

SOPHIA
COLLEGE



Wisdom and Love

COLLEGE

HANDBOOK

2022

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Welcome

Welcome to Sophia College. We know you have choices, and we are honored you chose Sophia College to educate your student. We are excited to bring new initiatives and opportunities for learning that reach beyond the classroom. We aim to develop sound practices in customizing learning for each student with a focus on constant growth wherever the student may be.

Our outstanding staff nurture a sense that learning is possible for everyone and truly models the idea that learning never stops as they continue to develop their teaching practices to meet our students' needs. We look forward to another year of growth and a wonderful school year!

College Name

The name Sophia is of Greek origin meaning wisdom – specifically divine wisdom. The biblical Sophia is more than metaphor; she is an expression of the presence of God.

Five books of the Old Testament are called 'wisdom' books. They are Job, Proverbs, Ecclesiastes, Ecclesiasticus and Wisdom. Throughout these writings divine Wisdom speaks and is spoken of as if she were a person, at once present in God from eternity and acting with God in the work of creation. She is teacher, parent, counsellor, light, guide, divine presence.

Just as the Word was with God and was God, so Sophia was. And when John writes that the Word became flesh and dwelt among us as Jesus, he could just as well have said that Sophia became flesh and dwelt among us as Jesus. Jesus is the Wisdom/Sophia of God incarnate.

Vision

Inspired by our Catholic tradition Sophia College is a faith filled learning community that supports every student to be the very best they can be, while walking gently with creation through wisdom and love to make a better future.

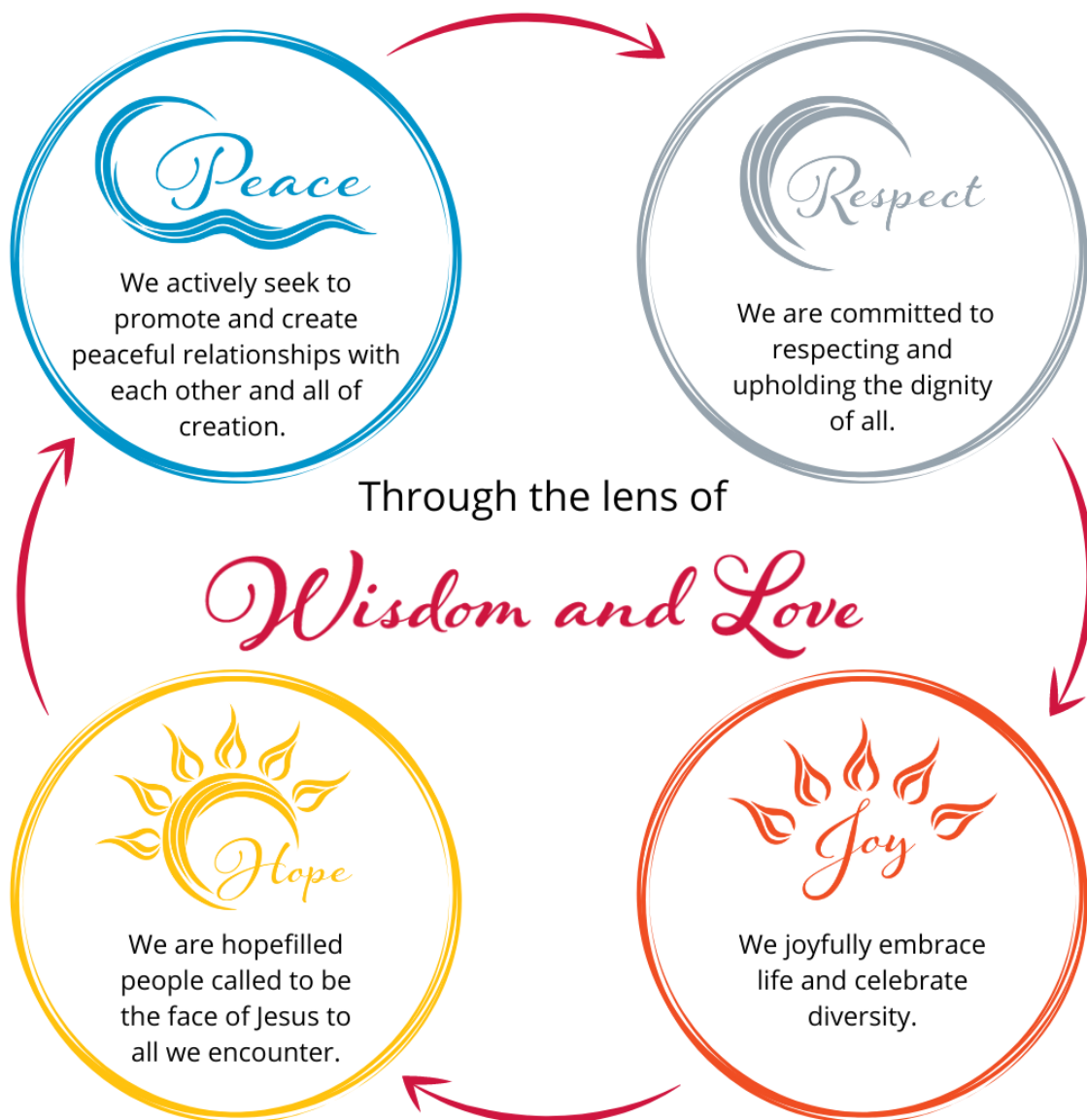
Mission

Sophia College community is an aspirational community which lives the good news of Jesus Christ by:

- Encouraging our young people to develop the goodness in themselves and to share their God-given gifts, in living the Gospel values,
- Continually striving for innovation and excellence in all aspects of our learning and wellbeing,

- Hearing and acting on the call to care for God's creation, our common home, locally and globally,
- Acquiring and practicing wisdom to create a hope filled future,
- Walking with love to include all,
- Responding to St Francis' call to rebuild through service, prayer, learning and community.

Values



Logo

The **red Tau** is the central symbol. The Tau connects us to St Francis who adopted the Tau as his seal and a symbol of faith, while the red contextualises it to the Illawarra Flame Tree planted on the site. It extends beyond the shield to bring new wisdom to how we live.

The **shield** symbolises safety, strength and stability.

The **Star of Wisdom** represents First Nations People's connection to the land, sea and skies.

The **yellow** is the sun and represents St Francis' Canticle of Creation.



Grey is both the colour of the earth and the original robe worn by St Francis.

The **leaf on green** is a sign of our commitment to living Laudato Si', integral ecology and our kinship with creation.

White symbolises our spirituality and humility.

Mascot

The College mascot is a wolf. The significance of the wolf lies in the story of St Francis and the wolf. The story of how St Francis tamed the Wolf of Gubbio is one of the great legends linked with the life of St Francis. In this well-known legend, Saint Francis goes to the Italian town of Gubbio, where a fierce wolf had been terrorizing the village and even killing some of the people, including children.

During his visit to Gubbio, Francis goes out to meet the wolf. According to the story, when the wolf sees Saint Francis, he comes charging at the saint with his mouth open, ready to attack. Saint Francis immediately makes the sign of the cross over him and says, "Come here, Brother Wolf. I command you on behalf of Christ that you do no harm to me or to anyone." As soon as Saint Francis did this, legend indicates that, "the fearsome wolf closed his mouth and stopped running; and once the command was given, came meekly as a lamb, and threw itself at the feet of Saint Francis." This is a powerful story of courage, strength, forgiveness and peace.

Religious Life of the School

Catholic Ethos

As a Catholic, Christian College, we are committed to educating and forming students who are challenged to live the gospel of Jesus Christ and participate critically and authentically in faith contexts and wider society. While all learning within the College contributes to the religious development of our students, central to the religious life of the College is the Religious Education program.

Religious Education is at the heart of the College curriculum and seeks to lead students to a sense of self-worth, a spirit of care for others (especially the poor and marginalised), and to an awareness of God in their lives. Sophia College acknowledges parents as the primary educators for the faith formation of their children and seeks to support them in this role.

Charism

Sophia College is proudly founded in the Franciscan tradition. Although there have been many words crafted about Franciscan spirituality, it is essentially a spirituality marked by its simplicity. The Franciscan tradition founded by Saint Francis of Assisi and Saint Clare embraces simplicity, joy and profound reverence for every person, all of creation and the Creator of all. As a Catholic College inspired by the Franciscan tradition, Sophia College endeavours to follow, in word and action, the example of Saints Francis and Clare of Assisi, in living the values of wisdom and love.

St Francis

Saint Francis of Assisi was a Catholic friar who gave up a life of wealth to live a life of poverty. As Francis lives his life of poverty and preached to people about the life of Jesus Christ, people began to follow him. By 1209, he had around 11 followers. He has one basic rule which was "To follow the teachings of our Lord Jesus Christ and to walk in his footsteps".

Francis was known for his love of nature and animals. He experienced harmony with all creatures and believed that all of creation is bound together in a harmonious interdependence ensured and presided over by the just and caring eye of God. Saint Francis did not treat creatures as if he owned them, but lived with them, respecting their independence and interdependence.

For Francis, the world was not made up of objects but of relationships, of cooperation rather than competition. At Sophia College, we are reminded through the witness of Saint Francis that the earth is finite and that we must live in a way that is fair and justice towards future generations of humans and all creation.

Pope Francis

In 2015 Pope Francis, inspired by Saint Francis, wrote the encyclical *Laudato Si'* (Praise be to you) – On the Care for Our Common Home. This letter to all people is the Catholic Church's most profound statement yet on caring for creation and the poor. It is an inspirational letter that calls for us all to examine our hearts, transform our social values and take action for global solidarity. The encyclical captures the interconnectedness of social, economic and environmental justice in building and protecting our Common Home. It highlights the 'intimate relationship between the poor and the fragility of the planet'. Protecting the planet requires an integrated approach to combating poverty, restoring dignity to the excluded, and at the same time protecting nature.

The mission and message of Pope Francis, not only in this encyclical but in his daily words and actions, mirror those of the beloved Saint Francis who lived over 800 years ago. At the heart of this mission and message are the Gospel values and the call to follow in the footprints of Jesus.

Prayer and Sophia Stillness

Communal prayer is an integral part of daily life at Sophia College. Each morning, classes commence their day with prayer. Traditional prayers, prayers written by St Francis, prayers before meals and other prayers are shared with the community. Class groups take turns leading the College community in prayer and liturgy during Whole College gatherings.

Each day members of the Sophia College community will also participate in Sophia Stillness. This is a time for quiet reflection and stillness to connect with one's self, and all of creation. Research indicates that active engagement in daily meditation leads to reduced levels of stress, anxiety and depression, improved performance and concentration, and increased compassion and empathy.

Mass and Liturgies

Masses and liturgies are an integral part of the Religious Life of the College and Religious Education Curriculum. All classes take part in whole College, year level and class Masses and liturgies at certain times of the year.

Parents will be invited and encouraged to join their child for significant celebrations. Parent participation is a witness to young people of the importance of prayer in their faith life. Attendance at these celebrations is expected of all students.

Retreats

Students will participate in at least one retreat day each year. The retreats vary in format, style, location, facilitator, and purpose. Like all aspects of learning at Sophia College, the retreats are developmental over the years. The common focus is always greater understanding of self, others, and creation, and of relationships with self, other, creation and God. Retreats are considered essential elements of the curriculum and as such are mandatory.

Learning

Vision for Learning

Learning at Sophia College is founded in our understandings of Integral Ecology. As such we are developing a Learning Ecology where learning happens in an interconnected system with the learner and their learning at the centre. We seek to create a learning environment and culture where we have:

- Connected Learners
- Connected Curriculum
- Connected to Community
- Connected to Faith
- Connected Teachers
- Connected to the World

Curriculum

Students in years 7 and 8 will engage in learning across all learning areas of the Australian Curriculum and the Brisbane Catholic Education Religious Education curriculum.

- Religion
- Mathematics
- Science
- English
- HASS (History, Civics and Citizenship, Geography, Economics and Business)
- The Arts (Music, Dance, Drama, Visual Arts and Media Arts)
- Japanese
- Digital Technologies
- Design and Technology (Engineering, Food and Fibre Production, Food Specialisation)
- HPE

Lesson times

8:37 – 8:55	Fratelli Group
8:55 – 9:55	Lesson 1
9:55 – 10:55	Lesson 2
10:55 – 11:35	Lunch
11:35-12:35	Lesson 3
12:35 – 1:35	Lesson 4
1:35 – 1:55	Afternoon Tea
1:55 – 2:55	Lesson 5

Learning at Home

Students will be required to engage in learning at home. Typically, this could be in the form of revision of classwork, preparing for upcoming lessons and completing tasks set by the teachers. Students will also be required engage in assignment and project work at home. Students are encouraged to engage in reading for fun and enjoyment.

It is an expectation that work set by teachers for students to engage with at home be completed on time.

Learning Common

The Learning Common is a common shared space that is both physical and virtual. It is designed to move students beyond mere research, practice and group work to a greater level of engagement through exploration, experimentation, and collaboration. The Learning Common is more than a room or a website, it provides a space for students and staff for:

- Private Study
- Quiet collaborative work with peers and/or teachers
- Quiet space for class research and/or reading
- Quiet individual reading
- Quiet relaxation activities such as colouring in or games, as deemed appropriate by staff members
- A means of taking learning out of doors and bringing the environment inside.

Students must wait for their teacher to accompany them into the Learning Common for lessons.

The Learning Common is an extension of the playground therefore no food, drinks (except water), bags, running, loud voices, Smart devices (unless under teacher direction).

General loans are for one week only, although books may be renewed after one week, provided other students do not need them. A total of 6 books can be borrowed at the same time.

Technology and Internet Use

Learning and living are not two separate endeavours that students engage with in

isolation. Technologies and their uses are pervasive across all areas of our society and modern living.

In response, we need to ensure that learning can take place in flexible, resource-rich environments where technology supports connected, real life and real time learning and teaching.

Students at Sophia College participate in a 1:1 Learning Technology Program. Each student will be issued with a school-owned device for their educational use whilst enrolled at the college. All resources (hardware, software and network) are expected to be used in accordance with college behaviour management policies.

Assessment Process and Policy

Assessment of student learning provides valuable information to students, families and teachers about the progress and achievement of students.

Students are expected to complete all assessments on time including drafts. Applications for extensions should be made to the class teacher prior to the due date. Supporting documentation may be required. Students who are away from the College and miss an exam will be required to sit an alternative assessment when they return. Any concerns regarding assessment please contact the class teacher.

Marked assessments contain important feedback for students and can be useful in goal setting. Parents and Students are encouraged to review assessment feedback.

Assessment Calendars will be distributed to families via the parent portal.

Wellbeing

Houses

Members of the Sophia College community are allocated to one of four houses. Each house is named after an element of creation that Saint Francis referred to as kin (family) in his famous prayer 'Canticle of the Sun', also known as the 'Canticle of Creatures'. These houses are:



Aqua: in Latin means water

House Colour: Blue

House Symbol: Water - is the universal symbol of life for without it we could not survive. It is a precious gift to be respected and cared for.

From the Cantic: Praised be my Lord for Sister Water, helpful and humble, precious and pure.

House Value: Peace – “Peace is a gift of God but requires our efforts. Let us be people of peace in prayer and deed.” (Pope Francis, 2014)

House Day: 22nd March - World Water Day

Ignis: is Latin for fire

House Colour: Orange

House Symbol: Fire – is a powerful symbol of passion, desire, resurrection, and hope. It is our light as well as living symbol of the divine fire.

From the Cantic: Be praised, my Lord, for brother fire, through whom you illuminate the night. And he is beautiful and joyous and robust and strong.

House Value: Joy - “Everyone should be able to experience the joy of being loved by God, the joy of salvation. It is the gift that one cannot keep to oneself, but it is to be shared.” (Pope Francis, 2013)

House Day: 20th May – SES Day



Luna: is Latin for moon

House Colour: Silver

House Symbol: Moon – signifies calmness, nurturing, wisdom and intuition. It represents the rhythm of time in cycles and the phases of the moon symbolise enlightenment.

From the Cantic: Praised be my Lord, through Sister Moon and stars, in the sky you have made them brilliant and precious and beautiful.

House Value: Respect – “Even the weakest and most vulnerable, the sick, the old, the unborn and the poor, are masterpieces of God’s creation, made in his own image, destined to live for ever, and deserving of the utmost reverence and respect.” (Pope Francis, 2013)

House Day: 20th July – International Day of the Moon, commemorates the day humankind first walked on the moon.



Solis: is Latin for sun

House Colour: Yellow

House Symbol: Sun – symbolises firmness, strength and power. The sun not only provides light which brightens our day, it stimulates growth.

From the Cantic: Praised be my Lord, for Brother Sun, who makes the day bright and luminous. And he is beautiful and radiant with great splendour, he is the image of you, Most High.

House Value: Hope – “Hope opens new horizons, making us capable of dreaming what is not imaginable.” (Pope Francis, 2018)

House Day: 3rd May - International Day of the Sun



Fratelli Groups

At the heart of daily life at Sophia College students will gather each morning in Fratelli Groups. Fratelli is an Italian slang word that Saint Francis and Saint Clare would have used to refer to each other as brother and sister. With this notion of Fratelli in mind, Fratelli groups at Sophia College will be a place of kinship, joy, respect, compassion, and love.

In each Fratelli Group there will be students from each year level with a teacher who generally stays with the group through the students' time at the College. Within these groups, older students are assigned to mentor younger ones.

The Fratelli Group teacher is the first port of call parents, especially when contacting the College with issues of a pastoral or wellbeing nature. All teachers are expected to take an active role in the pastoral care and wellbeing of all students in their classes whether they are in their Fratelli Group or not. Teachers are guided by a recommended Fratelli Group program.

Our vision is that all members of the Sophia College community feel safe, accepted and nurtured. The Fratelli Group is the place where this vision becomes a reality and helps all students to flourish. Through relationships, prayer, and the simple life, the whole person is nourished and nurtured for good in their Fratelli group.

Positive Behaviour for Learning (PB4L)

The Student Behaviour Support Policy at Sophia College has a focus on understanding behaviours rather than reacting to them. It places emphasis on relationships, personal responsibility and choice. It is proactive and preventative in nature and strives to create a positive culture in the College. It provides opportunities for reconciliation and redirection for students to allow for fresh beginnings.

The Sophia College community believes that every person should be treated with dignity and respect and will be provided with fair and just processes. Student Behaviour Support is a cooperative process involving students, staff and parents in the progressive development of responsible citizens. Sophia College follows the model of Positive Behavior for Learning (PB4L). PB4L is about people, practices and processes – it is not a program but the way we do work. A focus on learning, capability building, wise and thorough use of data, and identifying and spreading good evidence-based practice are all integrated into the PB4Learning strategy.

The entire policy can be accessed on the College website.

Response to Bullying Policy and Procedures

Normal rules of behaviour apply, in person and online in the virtual world as they do in the real world.

Students should always:

- treat others the way they would like to be treated
- avoid using bad language and saying things to make others feel bad
- make sure they follow 'netiquette'
- understand what is acceptable to do and say and what isn't.

Please refer to the College's Anti-Bullying Policy for advice and strategies.

There are several steps students can take to minimise or remove the problem:

- Tell someone about it. Tell one of the following people: parents, staff members, relatives or friends.
- Call the Kids Helpline for help on 1800 55 1800, or visit their website <http://www.kidshelpline.com.au/kids/get-help/>
- Report it to the police if there is a threat to your safety, the police will help. Call Triple Zero (000) or Crime Stoppers on 1800 333 000
- For more information visit the government's website, <https://www.esafety.gov.au>

Positive Relationships Program

Developing positive and respectful relationships with self and others is an important part of a student's emotional and social development. The relationships in a student's life, including those with friends, family and peers, can influence their physical health, promote self-esteem and assist them in developing a sense of belonging. Teaching students about positive and respectful relationships encourages them to reflect on their current relationships and supports them as they form new ones.

The Positive Relationships Program at Sophia College is designed to be engaging and developmentally relevant for students, teaching students how to build healthy relationship, resilience and confidence.

Guidance Counselling

The school-based Guidance Counsellor offers support in times of crisis or when you are dealing with ongoing issues or situations which negatively impact on your coping or wellbeing.

Issues and situations commonly referred to the Guidance Counsellor may include:

- grief and loss
- peer conflict
- stress and anxiety management
- coping strategies
- relationship difficulties
- personal problems (i.e. confidence, resilience, self-worth)
- behaviour support
- motivation and study skills.

Students are supported individually through counselling and referral where appropriate. They may seek assistance personally or they may be referred to the Guidance Counsellor by concerned staff members, College Leadership Team, and parents. If a student wishes to make an appointment, they are to go to any staff member who can assist them or to Student Reception.

If they need to talk to someone immediately please contact Kids Helpline on 1800 55 1800 or email counsellor@kidshelp.com.au

Student Protection Contacts



Narelle Dobson
Principal



David Gall
Deputy Principal



Margareta Lemon
Assistant Principal Religious
Education

Student Code of Conduct

The core value of the student Code of Conduct is respect. This Code of Conduct is to help students fulfil their responsibility as members of our college community.

At Sophia College:

- the values of wisdom and love guide us in our relationships with ourselves and others, with our learning and with the environment
- we value wisdom. This wisdom requires simplicity, humility, contemplation and good judgement and we acknowledge that we are all acquiring and practising wisdom through our experiences and knowledge gained.
- we value love. Community members walk with love to include the other through peace, respect, joy and hope. This love requires honesty, trust, hospitality, and compassion without expecting anything in return.
- everyone is called to apply good judgement and love and to think wisely before acting and interacting with others and all of creation.

At Sophia College we aim to:

Seek to share our experiences with all of creation, through peace, respect, joy and hope

Open our minds to engage in Prayer, Learning, Community and Service activities

Positively and respectfully build relationships with others and all of creation

Help create a Catholic learning community of faith which walks gently on the earth through wisdom and love

Invest in self and others by adhering to the College expectations, policies and procedures

Always take responsibility for our own actions.

Attendance

All students who are enrolled at school are expected to attend school to learn every day of the school year. The Education (General Provisions) Act 2006 outlines parents' legal obligations in terms of ensuring their child is both enrolled in and attends school through the compulsory

schooling and compulsory participation phases of their education. The National Standards for Student Attendance Data Reporting (ACARA 2013) are applicable to students in Years 1 to 10 for all government, Catholic and independent schools in Australia and assists in enabling consistent and comparable reporting of attendance rates.

Sophia College is committed to providing safe and supportive learning environments for all students which address their educational needs. Research clearly shows that students who attend very regularly achieve much better results across the long term than those who do not.

Students are required to:

- engage in regular attendance at school
- be in attendance from ten minutes before school commences until the end of each school day or as gazette
- provide notification from their parent or guardian detailing the reason for their lateness/absence to school
- arrive late or depart early only in exceptional circumstances

Uniform expectations

The College uniform is designed to assist all students and families to ensure balance and encourage self-discipline and self-regulation. It is designed to ensure student safety across the campus and enforces sun safety protocols that encourage a lifelong commitment to personal health and safety. The correct uniform is to be worn at the college, travelling between home and the College and on other occasions as required.

Requirements

	ACADEMIC UNIFORM	SPORTS UNIFORM
SUMMER	Girls: Choice of either College grey dress or College grey pants with College white stripped short sleeve shirt and College belt. Boys:	Red and grey College sports shirt Grey College shorts College sport socks with three bands

	<p>Choice of either College grey shorts or College grey long pants.</p> <p>College white stripped short sleeve shirt. (must be tucked in).</p> <p>College black belt.</p> <p>College socks with three bands.</p>	
	College formal hat must always be worn to and from school and during the school day, except in classes	Grey College cap
	Black leather traditional school shoe as per shoe guide	Sports shoes – non marking soles as per the shoe guide.
	Red blazer – worn by all students coming to and from school; compulsory for Terms 2 & 3 and for all formal College events.	Sports bag may be used in addition to College bag for training and sporting events. This bag cannot replace the College bag
	Black College bag	
	College Cotton Jumper.	
	Hair accessories – natural-coloured pins and a white ribbon.	
<p>WINTER</p> <p>In addition to the summer items</p>	<p>Striped shirts - knot tie.</p> <p>Dress - cross tie.</p>	<p>College soft shell jacket may be worn all year with the sports uniform, but tracksuit pants can only be worn Terms 2 & 3.</p> <p>The jacket and pants are optional uniform items.</p>

Additional rules and requirements

Shoes

Required footwear for the formal day uniform is a formal college style black leather lace-up shoe.

The sole of the shoes and all laces, stitching, detailing and hardware on shoes must be black only.














Shoes must have a non-porous leather upper with a solid toe, and a black non-slip rubber sole with a low heel (no more than 3cm). Leather versions of street shoes are not acceptable. Shoes must be kept in good order and polished.








Sports shoes are to be worn with the sports uniform only and must be a lace up sports shoe or jogger that provides good heel and arch support. Canvas shoes or street/skate shoes (such as Dunlop Volley or Vans) are not acceptable.

All footwear worn in laboratories, workshops, kitchens or arts facilities must meet Workplace Health and Safety Regulations.

Unacceptable footwear includes:

- Flat soled sports shoes or joggers, when worn with the formal day uniform
- Flat soled “street” or “skate” shoes (e.g. “Vans”)
- Ballet flats or Mary-Janes
- Any type of ankle boot or above ankle height boot
- Platform shoes or shoes with a heel greater than 3cm
- Sandals or thongs
- Canvas, cloth or vinyl shoes (e.g. Dunlop Volley, Converse or Vans)
- Slip on shoes or zip up shoes
- Shoes with graffiti/decoration, or shoes with white or coloured laces or stitching (i.e. only black laces and stitching are permitted).

CORRECT FORMAL DAY SHOES - EXAMPLES				
				
✓	✓	✓	✓	
INCORRECT FORMAL DAY SHOES - EXAMPLES				
				
✗	✗	✗	✗	✗
				
✗	✗	✗	✗	✗

SPORTS SHOES - ACCEPTABLE			
			
✓	✓	✓	✓
SPORT SHOES - UNACCEPTABLE			
			
✗	✗	✗	✗

Jewellery

The following items are the only acceptable accessories students may wear at this College:

- Simple gold, silver, black or brown band wristwatch. Internet enabled watches are not

permitted.

- Students may wear plain silver or gold studs (no stones or colour gems or pearls) or a plain silver or gold sleeper – no hoops. Earrings must be matching with one earring in each bottom lobe.
- All necklaces must not be visible.
- Any additional items must be approved by the Principal via written application.

Piercings

- No other piercings or spacers are acceptable, even if they are clear.
- No other piercings are permitted.
- Students will be asked to remove them all additional piercings. The items will be held in the Student Reception until the end of the day.

Makeup and Nail Polish

No makeup, fake eyelashes or eyelash extensions, fake tan, fake nails or nail polish is permitted. This includes permanent or semi-permanent eye liners, eye lash tints etc.

Hair

- Must always be pulled back off the face
- Touching the collar must be tied back with a band that matches the hair colour, optional white ribbon purchased from the uniform shop,
- Cuts must be of a 2-blade minimum – no tracks, rats' tails etc
- Must be natural colour.
- Must be well groomed and cut in a conservative style.
- Must be of a natural hair colour.
- There are to be no extremes in style, colour or cut with hair style. Students who use hair dyes or colours that are extreme will have their parents contacted and the students will not be permitted to return to the College until the colour is removed or the cut is more acceptable.
- Cannot be shaved, fully or partially without prior approval from the College Principal.

Facial Hair

Students are expected to be clean shaven.

Chewing Gum

The chewing of gum or similar items is not permitted while in the College uniform, at College events and activities or on the College campus.

Relaxation of the Policy

From time to time each year, the school will organise dress-up days for students. These activities are usually organised as part of a celebration, a fundraising activity or House event. On these occasions, students are permitted to wear acceptable & reasonable clothing relevant to the day's theme instead of their uniform when on the College grounds.

Examples of activities include:

- Book Week dress-up, carnivals, social justice days and other functions.
- Camps or other excursions that do not require school uniform to be worn.
- Authorisation from the College Leadership Team is required for ALL exemptions.

Inappropriate clothing, jewellery or accessories cannot be worn at any time. This applies to any clothing, accessories, jewellery or apparel worn by students that is deemed to be offensive, unsafe or likely to disrupt normal College management.

On school days closed in shoes must be worn to events, hair must be tied back and normal jewellery and make up rules apply.

Normal rules regarding uploading images of students and staff apply on these days and when uniform requirements are relaxed.

Dress-up days

On nominated days students may dress up or wear casual clothes as part of activities being run in the College. On these days, students are required to wear their school uniform including hat and bag to and from school unless otherwise advertised. You may change into your costume upon arrival at school. Some days are designated for fund raising and, on these days, you may be asked to donate a gold coin.

Dress up guidelines

- Clothing is to be neat, smart, and casual.
- Clothes must not be see-through.

- Bare mid-ribs and singlet tops are not acceptable for school wear.
- T-shirts must be appropriate for school wear e.g. the messages on them must be acceptable.
- Shoulders should be covered T-shirt should have sleeves.
- Skirts and shorts must be an appropriate length.
- Tops must not have a low neckline.
- No tank tops or singlets.
- *In addition to your choice of clothing the following rules apply:*
- Shoes are to be low heeled, covered shoes. This is a requirement of Work Health and Safety regulations
- Hair must comply as per the normal College Uniform Policy. Hair is always to be tied back (also a requirement of Work Health and Safety regulations.)
- If student has PE, they are to wear suitable clothing for the class.
- No jewellery or makeup is allowed as per normal College Uniform Policy. If student clothing is inappropriate, the student will be sent home.

Processes for non-compliance

- Students who chose to attend Sophia College in incorrect or incomplete uniform will be sent to a member of the CLT to resolve the issue.
- A uniform issue that can be resolved at the College e.g. removing of a piercing or tying back of hair, will be managed on site for the first instance.
- A uniform issue that is unable to be resolved at the College e.g. incorrect shoes or socks, haircut, dye etc a parent/guardian may deliver the correct uniform item.
- Repeated uniform issues will require a parent interview with a member of the College Leadership Team to discuss the student's enrolment.

Parent Code of Conduct

Parents are students most significant role models. Accordingly, the College expects a high standard of personal behaviour from parents, when they are on College grounds, attending

events or communicating with staff or other students.

Expectations

To promote a positive partnership with the college, parents are asked to:

- Show an active interest in their child's schooling and progress.
- Co-operate with the College to achieve the best outcomes for their child.
- Support College staff in maintaining a safe and respectful learning environment for all students.
- Show reverence and respect for the prayer life of the College.
- Wear enclosed shoes and modest attire (i.e. no mid-drifts) when on College grounds.
- Engage, with and attend where possible College events to develop and strengthen our community.
- Not smoke on College grounds (as is required by QLD law).
- Not possess alcohol on College grounds unless the event has been sanctioned by the College or attend college events if affected by alcohol or any other intoxicant.
- Interact respectfully with staff, students and other parents at all times. Written and spoken communication should be courteous and respectful. Abusive language, raising your voice, insulting or violent behaviour to anyone on College grounds or at any College-related event, is not appropriate.
- Understand that all requests may not be able to be met and the turnaround time for responses may be at least 48 hours.
- In some circumstances, parents are required by law to advise the College of areas of potential conflict such as parenting and family court orders. The College expects parents to behave lawfully on College grounds and observe the terms of any order, obligation or undertaking to which they may be subject.
- Notify the College of any change in contact details (phone numbers / addresses etc.) and/or medical conditions particularly those requiring medication via parent portal.
- Not enter the College campus without first reporting to College Reception.

Communication

The parent – school relationship continues to be an important factor in the success of any student. To ensure that accurate information is communicated by authorised persons and

appropriate role holders, in a timely manner, respectful of privacy regulations and in line with school expectations.

- If you have any pastoral/welfare issues you wish to raise in relation to your child please contact their Fratelli Group Teacher.
- If you have any curriculum/learning issues or classroom discipline issues you wish to raise in relation to your child please contact the Subject Teacher or the Middle Leader for Learning and Engagement.
- To report absences please do this through the parent portal.
- Parents may contact teachers by email, understanding that emails may not be responded during school hours. Important messages should be conveyed directly to the School Office to ensure a timely response.
- Teachers will respond to parent emails in a timely manner, but not usually outside business hours.
- Parents desiring a face to face meeting with a staff member must arrange an appointment in advance through the College Reception.

Financial arrangements

Families will be charged for College Fees and Levies on a term basis prior to the term commencing in accordance with the College Schedule of Fees & Levies, which is available on our website.

Fees are due to be paid within 14 days of the issue of the Statement of Fees and Levies. The due date will be noted on the statement. All fees and levies are to be paid in full by the term 4 due date.

Families wanting to pay their account in full by the term 1 due date, will receive 5% discount off their annual tuition fees.

There are several options available for families to pay their account: setting up direct debits, BPAY, BPoint (credit card) and Centrepay.

The College is willing to assist families who experience financial hardship.

Please contact our Business Manager, Mrs Denise McGeary to arrange a suitable payment plan to ensure your account is finalised by the term 4 due date or to discuss your account further.

Policies

College policies are accessible through the parent portal.

College Contact Details

Sophia College

56 Otto Road

Plainland 4341

Ph: 54113400

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