



Mount Alvernia College

Educating young women in the franciscan tradition

A Message from the Principal

“A child educated only at school is an uneducated child.”

George Santayana

When both school and parents/caregivers are inspired to facilitate curiosity, learning and challenge, children will thrive.

Thank you for entrusting our college with the important task of educating your child. At Mount Alvernia College we see our role as working in partnership with our families in our mission of providing a quality Franciscan secondary education for young people. Our College values of **Courage, Respect, Joy and Service** guide us in all that we do.

Mount Alvernia College is a dynamic community which is always evolving. This allows our young people access to tremendous opportunities for growth and excellence both within and outside the classroom. Our vision is one that is supported by a vibrant and inclusive school community, including parents, past pupils and our wider networks. We consider that you as our parents are integral to the education of our young people and to this end I would encourage you and your child to become an active member of our community in as many ways as you are able.

Communication is important to us and this needs to be a two-way process; whether it is with your child's Home Room teacher, Subject Teacher, Pastoral Guardian, Teaching and Learning Guardian or Learning Area Advisor, please feel free to contact us should you be unsure of anything, require clarification or are grappling with a larger issue. We believe that any concern is best solved when we work together in a spirit of partnership.

Most of all I hope you and your daughter come to experience fully what it means to be a member of a welcoming and inclusive community whose values are clearly grounded in the values of the Gospels as lived through the lives of St Francis, St Clare and Elizabeth Hayes. We trust that our school environment will be a place in which your daughter will be, encouraged, challenged and nurtured to discover her gifts, and ultimately, her true self. This is our mission and I am glad that you and your daughter have chosen Mount Alvernia College in this important stage of your family's journey.

Peace and all good things

Samantha Jensen

Principal

Mount Alvernia College



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Inspired by Saint Francis, Saint Clare, and Elizabeth Hayes, Mount Alvernia College exists to educate the minds and hearts of students within a community of challenge and support.

We empower our students to be hope-filled and resilient, with agency for learning and life, to transform the world.

1. MISSION STATEMENT

PRAYER OF SAINT FRANCIS OF ASSISI

Lord, make me an instrument of Your peace.

Where there is hatred, let me sow love;

Where there is injury, pardon;

Where there is doubt, faith;

Where there is despair, hope;

Where there is darkness, light;

Where there is sadness, joy.

O Divine Master, grant that I may not so much seek

To be consoled, as to console;

To be understood, as to understand;

To be loved, as to love;

For it is in giving that we receive;

It is in pardoning that we are pardoned;

And it is in dying that we are born to eternal life.

Amen



2. COLLEGE ORGANISATION

2.1 *Leadership Team*

The College is administered by the Principal in collaboration with the Senior Leadership Team. Parents are encouraged to contact any member of the Leadership Team and may at any time submit agenda items for Leadership Team meetings. These items may be submitted through the Principal's Secretary.

2.2 *Mount Alvernia College Board*

The governance of the College is overseen by our College Board of Directors. The Board works with the Principal and College community in setting policy directions and in ensuring that the Mission Statement is lived out within the processes and practices of the College.

2.3 *Parental Involvement through the Parent Network*

Further involvement could include joining the Parents and Friends Support Network (P&FSN) in 2022 by assisting at any of the events on the School Calendar. Parent involvement is also realised through attendance and participation at parent information evenings, parent/teacher/student conferences, special invitational events and engaging with our online community in the form of continuous feedback regarding your child's learning.

3. COMMUNICATION WITH PARENTS

There are several major formal means of communication with parents.

It is important that email addresses and mobile phone numbers provided to the College are current as they are a commonly used means of communicating both individual and whole school information.

- (a) Newsletter - each fortnight the College emails parents a link to the school newsletter - *News & Views*. This is the major regular communication with parents so it is essential that parents take the time to peruse it each week. A paper copy is available on request.
- (b) Parents' Corner – this is a monthly report which looks at a current adolescent/school issue and ways to connect with your child about school events or topics. The report will always refer to our student wellbeing platform, SchoolTV. This platform has been designed to empower parents with credible and sound information with realistic, practical ongoing support strategies.
- (c) Activities Corner - a Monthly report on sporting and cultural activities.
- (d) The Mount Alvernia Website - a source of information with newsletter links, sports news, current events and more.

Progress Reports are issued at the end of each semester. These results are obtained from the assessment given throughout the semester at the discretion of the Subject Teacher/Learning Area Advisor. An Interim Report is provided after Week 6 of Term I. The purpose of these reports is to provide students, and their parents, feedback on key learning attributes that support student development and success.

Continuous Feedback on Assessment Tasks

An ongoing element of the feedback practice is the Continuous Reporting process that offers students, and their parents, timely and specific feedback and improvement strategies for each specific assessment task. This feedback is accessible through the iGloo portal and is continuous throughout the semester, following the completion of each assessment task.

- (f) Parent-student-teacher interviews are held twice each year to discuss an individual student's progress. **Students are expected to attend these meetings.** Parents are also encouraged to contact individual subject teachers via email throughout the term should they wish to discuss their child's progress.
- (g) The Communication Brochure (online) outlines the best way to connect with the appropriate person to address your concerns or queries.
- (h) The Mount Alvernia College app is a valuable communication tool. The App links to the school notices, calendar, news, co-curricular, it also provides staff and administration contact details so that parents are able to use this facility to notify of a student's absence. It is available through the Apple iStore and Google Play.

4. CARE AND CONCERN FOR STUDENTS

The entire student body is divided into vertical Home Room groups. Each group has its own Home Room Teacher responsible for the general welfare and organisation of the students in her/his group. Parents should **address notes regarding absence**, etc., to the **Home Room Teacher**.

Parents wishing to discuss general matters regarding a student's **welfare, progress or absence** should **firstly contact the student's Home Room Teacher**. If the query regards a **specific subject**, it would be more satisfactory to contact the **Subject Teacher or Curriculum Leader** as per the [Communication Procedures Brochure](#) online.

All students and parents have the opportunity for contact with the Pastoral Guardian for each year level, the Learning Enhancement Team, the Guidance Counsellors or the College Leadership Team. Students and parents are encouraged to take advantage of this if there is some issue or area where they may be of help.

Be assured that, in areas of behaviour management, we have a well-developed "Chain of Care and Concern" for our students. Several steps are taken to resolve instances of inappropriate behaviour, depending upon the seriousness of the behaviour. Parents will be contacted for information or consultation where it is considered necessary.

5. iCENTRE

The iCentre contains most of the resources that students will need. New students undergo several learning sessions to familiarize them with the iCentre borrowing procedures and use of computers for research. Students are issued with ID cards that contain a barcode allowing them to borrow iCentre and bookhire resources.

6. RESOURCE HIRE

All textbooks required by students during their stay at Mount Alvernia College are supplied through the iCentre. This includes online access to texts. The only exception is a Bible which should be purchased and retained for use in future years.

In a few cases, a student will be required to purchase a workbook which is filled in as part of the course. As these books cannot be used more than once, they are not part of Resource Hire.

RESOURCE HIRE IS COMPULSORY.

The cost of the textbooks and class sets issued through Resource Hire is covered by the amount received from the Queensland Government as Book Allowance and is paid directly to the College by the State Government. A Resource Levy of \$100 covers all administration costs associated with the Resource Hire Scheme and also provides additional resources. This Resource Levy **is added to your annual fee account.** *(This levy may be subject to change.)*

Students are responsible for the care of all books issued to them. Any loss or damage to books will be charged to parents.

7. FEES

7.1 Tuition Fees

The Tuition Fee is an annual fee and will be charged in January.

The College Board has determined that parents and/or guardians will be asked to pay College School Fees and charges via a Direct Debit System either fortnightly or monthly. This will be the only option available for the payment of tuition fees and parents are asked to complete a Direct Debit form prior to the commencement of the school year. As the financial operations of the College rely on the prompt payment of Tuition fees and charges full payment must be completed by 30 November 2022.

All information and Direct Debit forms are available via the College Website.

NB: Family Fee accounts will not be split between Parents/ Guardians.

The 2022 College Fee Schedule will be available by early December, 2021.

To assist with administration, we ask that you read the following information regarding College Fees and the Direct Debit Scheme:

- i) You have the option to commence your Direct Debit once the new schedule is made available by early December 2021. You will need to fill in the Direct Debit Form which can be found [here](#). Once filled, please email the form to **Fees@mta.qld.edu.au**.
- ii) You also have the option to wait until your Annual Fee Statement is issued in January, 2022. Again, forms must be filled and forwarded to the College prior to the commencement of the school year.

Please note that payment of tuition fees is to be **FINALISED IN FULL BY THE 30 NOVEMBER 2022**

The Archdiocesan Development Fund (Mount Alvernia College's bank) processes all Direct Debits, and would prefer the form to be typed to limit any errors with handwriting. A periodic payment calculation form is also on the College's website to assist you to calculate your fortnightly or monthly payments. Once you have completed your Direct Debit form we ask that you return it to the College for processing. Please be aware that in peak periods it will take up to five working days to process the Direct Debit form, therefore you need to be mindful of this when choosing your start date.

It is a policy of our College that all families make payment of College Fees as the College is dependent on this income for the provision of education.

7.2 Technology Levy

A Technology Levy will be charged on your Fee Account to offset the costs involved in onsite technical assistance, maintaining infrastructure, wifi and software.

The levy in 2022 is \$500 for all year levels. *(This levy may be subject to change.)*

7.3 Building Fund

Contributions to the College Building Fund are tax deductible donations directed towards major building programs in the school. We strongly encourage all parents to make this donation so that the building program can be maintained in the future. The building fund contribution is currently \$350 per family. *(This levy may be subject to change.)*

8. INSURANCE

Included in the fees is the cost of Accident Insurance for all students. This currently covers students for any accidents 24 hours a day, for both school and non-school activities. An information leaflet explaining the insurance cover is available on the College website. The conditions of cover may change from year to year. It is important to note that **no College insurance policy covers the loss of student property, including textbooks or other items issued to the student.** Parents may like to consider including such cover in their own insurance policy.

9. ONE COLLEGE – Three Schools

As a Catholic College in the Franciscan tradition, Mount Alvernia College is a 7 to 12 College. Within the College we have three schools that take their inspiration from the spirituality of Francis of Assisi, Clare of Assisi and Elizabeth Hayes whose life and writings inform our tradition. We hold at the heart of all we do relationships – *relationship with God, with education, with others and with ourselves.*

Francis School – Years 7 and 8

Francis of Assisi (1182 – 1226) is our spiritual founder. His message is understood in his way of life. Therefore we plant our Year 7 and Year 8 students into this school and into our 'spirituality'. This school of thought invites us to open ourselves up to mystery and promise – to opportunities and blessings we are not privy to at the outset of high school.

Clare School – Years 9 and 10

Clare of Assisi (1194 – 1253) hears the echo of her own voice in Francis' words. Therefore our students in Year 9 and Year 10 are nourished to grow within this school. Drawing their ideals from Francis' and Clare's words and actions they begin to leave the 'walls of the city' and go deeper into their learning.

Elizabeth Hayes – Years 11 and 12

Elizabeth Hayes (1823 – 1894) hears God’s call in the Franciscan spirit and responds to the whisperings of her heart. An educationalist, journalist and missionary she is foundress of the Missionary Franciscan Sisters of the Immaculate Conception, the community of Sisters who established Mount Alvernia College. In Year 11 and Year 12 the girls thrive within the rich soil of our Franciscan traditions and are encouraged to find their calling as they begin their transition from school to adulthood.

9.1 Year 7 Curriculum – Francis School

In prioritising a transition into Mount Alvernia College that recognises the characteristics and needs of students, Year 7 curriculum works to forge strong relationships and build firm foundations across all of the Learning Areas. ALL Students will study the following:

Year-long Subjects

- English
- Humanities (History & Geography)
- Health and Physical Education
- Mathematics
- Numeracy
- Personal Development
- Religious Education
- Science

Term based Subjects

- Economics & Business
- Design Technology
- Digital Technology
- Drama
- Italian
- Japanese
- Music
- Visual Arts

10. BUS INFORMATION

Information regarding bus services to the college can be found on the College website:

<https://www.mta.qld.edu.au/about-us/location-and-facilities/transport-information/>

These timetables were correct at time of printing. Please check for timetable changes with Translink online or Thompsons Bus Service (07) 3882 1200 closer to school commencing.