

PARENT HANDBOOK

A guide for all Parents and Caregivers
joining the St Catherine's Community

2026



**ST CATHERINE'S
CATHOLIC COLLEGE**
THE WHITSUNDAYS
STRENGTH IN FAITH

PRIMARY CAMPUS (PREP - YR 6)

P: 07 4945 1414
96 Renwick Road, Proserpine QLD 4800

SECONDARY CAMPUS (YRS 7 - 12)

P: 07 4945 1630
114 Renwick Road, Proserpine QLD 4800

enquiries@prspne.catholic.edu.au PO Box 372 Proserpine QLD 4800

www.prspne.catholic.edu.au [f](https://www.facebook.com/prspne.catholic.edu.au) [i](https://www.instagram.com/prspne.catholic.edu.au) [y](https://www.youtube.com/prspne.catholic.edu.au)

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From the College Principal

Welcome to St Catherine's Catholic College, The Whitsundays.

As you navigate your way through the pages of our parent handbook, I hope you will gain significant insight into who we are, our values and what we endeavour to provide for our families as a Catholic College in the Mercy and Ignatian traditions.

St Catherine's provides beautiful, modern and innovative learning spaces from Kindergarten to Year 12 and this encourages both collaborative and independent learning for all our students. Our students are the heart of our school, and we are committed to providing them with exceptional teachers, resources and authentic learning experiences that connect with the local community. This encourages them to nurture their God given talents, develop 21st-century skills and make informed decisions about their future as they grow into young adults.

We educate the whole person through a range of learning experiences both inside and outside of the classroom. We offer a diverse extra-curricular program that encourages students to engage in numerous sporting, cultural and service-learning opportunities. This combination of experiences stimulates creativity, problem-solving, collaboration, independence as well as compassion, responsibility, and understanding for the common good.

At St Catherine's Catholic College we are committed to our four core values: Compassion, Justice, Excellence and Community. Our values are underpinned by respect, a deep commitment to the pursuit of excellence and a pledge to serve others. We are reminded in the Gospel to "walk humbly with our God, to seek humility, service, and love".

As a Catholic school, we walk together with Christ, welcoming all who seek education with us. Through our pastoral care program, we create a safe and nurturing environment in which every child can establish a sense of belonging and will come to learn that their unique talents are valued and appreciated.

We welcome all students and encourage them to achieve personal excellence by embracing all that we offer here at St Catherine's. I look forward to meeting you and working in partnership with you, to help your child be the best that they can be.



Katherine Nelson
Principal

Find Your Future

AT ST CATHERINE'S COLLEGE

St Catherine's is a Prep to Year 12 co-educational College, established by the Sisters of Mercy in 1925. Our College has a very special place in the history of the Whitsundays, having served generations of families and growing over the decades to cater for each stage of your son or daughter's schooling.

Foundation

St Catherine's Catholic College was founded by the Sisters of Mercy in 1925. The College is named after St Catherine of Alexandria and has the motto of "Strength in Faith". In 2012, a new campus was established to cater for increasing student enrolments and subsequently secondary education was introduced in 2013. Following a period of discernment, the College added Ignatian spirituality to complement the existing Mercy Charism.

All Catholic schools are instituted on Gospel values, which are drawn from the life of Jesus Christ. At St Catherine's Catholic College, this witness of Christ is filtered through the dual lenses of both the Mercy and Ignatian traditions. The foundational values that emerge are Excellence, Community, Compassion and Justice. It is these values that act as a guide to our "ways of proceeding".

The foundational fabric of the Mercy Charism and the Ignatian Spirituality, promotes: commitment to quality education, service through faith and justice, and compassion for others.

Mission

As a Catholic College, steeped in the Mercy tradition, we educate students to be active in their pursuit of knowledge, to be strong in their faith and to serve others in the spirit of St Ignatius.

Vision

St Catherine's Catholic College Graduates will be people of hope who:

- ❖ Have the courage to proactively seek *Justice* for the common good.
- ❖ Have the wisdom to recognise their gifts and to strive to *Excel* for the benefit of all.
- ❖ Have the generosity of heart to show *Compassion*, both in their decision making and in their relationships with others.
- ❖ Have the integrity to create *Community* through relationships, which are based on respect, inclusion and tolerance

College Values and Expectations

The College Values are reflected in our expectations.

Excellence	Community	Compassion	Justice
			
At St Catherine's we grow Strength in Faith by...			
<i>Striving for Excellence</i>	<i>Creating Community</i>	<i>Showing Compassion</i>	<i>Seeking Justice</i>
We challenge ourselves to be our best. We lead by example.	We welcome everyone. We care for our common home.	We show care and concern for others and ourselves. We give generously.	We take responsibility for our actions. We speak up for others.

College Prayer

O God, you taught us through creation and through your Son Jesus.

You want us to grow in wisdom and in knowledge of you,
and in love for the whole of creation.

May everything we learn and do at

St Catherine's College help us to live our faith,
In the spirit of Catherine of Alexandria,
Catherine McAuley
And Ignatius of Loyola.

May the life of Jesus within us shine out for others to see.

We ask this through Jesus Christ,
In the power of the
Holy Spirit
AMEN

College Song

Strength in our Faith

For St Catherine's School, Proserpine, Words & Music by Michael Mangan

In Proserpine where the bright sun shines from the mountains to the sea
Hear the rhythm of the trains, the roar of the rain from the cane fields to the reef,
The sails upon the ocean, the clear blue skies above,
This paradise is part of you and me,

**We find strength, strength in our faith,
As we travel on together and share our lives each day,
We're dreaming of the future but living here today,
At St Catherine's we find strength in our faith.**

We're proud and strong we all belong, we always show respect,
Standing tall, we give our all; we're striving for success.
In everything we do, in every word we say,
We're called to always give our very best.

**We find strength, strength in our faith,
As we travel on together and share our lives each day,
We're dreaming of the future but living here today,
At St Catherine's we find strength in our faith.**

In work and play, we share and pray in peace and harmony
We celebrate and live our faith for everyone to see.
We hear the words of Jesus; we know he shows the Way,
We follow Him together you and me.

**We find strength, strength in our faith,
As we travel on together and share our lives each day,
We're dreaming of the future but living here today,
At St Catherine's we find strength in our faith.**

College Leadership

College Leadership Team	
Principal	Ms Katherine Nelson
Deputy Principal - Secondary	Mrs Kate Moretto
Deputy Principal - Primary	Mrs Samantha Hinton
Assistant Principal Religious Education - Secondary	Mr Bruce Laguna - Acting Semester 1
Assistant Principal Religious Education - Primary	Mrs Julie Hornstra
Assistant Principal Learning & Teaching	Mrs Erin Laguna
Assistant Principal Pedagogy & Learning	Mrs Emma Hiscox

Map of the College



Learning & Teaching

Our College curriculum incorporates eight learning areas as outlined by ACARA (Australian Curriculum Assessment and Reporting Authority) and the Queensland Curriculum and Assessment Authority (QCAA). The Religion Curriculum is outlined by BCE (Brisbane Catholic Education).

St Catherine's Catholic College focuses on providing a comprehensive Early Years, Middle Years and Senior Years education that caters for the diversity of student needs. In doing so, we recognise the journey of education that families share with the College from Prep to Year 12, seamlessly providing a supportive environment in all phases of learning. Our teachers embrace a number of age-relevant pedagogies in their teaching. These include the Gradual Release of Responsibility instructional framework, inquiry-based, active and experiential learning, differentiation (recognition of learning styles) and authentic and reflective assessment.

Early Years - Prep to Year 4

Students in the Early Years are in traditional class and co-teaching groups. Our early years trained teachers provide the essential elements of early years education. They teach the core subject areas of English, Maths, Religion, Humanities, Science and Health. This is enhanced by specialist teachers in other subjects such as PE, The Arts, Technologies and Indonesian.

Middle Years - Year 5 to Year 9

Year 5/6

Subject offerings are organised into Learning Areas implementing the best practices of Middle Schooling to enhance teaching and learning and promote experiences that will best prepare students as active learners in a rapidly changing world.

Year 7/8/9

During Years 7 & 8, students complete a broad curriculum that allows them to experience a diversity of subjects and approaches to learning. Students specialise further in Year 9 with their choices of elective subjects. Teaching and learning occurs during four lessons per week in the following areas; Religious Education, English, Mathematics, Science, Humanities (History, Geography, Business and Civics) and Health & Physical Education. Students also study each of the strands within the subjects The Arts & Technologies. These subjects are on a rotational basis and consist of Visual Art, Music, Drama, Dance, Digital Technology, Industrial Technology (Metalwork and Woodwork), Graphics, Food Technology and Textiles. In Year 9 and 10 students will choose their electives which are year long courses of study.

9@StCaths

Year 9 students participate in a specifically developed pastoral program called **9@StCaths**. This is a course that aims to develop our students academically, spiritually, physically and psychologically. The focus of this program is to develop students' sense of identity and connection to the St Cath's community and their peers. This is integral as they develop through adolescence and start to question more regularly what future directions they will take with their school pathway and career choices.

Senior Years - Year 10 to Year 12

In Year 10, students continue to study the Australian Curriculum in the Key Learning areas and their specific elective choices. In addition to this, all students study a Careers Education course throughout the year and participate in a week-long work experience. The focus of Year 10 is understanding what the next steps are on each student's chosen pathway of study. In Term 3 all Year 10s are supported through a Set-Plan process which involves the student, parents and representatives from the College. This process determines the chosen curriculum for students as they enter Year 11 and 12, which are the post compulsory schooling years.

In Year 11 and 12 students are offered a diverse range of QCAA subjects and VET certificates aimed at satisfying future pathways, QCE requirements and the possibility of planning to gain an ATAR.. This process is heavily supported by leadership at the college, the Middle Leader- Senior Phase Learning and Teaching; the Middle Leader VET and the VET/Pathways school officer.

Inclusive Education

St Catherine's has a whole-school approach to differentiated learning and teaching to meet the diverse learning needs of a school community. This ensures that every student is supported to access and participate in the curriculum leading to continuous improvement in student achievement. Inclusive Practice Teachers and School Officers work throughout the College. Class teachers work in close partnership with the Inclusive Practice Teachers, Support Services and families to meet the diverse curriculum and social needs of students.

Enrichment Program

Where appropriate, all students are extended or supported within specific curriculum areas that they are studying. On the primary campus maths extension programs are provided for those students who demonstrate work that is significantly above curriculum level. Students who demonstrate aptitude will also have the opportunity to participate in academic competitions throughout the year. Students in Years 7 and 8, who are demonstrating academic distinction, are provided extension opportunities within the subjects they are studying. Year 9 and 10 students showing academic distinction are able to choose to continue the RISE (STEAM) program as an elective subject.

All students have the opportunity to demonstrate their talents in annual events and competitions across a wide array of areas and disciplines including team and individual competitions such as Lions Youth of the Year, Readers' Cup, Interschool Mathematics Teams Challenge, Write a Book in a Day and various other subject competitions.

The Sports Excellence Program caters for students who wish to push their limits in the area of physical activity, and students can nominate for district and regional sporting trials within sports that they excel in.

Active Responsible Engagement

St Catherine's College aims to provide a positive environment where each student is respected and their right to learn is encouraged and protected. The behaviour management system provides consistent, logical, clear expectations and consequences, promoting the development of self-disciplined, compassionate, responsible students. These community expectations are derived from our four College Gospel Values: Compassion, Justice, Community and Excellence. The students are informed of the processes and procedures staff are to follow should students make choices that do not align with college expectations. Students are, in turn, acknowledged and recognised for their achievements and contributions.

For further details, scroll down to;

[Awards & Recognition](#)

[Responsible Decision Making](#)

A-Z of St Catherine's

Ambulance

The Queensland Ambulance Service will attend to students at school if it is considered necessary. Parents will be notified at the school's earliest possible convenience should an ambulance be called.

Arts Performances

Students are encouraged to participate in all productions throughout the year. Students involved in the Instrumental Music Program will have the opportunity to perform on civic occasions, Show Case Evenings at the College and at the Awards Ceremony. Students are also encouraged to display their talents and skills acquired in our extensive arts program which includes a biennial musical production that involves the whole College community. Our Drama Club works towards the highly anticipated Theatre Sports evening each year.

Assemblies

On Primary - every Monday morning from 8:45 am.

On Secondary - every second Monday at 9:45 am.

Assessment Policies

The purpose of these policies is to outline the St Catherine's Catholic College guidelines for collecting evidence of student achievement from Prep to Year 12.

[Primary Assessment Portfolio Policy](#)

[Secondary Assessment Policy](#)

Attendance

Attendance at every College day is compulsory. Each student absence must be explained. Parents are expected to contact the school office between 8.15am - 8.45am on the day their child is absent from school due to sickness or other reason. Absences can be advised via the Compass Parent Portal or alternatively by emailing enquiries@prspne.catholic.edu.au.

The process for collecting children during the school day is:

- The parent/caregiver must report to the Main Reception with personal identification;
- The office will contact the teacher of the relevant class;
- The student will be sent to the office with their bag;
- The student will sign out via the electronic attendance system.

Persons other than the parent/caregiver must be registered on the emergency contact list. They must present themselves at the office with personal identification.

Extended leave within term time.

Extended leave is considered any absence of 1 week or more. Applications for this type of leave must be made to the Principal by completing the application form and returning it to the office. Years 10-12, please note: Applying for extended leave may affect student assessment including exams and assignments. In line with QCAA (Queensland Curriculum and Assessment Authority) policy, the College will not be able to provide any extensions or exemptions during this time. It is the student's responsibility to approach teachers for work to complete while they are away. We strongly suggest that all work be completed prior to the absence.

Awards & Recognition

The staff of St Catherine's is committed to promoting responsible decision making through the acknowledgement and recognition of appropriate behaviour and achievement. We believe that the most effective method of engaging students is the use of positive reinforcement and timely feedback. It is important to remember that most students behave well and positively most of the time.

Shout Outs - a COMPASS entry used to acknowledge students' efforts within the areas of academics, sporting, cultural, pastoral or behaviour. This will trigger an email to parents.

Academic Shout Out - acknowledge positive student attitudes and progress with their application to learning tasks and extracurricular activities

Behaviour Shout Out - acknowledge positive student attitudes and behaviours regarding being considerate, responsible, respectful and being your best.

Pastoral Shout Out - recognise students at St Catherine's who demonstrate positive relationships with others, self-discipline and resilience.

Mercy in Action Awards - are handed out to acknowledge the fantastic work that students are doing to live out the Values of our College.

Classroom Acknowledgments - Some ideas teachers may employ are: Praise, Display of work, Recognition of goal achievement, House points system, Learning Goal rewards, Points for groups, Special competitions, Token reinforcement eg stickers, stamps, stars, awards, Marble jar, Sticker/Stamp card

Special awards are presented to recipients in Years 3 to 12 as part of our College Annual Awards Ceremony.

Booklist

All Booklist items are catered for within the College fees and are presented to students at Launch Day at the beginning of each year, or on the first day of school. Families will only be required to purchase personalised items such as a pencil case, Art shirt etc. Requirement lists are uploaded to the College website.

Bullying

The Community of St Catherine's Catholic College is committed to providing a safe, caring and friendly environment for all of our students. Bullying of any kind is unacceptable at our College. The [bullying policy](#) is linked on our website.

Bus

We have over 20 buses that service our school community. The bus services cover the Whitsunday District North to Bowen and South to Bloomsbury. We ask that parents inform the college of the days their child/ren will be taking the bus, the number of the bus they will be travelling on and when this bus transport is to commence. The college has no influence over bus fares which are set by the bus companies.

Primary Students - Whitsunday Transit operate two St Catherine's dedicated bus services that runs a fairly direct route from Jubilee Pocket, through Airlie Beach and Cannonvale and on to Proserpine. It has the same driver each day and transports only St Catherine's students to and from the school. Availability is limited, as each bus seats approximately 75 students. The bus costs \$40.00 dollars per week per family (set by Non-State School Transport Assistance Scheme [NSSTAS]). The subsidy is facilitated through the College and bus fees are invoiced with school fees. Bowen families can contact the school directly to apply for NSSTAS, If you would like to register your interest for Bus 40 or 41 please contact Whitsunday Transit directly at buspasses@whitsundaytransit.com.au.

Whitsunday Transit and Bowen Transit are contracted by the Queensland Government to take students to and from school.

Whitsunday Transit - All students Prep to Year 12 have access to the bus services run by Whitsunday Transit. Bus transfers are made from Shute Harbour through Jubilee Pocket, Airlie Beach and Cannonvale to Proserpine and also cover the areas of O'Connell River, Dingo Beach, Strathdickie, Lethebrook, Conway Beach, Wilson's Beach and North Gregory. Students will need to be registered through Whitsunday Transit. Phone: (07) 4946 1800 Website: <https://www.whitsundaytransit.com.au/school/>

Bowen Transit - For students in our high school. All bus travel needs to be registered through Bowen Transit. Phone: (07) 4786 4414
<https://www.transnorthbus.com.au/bus-services/bowen-collinsville>

For families utilising the Bowen Bus services and Bus 40 or 41 (express to St Catherine's), a travel subsidy may be available through the government's Non-State School Transport Assistance Scheme [NSSTAS] which will be facilitated through the College. For families travelling on any other bus service you may still be available for the subsidy, visit this website for more details - <https://www.schooltransport.com.au/> or contact the College 07 4945 1414.

Co-Curricular activities

St Catherine's extra-curricular programs provide the opportunity to undertake new challenges and try new activities ranging across sport, music, art, drama, intellectual challenge, multimedia and community service. These activities provide opportunities for students to achieve balance in their schooling experience and to become responsible and involved members of different groups. Through this involvement students may develop new skill sets for life, form new relationships and explore opportunities for excellence beyond the classroom. For an up to date list on the full range of activities students are participating in please go to the college website.

College Board

The College Board is a pastoral body consisting of parent members, the Principal, the Parish Priest, staff members and co-opted members. The function of the College Board is to support the Principal and advise on matters of existing policy and in the formation of new policies. A sharing wisdom process of discernment is the basis of the Board's decision-making process. Parent members of the Board are elected for a two-year period and are chosen for their faith dimension and specific talents such as financial expertise, pastoral wisdom, managerial experience, local knowledge. The School Board is an open and effective body which welcomes any questions, comments, suggestions or ideas you may have.

Communication with College Staff

The following has been developed to assist parents in seeking the most appropriate person to answer their questions or concerns. If in doubt, contact the College Reception. Primary Campus - 07 49451414. Secondary Campus - 07 49451630. enquiries@prspne.catholic.edu.au

Administration Officers	
Primary Kym Lucht Alie Fry	Messages and appointments for staff Reception enquiries Absentees Student messages Student sign-in/sign-out Enrolments
Secondary Charlie Wilson Jodi Evans	Compass enquiries Buses

Business Manager Suzi Bellert	Family Liaison for Fee Concessions Debtor Management Budgeting & Financial Management Management of Support Services
Finance Secretary/Officer Erin Atkins	Accounts Payable Accounts Receivable/School Fees
Communication and Publications Officer Louise Uhl	Newsletter Website Media and publicity Alumni Organisation of whole college events
P-6 Classroom Teachers	Significant events for child Pastoral care queries Homework and assignment queries Personal concerns in regards to your child's education. Academic concerns.
7-12 Homeroom Teachers	Significant events for child Incidents outside school which school should be aware of Initial contact for bullying/exclusion incidents General pastoral care queries General homework and assignments queries Any personal concerns you may have regarding your child's education Positive feedback on pastoral care issues
7-12 Subject Teachers	Specific queries regarding that subject Specific homework and assignment queries Discuss student needs relating to application and achievement Positive feedback of student application and achievement
Pastoral Middle Leaders Ashleigh Jillett- Year 7 & 8 Jack Spencer - Year 9 & 10 Natalie Hazelton -Year 11 & 12	Year level camps Extended periods of student absence Significant bullying or exclusion issues Any personal concerns you may have regarding your child's education Positive feedback on pastoral care issues Behaviour management issues Locker issues
Inclusive Practice Teachers Meagan Galonski (Prep & Year 3) Cathy Lane (Year 1 & 2) Melissa Stagg (Year 5-7) Meryn Connors (Year 8 & 10)	Individual Education plans Special Learning Need of students

Diana Smedley (Year 9) Caitlin McCabbin (Year 4,11 & 12)	
Guidance Counsellor Hayley Moore	Student counselling Parenting issues Mental health issues Child protection issues
Sport Program Leader Angel Camp Semester 1	Sports Excellence Program College sports teams Interschool sporting representation Regional School Sports representation
Cultural Program Leader Betsy Atkinson	Instrumental Music Program College Cultural Activities eg musical Interschool Cultural Competition (eg debating)
VET & Pathways Leader Tundi Gosselink Middle Leader Rebecca Radford (VET and Pathways Officer)	Voc Ed issues (Vocational Education) Work placement Apprenticeships Pathway Programs Mapping Pathways QTAC Discuss student's needs relating to industry and achievement Positive feedback of student industry and achievement
AP Pedagogy and Learning - Primary Emma Hiscox	Curriculum queries Prep - Yr 4 Academic performance concerns Prep - Yr 4 Student-Parent-Teacher Learning Conversations
Curriculum Middle Leader Yr 7 - 10 Elizabeth Cooper - <i>Technologies & The Arts</i> Leanne Trefz - <i>Maths & Science</i> Mez Khan - <i>English, Religion, Languages</i> Melyn Cooper - <i>Humanities and HPE</i> Caitlin McCabbin - <i>Inclusive Practices (P-12)</i>	Specific queries regarding subjects Specific homework and assignment queries Academic progress issues Positive subject area feedback Range and scope of curriculum offered Concerns about a teacher within a department Student-Parent-Teacher Learning Conversations Exam timetables Yr 7-10 Extension requests (assignments)
Senior Phase Yr 10-12 Learning & Teaching Leanne Trefz	Student-Parent-Teacher Learning Conversations Senior Student Registration (LUI Number) Specific queries regarding subjects Specific homework and assignment queries Academic progress issues Positive subject area feedback Range and scope of curriculum offered Concerns about a teacher within a department Exam timetables/ assessment calendars (Yr 11/12) Extension requests (assignments)

AP Learning & Teaching - Years 7-10 Erin Laguna	Curriculum queries Yrs 7--10 Academic performance concerns Yrs 7-10 Inclusive Practice processes 1:1 laptop/technology NAPLAN/PAT-M/PAT-R Testing Student-Parent-Teacher Learning Conversations Yr 7-10 Assessment calendars
Deputy Principal - Primary Samantha Hinton	Organisation of the P-6 Campus High level behaviour management Student Personal Development Student Representative Council (SRC) Concerns or positive feedback about staff Child Protection issues School Policy and Procedures Resolution of escalated complaints or concerns
APRE - Primary Julie Hornstra	Behaviour Management Pastoral Care Program Student Leadership Personal Development/Student Wellbeing Student Personal Development Religious life of the school - Organisation of college Religious/liturgical events
Deputy Principal - Secondary Kate Moretto	Subject changes Timetable issues - students Plagiarism Teachers within subject area QCAA procedures incl AARAs Organisation of the 7-12 Campus Student Representative Council (SRC) High level behaviour management Student Personal Development Concerns or positive feedback about staff Child Protection issues School Policy and Procedures Unsatisfactory resolution of complaints or concerns Reporting
APRE - Secondary Bruce Laguna - Acting	Behaviour Management Pastoral Care Program Student Leadership Personal Development/Student Wellbeing Student Personal Development Religious life of the school - Organisation of college religious/liturgical events
Principal Katherine Nelson	School Mission and Vision Strategic Planning School Policy and Procedures Unsatisfactory resolution of complaints or concerns Building Program

Compass Parent Portal

Using the Compass Parent Portal allows you to access up-to-date information about our college and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- View your child's timetable and the College Calendar
- View and download your child's semester reports
- Book parent-teacher conferences

Dental Service (Prep - Year 10)

The school dental van visits the school each year and provides a free dental service for Primary students. Information on the van's visits will be sent out to all parents.

Enrolment Procedures / Process

For interviews or for further information please contact: enquiries@prspne.catholic.edu.au

Families intending to enrol their child are asked to complete the [Enrolment Application Form](https://www.prspne.catholic.edu.au/enrolment/) (<https://www.prspne.catholic.edu.au/enrolment/>) and forward it to the College. When the Enrolment Form has been received you will be contacted by the college and an interview will be arranged. Please ensure that all documentation is supplied prior to the interview. The documentation required is Birth Certificate, student report cards (the last 2), NAPLAN reports, Baptism certificate (if applicable) and any appropriate citizenship or visa documents.

The parents/carers and the applicant are required to attend an interview with the College Principal before the applicant is accepted. An offer of enrolment will be forwarded, along with a Student Enrolment Agreement. This form must be completed and returned to the College.

Excursions

Accompanying our pastoral care activities are retreats, excursions and activity days. All activities aim to build relationships, promote spirituality and foster relationships between students, staff and our families. A general permission form is signed as part of the enrolment contract to cover all local excursions where children are required to walk to and from the destination or be delivered in the College bus. Details of these excursions are always in the newsletter. Specific permission forms are required for all other outside school activities.

First aid

A teacher or ancillary staff member will give first aid treatment if it is deemed necessary. Ambulance or medical treatment will also be sought if the injury appears to be serious. Please ensure you advise the school whenever you change address or phone number, as parents need to be contacted in case of emergency or if a sick child needs to be sent home.

Guidance and Counselling Services

Guidance counsellors work in partnership with the teaching and pastoral staff to promote and foster student development, mental health and resilience. A counselling service is available to all students who may require their assistance. Appointments can be made via the student intranet for the Student Wellbeing Officer and through the St Catherine's College Website (Contacts link) for Guidance Counsellors.

Head lice

Head lice can be a problem, as they often appear in schools and close-knit communities. Checking your children's hair on a regular basis is essential. Should you find evidence of eggs or lice, please notify the school. **Head lice must be treated. Children should not be sent to school until lice have been treated.**

Homework

Refer to the updated [Home Study Policy](#) on the College Website.

House Structure

The house structure promotes the pastoral life of the college. The names of our houses reflect our college charisms and values. Students are allocated to house groups on enrolment. House events include swimming carnivals, sports carnivals, Care Groups, Feast Day events and academic inter house competitions.



Frayne

Ursula Frayne was a Mercy Sister who travelled the world by sailing ship. She led a group of courageous Irish women committed in faith, to the pursuit of justice and compassion in early Australian times. Frayne opened the first Mercy school in Australia in 1846. Frayne was very committed to the development of a better life for all Australians.



McAuley

Catherine McAuley was the founder of the Sisters of Mercy. Driven by a deep faith and sense of justice, she built orphanages, schools and houses of refuge. Catherine had a great concern for the marginalised and calls us to not just talk about compassion and justice but to do something about helping those in need.



Xavier

Francis Xavier was a friend of Ignatius of Loyola and one of the first seven Jesuits ordained. He wholeheartedly accepted the challenge of “going forth and setting communities on fire”. He travelled by ship to many foreign lands to bring the Gospel to the inhabitants, and was influential in the spreading and upkeep of Catholicism in Asia, India, Japan, Borneo, and other communities which had never been visited by Christian missionaries.



Ignatius

Ignatius of Loyola was the founder of an Order of priests and brothers, the Jesuits. Ignatius placed great importance on all-round education and striving for excellence in all we do. Ignatius encouraged his followers to go forth to other countries to spread God’s word -“Finding God in all things”.

Infectious Disease

Further information on the recommended minimum exclusion periods for infectious conditions can be found on the Qld Govt website:

https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf

Instrumental Music Program

Catholic Schools have a traditional commitment to the Arts. Instrumental music tuition was often a hallmark of Catholic Convent Schools. The pursuit of learning to play a musical instrument is widely recognised as contributing to the cognitive, social and spiritual development of those involved. Through St Catherine's Instrumental Music Program, students can access private music lessons before, during, and after school in a variety of instruments including vocal, piano, ukulele, saxophone, djembe, guitar, flute, strings, and drums. These lessons are arranged by parents in consultation with the Instrumental Music Program Coordinator. Please complete an [Instrumental Music Program Enrolment Form](#) to register your interest.

Inter-School Sport

St Catherine's students regularly participate in sporting/activity days with schools from within the diocese and local competitions. The College fields teams in the Mackay and District Rugby League competition and Our Netball team competes in the annual QISSN and Townsville diocese carnivals.

Interviews and appointments

If parents wish to see teachers regarding their children, they are encouraged to make an appointment out of school hours. No appointments should take place between 8.30am and 3.00pm as teachers are actively engaged in duties. **Any major concerns should be made to the Deputy Principal immediately**; however, we encourage other issues to be taken to class teachers before the leadership's involvement.

Labelling

Please label your children's clothes and belongings for easy identification. This avoids many items in the lost property box and avoids the confusion associated with identification of identical pieces of clothing.

Leaving school grounds

Once children arrive at school, they are not permitted to leave until dismissal time unless accompanied by their parents or guardian. Children will only be permitted to leave with appropriate adult supervision. On Secondary, parent notes that are signed by MLPs or one of the leadership team are accepted. The student must report to the office and sign out before departure; upon returning to the College, the student must sign back in.

Lost property

The lost property box is located in the Administration Office.

Medication

The staff cannot administer medication unless:

1. The Doctor's prescribed instructions are labelled on **the packaging** lodged with the school.
2. The parent or guardian must also give written authority to the school. The form to complete can be located on the sidebar of the school newsletter and on the school website.
3. For ONGOING medication [more than 30 days] this form must also be signed by a doctor.

Please note that Office Staff can only give prescribed medicines (NB Panadol and Nurofen can **not** be given unless the above is adhered to).

Parents are contacted in the event of an accident at the school's discretion. Where the injury is sustainable and treatment is required beyond general first aid, the parents will be contacted at the school's earliest convenience.

IMPORTANT: Students who have an Emergency Health Plans - Emergency Health Plans must be updated every year, this is a requirement of TCE (Townsville Catholic Education).

Mobile Phones

Students who bring a mobile phone to school are personally responsible for it and are therefore the recipients of any consequences which may arise from them being brought to school. Students in secondary years are required to secure mobile phones and wearable technology in their allocated school locker from the first school bell until the last school bell. This is in line with Qld Government announcements. Students in primary years are discouraged from bringing phones and wearable technology to school; however, if they do, they are to leave them at the office at the first bell and collect them from the office at the end of the day.

Parents are reminded that in cases of emergency, the school office should be contacted. If the message is not urgent, parents are encouraged to email their children. No students are permitted to use their phones while at school. Students who are ill are to report to sick bay and a member of staff will contact parents if required. Please refer to the [Mobile Phone/Wearable Technology Acceptable Use Policy](#) on the College website for further details.

Movement to and from school

The College uniform is to be worn in its entirety at all times, even when travelling to and from the College. Commandable behaviour and abiding by college rules are expected of students at all times when wearing the college uniform. Misconduct while wearing the uniform outside of College grounds will be dealt with according to the College Active Responsible Engagement Policy.

Newsletter

The school newsletter is sent to nominated email addresses each fortnight. The newsletter is also posted on the school website each fortnight. Parents can also download the Compass app as another way of receiving the newsletter. Please read the newsletter carefully, as it is a vital form of communication between the school and the home.

Orientation Program

Throughout the year, a number of Step-Up Days are conducted for Year 6 into Year 7 and Prep students. All primary schools and Kindys are notified of this activity and parents will be provided with information regarding this event. Our incoming Prep class is welcomed and encouraged to attend our **Step Into Prep** program. Events include playgroup, Step Into Prep mornings, Under Eights Day and our Pre Prep Program. Dates for this program will be sent to confirmed enrolments, all local kindergartens and advertised on our [College Website](#).

OSHC Before and After School Care

To cater for the needs of families, St Catherine's has engaged in a partnership with Mary MacKillop Child Care. They provide both before and after school care for students who are not able to be picked up immediately after school or need to be dropped off early before staff are on supervision. The Before and After School Program operates in the Mercy Precinct. The program is open for all St Catherine's students from Prep to Year 6. Early Years students are taken to the classrooms in the morning and picked up from the classroom in the afternoon. Before School Care commences at 6.00am and After School Care closes at 6.00pm. Fees apply and some programs may be subsidised by Centrelink. For bookings and questions call 0447 375 133.

Pastoral Care

Your first point of contact for any pastoral care matters is your child's Class Teacher (on primary) and Homeroom Teacher (on secondary). St Catherine's formal pastoral care is promoted through the House structure. There are a variety of activities such as outdoor education programs, dance and drama groups, science club, debating and a variety of other activities to cater for individual needs. On primary, students participate in Care Groups with other children in their house groups across Prep to Year 6. On the secondary campus, each year level has a designated lesson each week for a Pastoral Care lesson with the Home Room teachers. During pastoral care time students are also involved in personal development education, careers activities, goal setting and study skills opportunities.

Parental involvement

We invite your assistance in many ways throughout the school. Our school is very proud of its parent/family contributions and the pride people take in participating in school activities. People assisting at the school are required to complete a volunteer induction process.

Parent Engagement Group (PEG)

The Parent Engagement Group consists of a group of parents who are motivated to build community. This group meets two to three times per term, planning and facilitating social events and educational events for our parent community and also a more deliberate and focussed approach to having parent involvement in decisions that will affect them and their students. Fundraising is a very small part of this group.

Parent Teacher Meetings

Formal Parent/Teacher meetings are conducted twice a year; however, parents are encouraged to keep in close contact with their child's teacher to monitor their progress.

Participation in College Activities

Acceptance of enrolment at St. Catherine's Catholic College is contingent upon parental commitment to **full participation** of their children in **all** school activities. Camps, sporting carnivals, activity days, retreats, excursions, community service, liturgies and feast day activities are all part of the school curriculum.

Policies

The school has developed a number of policies pertaining to curriculum and the day to day running of the school. These are regularly being updated, evaluated and developed by the School Board. These are available on request from the school office or from the college website.

Religious Education

Formal instruction periods and participation in class masses and liturgies are the responsibility of the class teacher in consultation with the Priest, Principal and the APRE (Assistant Principal Religious Education). Preparation for the Sacraments of Eucharist, Reconciliation and Confirmation is a parish-based program, which is fully supported by the school. The school recognises the parents as the primary educators in developing the faith of children and of responding to the Baptismal promises made at the child's Baptism. Religious Education has two distinct but complementary dimensions: teaching religion; and teaching about religious life and the Catholic Christian ethos of the school community. Whilst Jesus Christ is always at the center of this Catholic Christian vision, St Catherine's Catholic College acknowledges its multi-faith reality and seeks to nurture and develop the faith of all individuals, mindful of their cultural and religious identity.

Responsible Decision Making

There are community expectations at St Catherine's. The behaviour management system provides consistent, logical, clear expectations and consequences, promoting the development of self-disciplined, compassionate, responsible students. They are derived from our four College Values: Compassion, Justice, Community, Excellence. The following tables and details outline the processes and procedures that staff are to follow should students make choices which do not align with college expectations with Academic, Behavioural and Pastoral behaviours.

Academic Track - Is used when a class teacher becomes concerned about student application/non-completion of work/ homework/ assignment work/ lesson readiness/ organisation. The track includes contacting home with concerns, meetings with the student and the use of monitoring cards as required.

Behaviour Track - The Responsible Thinking Process (RTP) is an attitude about how a person interacts with others. Students have the right to learn and teachers have the right to teach in safety. No one has the right to disrupt, to prevent other students from learning, or to violate the rights of others. In addition to the Essential Skills for Classroom Management, St Catherine's Catholic College follows the principles and guidelines of RTP and Perceptual Control Theory which complements the Restorative Justice philosophy of Townsville Catholic Education Schools. The RTP is an effective way of increasing productive learning time and reducing disruptions. Students who are acting as a disturbance within the school environment, are asked a series of questions designed to make them think of ways of reaching their goals without violating the rights of others. As required, the teacher will use RTP questions and students are sent to the referral room (Yr 5 - Yr 12) to complete a reflection and plan for re-entry to the classroom. In Prep the student has an age appropriate timeout and reflection or Buddy Class. There are two sets of questions. The first set of 5 questions allows the student the chance to adjust their current behaviours and actions in line with expectations. The second set of questions reminds students that they have made a choice to leave the learning environment due to not adjusting their behaviour in line with expectations. The most important step in the process is negotiating back into the classroom after a referral. Negotiations are essential for rebuilding relationships between the student and staff member involved in the referral.

Pastoral Track - Homeroom/ Primary Classroom Teachers are a parent/carer's first point of contact with pastoral concerns. All notes regarding uniform variations go to the Homeroom/ Primary Classroom teacher who signs uniform notes and the student carries the note with them during the day. Green slips (online record) are issued when pastoral infringements occur (Homeroom and Classroom Teachers). Community Service is issued after three or more infringement notices have been issued. Pastoral track infringements include issues with uniform and mobile phone use.

Reporting

We communicate the learning progress of our students to the parents at four points throughout the year. We formally report student learning to parents via two face to face opportunities per year and two formal (and 1 interim secondary) reports per year based on TCE (Townsville Catholic Education) guidelines using the Compass Platform.

School Fees and Levies Schedule

[College fee payment options](#)

Fees are invoiced on a quarterly basis and due for payment as shown below:

Term	Payment Due Date
1	27 February 2026
2	15 May 2026
3	7 August 2026
4	30 October 2026

Payment of school fees can be made using the below options:

Annual Payments

St Catherine's Catholic College is offering a 5% discount to families who choose to pay all their 2026 fees in full by 27 February 2026.

Direct Debit Payment Agreements

St Catherine's Catholic College encourages all families to pay their fees via our direct debit arrangement. Payments can be made as weekly (40 weeks), fortnightly (20 fortnights), per term (4 terms) or as ongoing.

- Weekly & Fortnightly payments will commence on your chosen day, in the week or fortnight beginning 28 January, 2026.
- Term payments will be deducted from your nominated account on the payment due dates listed above.

BPay Payments (online banking)

Each term you will receive an invoice statement with details of BPAY biller code to process your payments.

CompassPay (through your 'Parent Portal')

On your Parent Portal, you will have access to your school fees account which allows you to monitor the balance of your school fees including bus fees, camps, etc. Compass Pay allows you to make a payment with a nominated amount for your fees account by credit card.



St. Catherine's Catholic College The Whitsundays

Schedule of School Fees 2026

Number of Students	School Fees			Payment Options				School Based Levy (per year per student)	
	Tuition Fee	School Based Levy	Building Fund	Total per year	Per Term	Per Fortnight (20 Fortnights)	Per Week (40 Weeks)		
Year								Year 4 Adjustment	Year 5 & 6 Adjustment
1 Primary	1,952.00	902.00	500.00	3,354.00	838.50	167.70	83.85		
1 Secondary	2,928.00	1,401.00	500.00	4,829.00	1,207.25	241.45	120.73		
1 Primary, 1 Secondary	3,904.00	2,303.00	500.00	6,707.00	1,676.75	335.35	167.68		
2 Primary	2,928.00	1,804.00	500.00	5,232.00	1,308.00	261.60	130.80		
2 Secondary	4,977.60	2,802.00	500.00	8,279.60	2,069.90	413.98	206.99		
2 Primary, 1 Secondary	4,294.40	3,205.00	500.00	7,999.40	1,999.85	399.97	199.99		
1 Primary, 2 Secondary	5,368.00	3,704.00	500.00	9,572.00	2,393.00	478.60	239.30		
3 Primary	3,118.40	2,706.00	500.00	6,524.40	1,631.10	326.22	163.11		
3 Secondary	6,441.60	4,203.00	500.00	11,144.60	2,786.15	557.23	278.62		
3 Primary, 1 Secondary	4,294.40	4,107.00	500.00	8,901.40	2,225.35	445.07	222.54		
2 Primary, 2 Secondary	5,368.00	4,606.00	500.00	10,474.00	2,618.50	523.70	261.85		
1 Primary, 3 Secondary	6,441.60	5,105.00	500.00	12,046.60	3,011.65	602.33	301.17		
4 Primary	3,118.40	3,608.00	500.00	7,426.40	1,856.60	371.32	185.66		
4 Secondary	6,441.60	5,604.00	500.00	12,545.60	3,136.40	627.28	313.64		

School Based Levy	Per Student	Includes
PRIMARY:		
Prep to 3	902.00	Incursions, Compulsory Excursions & Camps, Stationery, Diaries, Swimming and Online programs
Year 4	1,022.00	
Year 5 to 6	1,182.00	Pastoral Care, Compulsory Excursions & Camps, Stationery, Textbook Hire
SECONDARY	1,401.00	Scheme, Subscriptions, Student Locker Hire and Online Programs

Tuition Fee	Primary	Secondary
1st Child - 100%	1,952.00	2,928.00
2nd Child - 50% P - 70% S	976.00	2,049.60
3rd Child - 20% P - 50% S	390.40	1,464.00
4th & subsequent Children	Free	Free

Sibling Tuition Fee Discounts

1st Child - 100%	
2nd Child - 50% P - 70% S	
3rd Child - 20% P - 50% S	
4th & subsequent Children	

School Fees and Levies Schedule (cont.)

Concession policy

The Staff at St. Catherine's Catholic College are committed to providing a Catholic education to all students. We are aware that some parents/carers experience financial hardship during their child's enrolment at our College. As part of our Catholic ethos, we endeavour to ensure that students will not be denied a place at our College because of genuine hardship issues.

If you are experiencing financial difficulties, please contact our Business Manager, on 4945 1630 for a confidential discussion.

***NB: Previous payment arrangements cannot be assumed as continuing and must be negotiated annually.**

Centrelink concession cards

St. Catherine's Catholic College offers a **discount on tuition fees** for families holding a current **means tested** Centrelink Concession Card. This includes Health Care Concession Cards and Pensioner Concession Cards with specific codes. Some Concession Cards are not eligible under this scheme. Please present your card to staff at reception to confirm eligibility. **This discount does not include Centrelink Cards held in an individual student's name as opposed to the family name.** The discount does not apply to levies or extra costs incurred for uniforms or camps etc. **If your card is not presented to the office your concession will not be applied.**

Bad Debt Collection Policy

Please note it is our intention to follow up and collect on any unpaid fees as per the terms & conditions of the Student Enrolment Agreement.

School Hours

Parents and carers are advised that formal playground supervision commences at 8.20am. The schedule times are:

School Commences 8.40am
First break - 10.30 am to 11.15 am
Second break - 12:55 pm to 1:15 pm
School ends at 3.00pm

Sports Carnivals

Our school holds an inter-house carnival each year for swimming, athletics and cross country. Students are then selected to represent St Catherine's in interschool carnivals.

Swimming

Children from Year 1 to Year 6 have the opportunity to learn to swim. Lessons are held in terms one and four. Children will be taught in small groups. The groups would range in size depending on the kind of instructions and the ability of the children. In secondary, swimming is completed as a unit in Year 7 and in the Sports and Recreation senior program.

Technology for Learning

Part of our Catholic mission is the creation of environments where learners flourish. Wireless in all classrooms, 1:1 mobile devices in students' hands, and a Google Apps account for all staff and students. Our aim is to develop our students' digital literacy skills, preparing our students to use technology responsibly to compose ideas, research information, communicate, create and collaborate. St Catherine's is a Google Apps for Education College where technology is utilised to enhance students' educational outcomes. A Technology Acceptable Use Agreement outlines expectations and consequences of misuse of technology within the College. This is signed by students and parents/caregivers. Students must ensure they bring their device to school fully charged for the entire school day. No charging equipment will be supplied by the school. In exceptional circumstances, there may be some provision to charge in the Resource Centre only, not in classrooms.

Travel to and from school

St Catherine's Catholic College, The Whitsundays, has a responsibility to ensure the safety and wellbeing of students. This duty of care extends to ensuring the safety of students while travelling to and from school. Students are expected to display appropriate behaviour when travelling on buses and when walking or riding to school. Students are responsible for knowing the road rules pertaining to bicycles and walking to school and obeying these rules when travelling to and from school at all times. At enrolment, students sign the contract indicating their agreement to complying with College expectations when travelling to and from the College. At regular intervals the students will be addressed at assembly regarding travelling safely and responsibly to school. At intervals parents should be encouraged to inform the school if they are aware of students being involved in unsafe practices when travelling to school.

Tuckshop

The Tuckshop caters for all students P-12 and is open Monday to Friday at both first and second breaks. Students in the Early and Junior phases of learning (P-6) must order their meals online through the Flexischools app <http://www.flexischools.com.au>. Eftpos facilities are available at the College Tuckshop for students in Years 7-12. These students may also preorder using the Flexischools app. If you have any time to help please contact our tuckshop convenor Trish Inglis via email <tinglis2@prspne.catholic.edu.au> A full "Tuckshop Price List" is available on the Parent Portal or the College office.

Uniform

Children are expected to take pride in their appearance and come to school correctly and neatly dressed. Pride in our appearance is a crucial element in showing pride in all that our school has to offer. Hats must be worn outside at all times. The uniform policy and guidelines for primary and secondary students are also uploaded on the college website. The St. Catherine's Catholic College school uniform is available onsite and online from [School Locker](#). Uniform shop hours at the school can be found on the [College website](#).

Uniform Policy

Rationale:

Based on best practice we believe a College uniform:

- is a tradition in Catholic Education which reflects inclusiveness and equity
- is a sign of belonging to and representing our College community
- provides for easy identification of our students in the wider community
- meets SunSafe policy requirements
- complies with health and safety directives
- and remains affordable for all families
- promotes pride and a sense of belonging
- should cater appropriately for the students in a P-12 school by offering a choice of styles

Regulation:

Therefore our Agreed Practice is:

- Students must wear full uniform as prescribed in the uniform code. This can be found in the enrolment handbook, on the College website and in associated campus documents.
- Uniforms must be clean, neat and in good order. Additions, alterations and substitutions are not permitted.
- Uniform breaches are rectified immediately. Extenuating circumstances are taken into consideration at the discretion of College administration.
- Students shall be neat and well-groomed at all times, wearing their uniform with pride.

Uniform Expectations Prep - Year 12

The formal uniform is to be worn on Mondays and on all formal occasions i.e College Masses, Liturgies, Awards Ceremonies, representing the College at community events, and where applicable external co-curricular events.

The formal uniform

Primary Boys	Primary Girls
<ul style="list-style-type: none"> Blue tailored junior shirt, Navy blue junior shorts, White turnover or crew socks, College jumper as required. 	<ul style="list-style-type: none"> Blue tailored junior blouse, Dark blue junior skort, White turnover or crew socks, College jumper as required. 
Secondary Boys	Secondary Girls
<ul style="list-style-type: none"> Blue tailored senior shirt, Navy blue tailored shorts, Black belt, plain white turnover or crew socks, College tie (formal occasions), College jumper as required. 	<ul style="list-style-type: none"> Blue tailored blouse with tie, Dark blue A-line skirt or tailored skort, Plain white turnover or crew socks, College jumper as required. 

Primary - The sports uniform for PE days and Fridays.

Secondary - The sports uniform is for PE days and non-formal uniform days. If students are scheduled to have HPE on Mondays or on formal occasion days they should change into their sports uniform when needed.

The sports uniform

Prep - Year 12 - Boys & Girls	Hats
<ul style="list-style-type: none"> Polo neck college sports shirt with SCCC emblem Dark blue college sports shorts with SCCC emblem White socks with no visible logo (SCCC college sport socks available.) Sports shoes suitable for physical activity – no sneakers/canvas shoes College bucket hat 	 

School shoes

Black school shoes. Fully enclosed black school shoes (leather or vinyl).



(Primary & Secondary)



(Prep - 4 only)

Secondary please note: Uppers must cover the top of the foot. No boots, suede or canvas.

Unacceptable examples:



NO white soles NO casual shoes (cloth or canvas) NO canvas hi tops

Cool weather items

A dark blue zip-up jacket with a small school crest on the chest.	A dark blue zip-up jacket with a small school crest on the chest.	A pair of dark blue woven trousers.
Both jackets can be worn with the sport or formal uniform.	Term 2 & 3 only with sports shirt or for a College Team	

Hair should be:

- Moderate to conservative in nature, of a natural colour.
- Clean and well groomed, out of eyes/off collar. Shoulder length hair or longer must be tied back and hairstyles should not be extreme in nature.
- Clean shaven
- Hair accessories (including scrunchies, ribbons and clips etc.) are to be in school colours only (navy blue or gold). Hair ties may also be natural hair colours.

Jewellery is limited to:

- One flat ring
- One wristwatch
- One medic alert if applicable
- One plain thin chain (not leather). May have a religious symbol.
- One pair of plain sleepers or studs in earlobes – no bigger than earlobe. No piercings to be worn in other parts of the ear or face.
- Smart watches are discouraged, but if worn to and from school, these must be placed in lockers for the day.

Students in practical subjects must follow the direction of their teacher regarding safety standards of hair and jewellery in classes.

Makeup/nails/tattoos

- While strongly discouraged, makeup should be modest and unnoticeable.
- Clear natural nail polish allowed. Nails should be kept short in line with workplace health and safety issues.
- Visible tattoos are not permitted and while strongly discouraged, must be covered when in school uniform or at school.

Non-Uniform Days

On non-uniform days (free dress days) attire, grooming and accessories should align with health and safety expectations and College values. No midriff tops, singlets or inappropriate wording. Shorts should be no shorter than mid-thigh. Symbols and writing worn on clothing should be compatible with the College culture and values. Closed shoes must be worn.

- Hats must be worn at all times when outside
- All items of uniform are to be clearly marked with the student's name.

Uniform Infringement Process

There are community expectations at St Catherine's. They are derived from our four College Values: Compassion, Justice, Community, Excellence. The students are informed of the processes and procedures staff are to follow should they make choices that do not align with college expectations. Below are the steps followed in regards to uniform expectations:

- Students who have not followed uniform expectations and do not have a note from home are issued a 'green slip'. The teacher records this on the Pastoral Infringement database.
- Community service will be issued after three (3) Pastoral Infringements and the Homeroom teacher/classroom teacher will inform parents.
- Students who choose not to follow the College Uniform Policy may be placed on a Pastoral Monitoring Card for a period of two (2) weeks.
- Students who have items confiscated may collect them at the end of the day from Student Reception
- Students who consistently breach jewellery expectations will be asked to leave items at the office and sign a register. A parent or carer will be required to collect the items from Student Reception.
- Students will be given a reasonable timeframe to correct a hairstyle breach: this will be determined in collaboration with the parents if necessary.

This code recognises extenuating circumstances can arise, and students, in this instance, should have a note from home explaining the situation. This note should be carried with them for the entire day.

Volunteers and visitors

People assisting at the school, including parents, are required to complete a volunteer induction process. The [link for this is on our college website](#). All visitors and volunteers are required to report to the office to sign in and gain a visitor's pass and evacuation procedure card. It is necessary to have an accurate record of all people present in the College in case of an emergency situation. Similarly, parents need to sign out when they leave the College.

PRIMARY CAMPUS (PREP - YR 6)

P: 07 4945 1414
96 Renwick Road, Proserpine Qld 4800

SECONDARY CAMPUS (YRS 7 - 12)

P: 07 4945 1630
114 Renwick Road, Proserpine QLD 4800





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