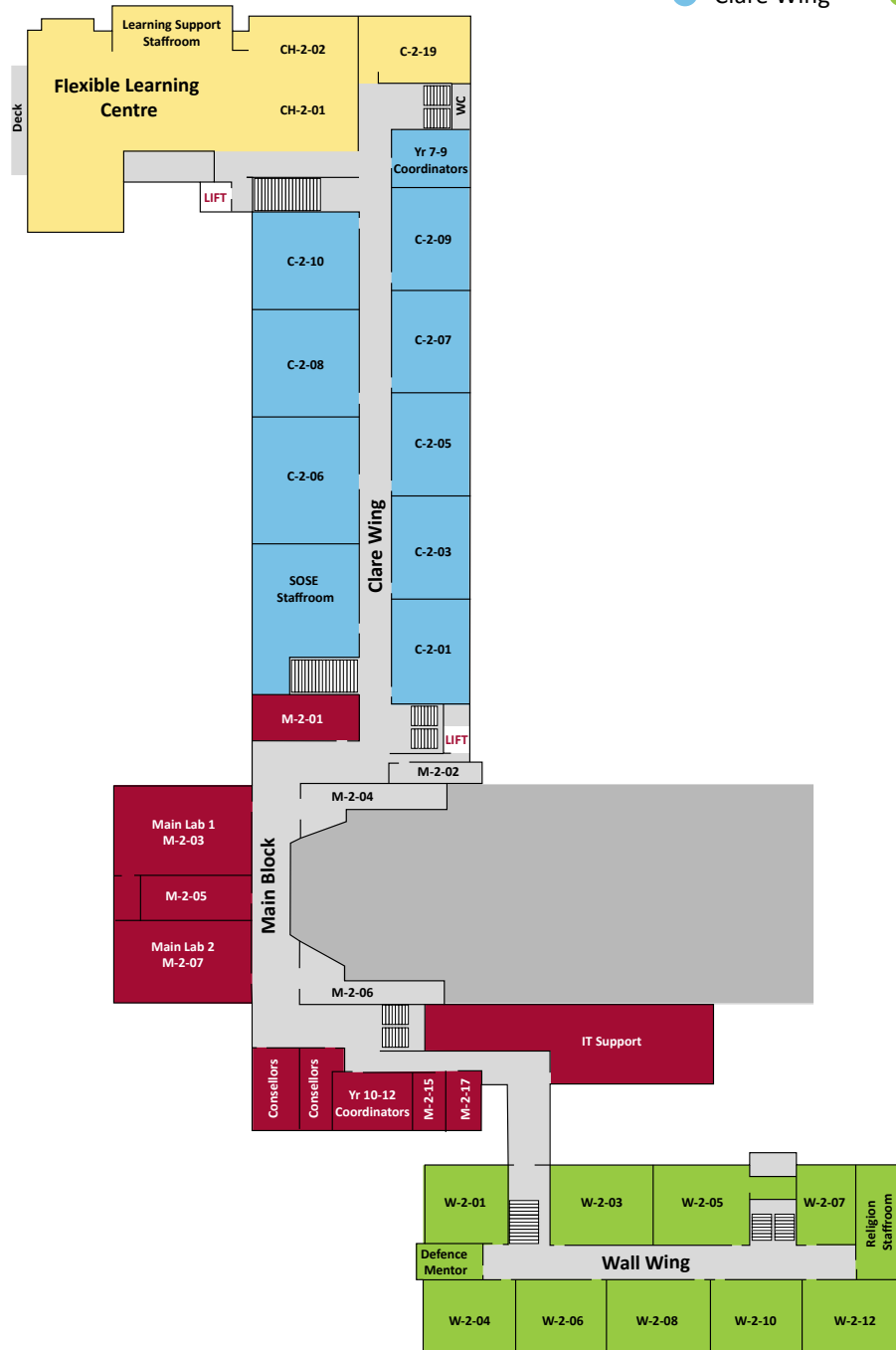




Map: Level 2

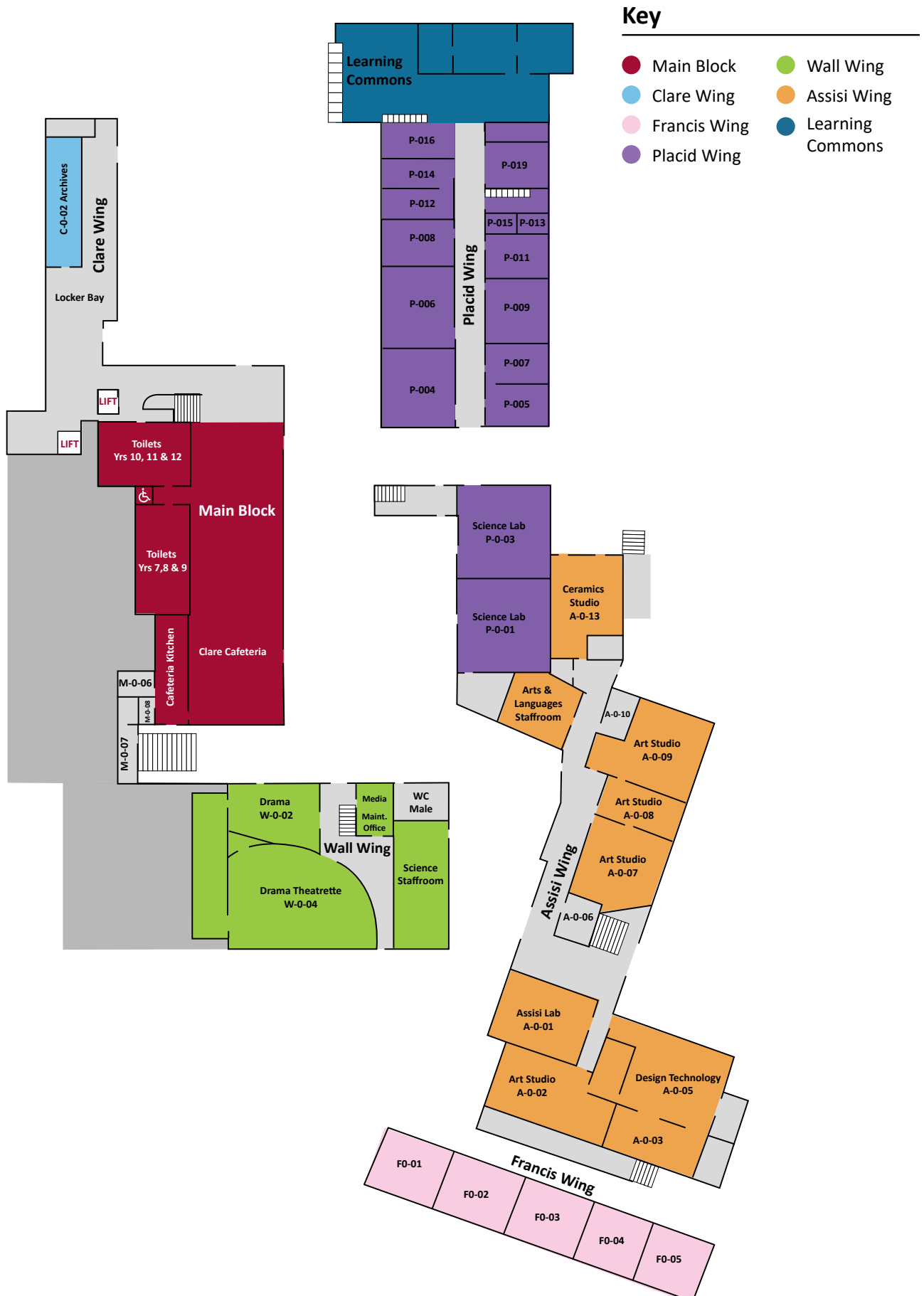
Key

- Main Block
- Chiara Centre
- Clare Wing
- Wall Wing





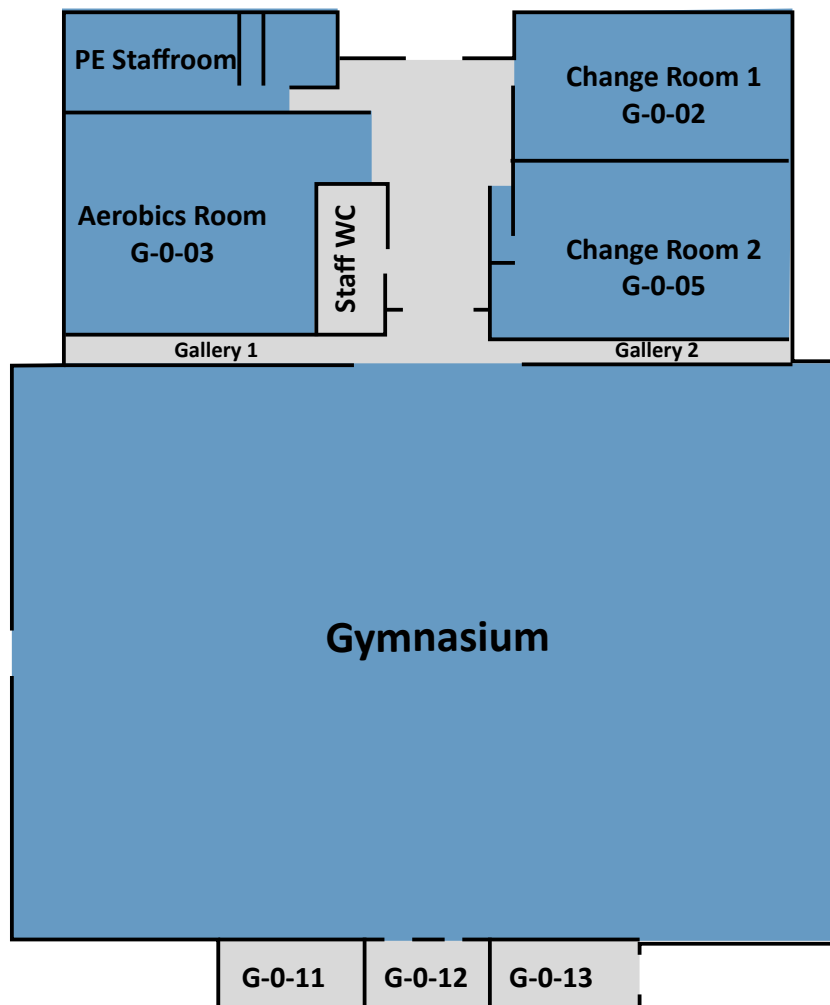
Map: Level 0



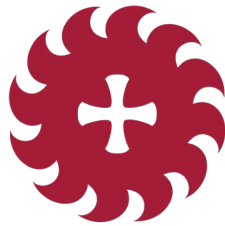


Map: Gymnasium Level 0

Ashley Oval







St Clare's College