



St Clare's College  
*Seek Wisdom*



2025

# Student Handbook



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## *Student Handbook*

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# College Welcome

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Welcome to St Clare's College where we have been educating, empowering and supporting students for more than 60 years. St Clare's College is an inclusive, caring, Catholic community where learning is valued and students are given opportunities to grow in all dimensions of their life.

St Clare's College is committed to providing a safe and empowering environment for all students modelled on the life and teachings of Jesus and inspired by the example of St Clare.

The College offers a strong academic program as well as a number of vocational courses in Years 11 and 12. In Years 7 to 10, the curriculum enables all students to experience a wide range of courses that provide a broad educational foundation and a sound basis for making future pathway decisions.

The Pastoral Care Program promotes the spiritual and social development of students as well as supporting their individual learning needs. The social justice, volunteering and outreach programs are key focus areas for the St Clare's community.

Student leadership has a high profile in the College through the Student Representative Council and the strong House system. There are many opportunities for students to participate in extra-curricular activities that complement the academic program including: debating, drama, dance, music, a wide range of sports and leadership development programs.

The College has a team of professional and dedicated staff who prioritise student learning and wellbeing. Teachers maintain their currency in learning and teaching through engagement in professional learning workshops and conferences on a yearly basis, and are embedding the Catholic Education *Catalyst* initiatives.

We look forward to a long association with all of our students and their families and hope that your time at St Clare's College is enjoyable and rewarding.



# Key Contacts

College Reception **6260 9400**

## College Leadership Team

Principal	Dr Ann Cleary
Assistant Principal Learning and Teaching	Phil Coe
Assistant Principal Mission and Culture	Mark Chifley
Assistant Principal Support Staff and Development	Juliette Major
Business Manager	Vikram Bhatia
Principal's Executive Assistant and Enrolment Officer	Sarah Casey

## Leaders of Learning

Careers and Future Pathways	Trish Brown
English	Meg Gardiner
Health and Physical Education	Jamaya Ferguson
Inclusive Education	Belinda Maher
Languages	Catherine Verscheure
Learning Commons	MJ Logan
Academic Wellbeing and Progress	Jenna Fisher
Mathematics	Karen Bahmann
Performing Arts (Acting)	Laura Pearce
Religious Education	Jessica Campbell
Science	Avril Baker and Natalie Hastings (Acting)
Technologies	Pip Masterman and Jojo Chen (Acting)
Visual Arts	Larinda Knight
Vocational Education and Training (VET)	Annette Martin

## Head of House

Alinda (Acting)	Jessica Kearnes and Sam Lewis
Japara	Marie Manning
Kipara	Elaina Cupitt
Makara	Adam Buck
Ulamina (Acting)	Renee Peel
Wareen	Jeremy Taylor
Wirana	Shinead Love
Wibalu	Tim Markcrow

Emailing staff members is easy if you know their name. The format for email addresses is  
**firstname.surname@stcc.act.edu.au**

# Pastoral Care

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Our commitment to Pastoral Care means that St Clare's will be experienced as a Christian community where every member is valued equally and given a genuine experience of belonging.



Each student in the College belongs to a House under the guidance of a Head of House Teacher. There are pastoral classes in each House group, in which all aligned to the eight College Houses.

The activities of each House group are overseen by a Pastoral Coordinator teacher. Students are also supported by the Leader of Learning Academic Wellbeing and Progress (Years 7 to 12).

Our Pastoral Care structure aims to:

- Ensure that each person is known, valued, and feels a sense of belonging within the College community
- Promote positive relationships
- Enable students to identify and develop their strengths
- Develop social and emotional literacy
- Impart skills and knowledge to enable students to support their own wellbeing
- Equip students with problem-solving and sound decision-making skills

- Promote engagement with the spiritual life of the College and an ethic of service
- Provide effective pastoral support to those in need
- Work in partnership with parents to support their daughter's educational journey

## House Spirit

Students new to St Clare's quickly feel the unique spirit that envelops our school community. This sense of belonging translates into pride in themselves and pride in being a St Clare's girl.

Students genuinely enjoy not only their own success, but the success of their peers. This atmosphere of mutual respect between staff and students underpins what we stand for at St Clare's College.

The strong House system that exists within the College allows students to establish a sense of identity and of belonging not only in their own year group but also with students from other years. Each House is guided by a particular teaching of St Clare and has a motto that reflects the key values found in that teaching.



There are many opportunities for students as individuals or as part of a team to show their House Spirit by participating in College charity events, social awareness campaigns and the Swimming and Athletics Carnivals.

## House Spirit medals

House Spirit medals are presented to a student in each House in each year group at the end of each year, recognising their spirited contribution to the College throughout the year. This contribution could be across a wide range of activities including:

- Participation in College activities, such as the Swimming and Athletics Carnivals
- Contribution to charity days or social justice events
- BRAVA Commendations for: positive behaviours, pastoral, academic or personal presentation commendations
- Co-curricular activities
- Valued contributions to our community through their involvement and positive attitude.

## College Leadership

Student leadership is underpinned by the model of Jesus as servant, as messenger and protector of the weak.

At St Clare's we have an excellent reputation for promoting, developing and nurturing student leaders. Fair and just elections, leadership reflection days, leadership programs and seminars are valuable ways of preparing our students for the challenges, responsibilities and joys of leadership.

The Student Representative Council (SRC) membership includes two representatives from each year group and the College Student Leadership Team. The Senior Student Leadership Team comprises the six College Leaders (College Captain, Arts and Culture, Faith and Community, Social Justice, Sustainability and Sport) and the sixteen House Captains.

Opportunities for leadership are available and encouraged for all students outside of these formal channels through engagement with College groups such as Social Justice, Sustainability, the Performing Arts and various co-curricular activities and College representations.



# People who can help you

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One of the best things about belonging to the St Clare's community is that there are always lots of people willing to help. Whether it is a difficulty related to homework or a concern about a friend.



## Pastoral Care Teacher

The Pastoral Care Teacher operates as a students guide and mentor.

The role of the Pastoral Care Teacher is to:

- Provide guidance to students, assist with goal setting, and monitor their academic progress
- Assist in the development of a positive and supportive network within the Pastoral Care class
- monitor attendance, conduct, uniform, homework and progress
- communicate with home regarding student welfare
- liaise with the Pastoral Coordinator with respect to individual students.

## Head of House

The Head of House leads a team of Pastoral Care Teachers and a cohort of students, to foster and maintain an atmosphere of genuine pastoral care of all the students.

## Assistant Principal

### Mission and Culture

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

## Assistant Principal

### Learning and Teaching

The Assistant Principal Learning and Teaching is responsible for learning and teaching, encompassing curriculum, assessment and reporting.

At any stage in your time at St Clare's you are welcome to discuss your academic studies and progress with the Assistant Principal Learning and Teaching.

## Assistant Principal

### Staff and Development

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

## Subject Teachers

Subject teachers are responsible for student learning, assessment and reporting in their subject area. Students should approach their subject teacher, in the first instance, if they have concerns about their progress or if they require additional support to access the learning or assessment.

## Leaders of Learning

Leaders of Learning are responsible for overseeing learning and teaching in their subject area. Students are welcome to approach the Leader of Learning (in the relevant subject) if they have concerns about their learning or progress. Students can approach the Leader of Learning to access additional learning support.

## Inclusive Education Team

The Inclusive Education Team prioritise the success and wellbeing of all students by working closely with teachers and students to foster an inclusive learning environment across the school.

Students at St Clare's College experience an inclusive education when they can access and fully participate in learning, alongside their similar-aged peers, supported by reasonable adjustments (provisions) and teaching tailored to meet their individual needs. Inclusion is embedded in all aspects of school life here at the College, and is supported by culture, policies and every day practices and enrichment programs overseen by the Leader of Learning Inclusive Education.

## Student Progress Program (SPP)

The SPP is a College initiative to support academic achievement and growth. It is a focused and supportive study environment that is open to all students.

The program runs every Tuesday and Thursday, in the Learning Commons from 3.30pm – 5.00pm. It is supported by academic tutors and faculty staff, including the Learning Commons staff to assist with any resourcing needs for class study or assessment.

## Indigenous Perspectives

St Clare's is a proud member of the Reconciliation Australia's Reconciliation Action Plan (RAP), which works towards bridging the gap between Indigenous and non-Indigenous Australians. As a part of this commitment, St Clare's College supports Indigenous culture within all classrooms and encourages community engagement. The school celebrates a number of significant dates including Sorry Day and Reconciliation and NAIDOC weeks.

St Clare's supports our Indigenous students through the Contact Teacher for Aboriginal Education whose role is to support and advocate for the Indigenous students, as needed. Students are also able to attend Indigenous Pastoral Care once a week, Indigenous celebrations and attend excursions with both academic and cultural foci.

## Counsellors

Our Counsellors provide a confidential service to all students in the school. Students may make an appointment by emailing and requesting an appointment, or asking their Pastoral Care Teacher, Pastoral Coordinator or parent to make an appointment for them.

**[counsellors@stcc.act.edu.au](mailto:counsellors@stcc.act.edu.au)**

## Defence School Mentor

Students of Defence Service families have the support of a Defence School Mentor who is located at the College on a part-time basis. They provide individual and group support and can be contacted on **6260 9421**.

## First Aid

Parents of students with particular medical conditions (e.g. allergies) are required to lodge a written Management Plan. This will ensure the appropriate management and care of students whilst attending the College.

Students requiring prescription medication at school (or over the counter), are required to provide the First Aid Officer with the medication clearly marked with the student's name and a letter from parents/guardians. This letter must specify the dosage, the time when the medication is to be taken and authority for the First Aid Officer to provide the medication to the student.

First Aid will contact parents if a student becomes unwell at school, or if they request paracetamol.



# General Information

## Canteen

The Canteen is operated by Metro Canteen and is open from 8.15am serving breakfast, recess and lunch. Online orders can be placed through Qkr!, which is linked on the website, or payments can be made by card at the canteen.

## Learning Commons

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

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

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

## Careers

Careers advice is available to all students including individualised information on a range of career-related issues, and assistance and advice with job application techniques. We provide opportunities for workshop activities, excursions and information sessions on career related topics.

## Lockers and Padlocks

Students are issued with a numbered locker on their first day. Lockers are either set with a fixed combination lock or students will be issued with a combination lock. The College takes no responsibility for valuables brought to school.

## Parking

Limited parking is available near the main entrance for parents and guests. Special traffic arrangements are in place between 8.00 - 4.00pm along McMillan Crescent; please read the signage.

Parents dropping off or collecting students are asked to use the circular driveway near Reception, not the Staff Car Park.

## School Bus Services

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

For students living in the ACT, they can find their bus route through the Transport Canberra website: [transport.act.gov.au](https://transport.act.gov.au)

For students living in NSW they can find their service through the CDC Canberra website <https://cdccanberra.com.au/schools/st-clares-college-canberra/>

## School Fees

Information regarding School Fees can be obtained from our website: <https://stcc.act.edu.au/admissions/fees-charges/>

## Bell Times

### Mon/Tues/Thurs/Fri

- ➔ **Period 1** - 8:55am
- ➔ **Period 2** - 9:48am
- ➔ **Recess** - 10:41am
- ➔ **Pastoral Care** - 11:01am
- ➔ **Period 3** - 11:13am
- ➔ **Period 4** - 12:06pm
- ➔ **Lunch 1** - 12:59pm
- ➔ **Lunch 2** - 1:19pm
- ➔ **Period 5** - 1:34pm
- ➔ **Period 6** - 2:32pm
- ➔ **Lockers** - 3:25pm

### Wednesday

- ➔ **Period 1** - 8:55am
- ➔ **Period 2** - 9:48am
- ➔ **Recess** - 10:41am
- ➔ **Period 3** - 11:01am
- ➔ **Pastoral Care** - 11:54am
- ➔ **Extended PC** - 12:06pm
- ➔ **Lunch 1** - 12:59pm
- ➔ **Lunch 2** - 1:19pm
- ➔ **Period 5** - 1:34pm
- ➔ **Period 6** - 2:32pm
- ➔ **Lockers** - 3:25pm



# Where should I go if...

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## I need help with my school work?

Speak to the subject teacher, a Leader of Learning or the Leader of Learning Academic Wellbeing and Progress.

Attend the Student Progress Program on Tuesday and Thursday 3.30pm-5.00pm in the Learning Commons.

## I have a question about my subjects or electives?

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

## I lose something?

The Student Attendance Office houses lost property.

## I need to print or photocopy something?

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

## I get hurt or feel sick?

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

## I forget to bring my lunch?

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

## I need a quiet place to pray or meditate?

The Chapel and Calm Spaces are available to students for silent personal prayer, reflection and meditation. Please speak to the Head of House for access.

## If I have a useful suggestion?

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

# Attendance

## Absences

Parents should email attendance at **attendance@stcc.act.edu.au** to advise of student absence. Students are asked to explain all absences and lateness in writing by using the Absent Note (a copy can be found on the College website under the Publications and Forms section) via email to **attendance@stcc.act.edu.au**, or reply to the College SMS with student name, date and reason for absence.

The College will notify parents if a student is absent by SMS message. This number will be the mobile number listed for Guardian A on the enrolment form. Parents are asked to contact the College if they would like to make a change or add another number.

## Lateness

If a student arrives late to school she must sign in at Student Administration. A note explaining their lateness must be written by a parent/guardian and emailed to Student Administration by the following day.

## Leave During the Day

If a student needs to leave during the day for an appointment:

- The student must bring a note from her parent/carer to Student Administration or have parent/carer email student attendance. This note will enable the student to leave class and access her locker.
- The parent/carer must attend the Student Administration Office to sign out students in Years 7-10.
- The student must sign back in at Student Administration upon her return from the appointment.

## Long Term Leave — 5 days or more

Parents are required to request Approval of Leave from the Principal if the student will be out of the College for five (5) days or more.

Request for leave forms can be found on the College website under the Publications and Forms section. After completion, the form can be emailed to **the.principal@stcc.act.edu.au** for approval.

## Senior Students

With parental approval (given in writing by parent or carer at the beginning of each school year), Years 12 students may leave the school grounds, if they do not have scheduled lessons. Students must sign in and out of the College when this occurs. Year 11 students may request permission to leave in Term 2.

## Senior Leave

The ACT Board of Senior Secondary Studies has mandatory requirements that need to be met. Leave for holidays will not normally be approved in Years 11 and 12. If students wish to request leave they are required to complete the 'Student Leave Request Form' that can be found on the College website via the Student Forms Page. Students are required to discuss their assessment/s and any potential missed course content with their teachers, Leader of Learning, as well as the Leader of Learning Academic Wellbeing and Progress. The Student Leave Request form is to be signed by parents and the Leader of Learning Academic Wellbeing and Progress prior to being submitted to the Principal for consideration.

If leave is approved by the Principal then the Student Attendance Officer will update the student's record.





# College Uniform

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## Uniform and Personal Presentation

Students are required to understand and adhere to our presentation requirements:

- facial piercings are NOT permitted, plastic plugs are to be worn to conceal any piercing
- two pairs of small studs or sleepers may be worn in the ear lobe only
- a discreet silver or gold chain with a religious symbol may be worn around the neck
- other rings, earrings, brooches, necklaces or decorations may not be worn with the uniform
- hair is to be tidy at all times and of a natural colour. Extreme styles or colour changes are not permitted
- no visible tattoos
- junior students are not permitted to wear makeup or nail polish
- senior students (Years 11-12) may wear discreet makeup and discreet nail polish

- Acrylic nails and false eyelashes are not permitted
- College blazer or soft shell jacket is to be worn to and from school in Terms 2 and 3.
- College blazer is to be worn at all College events and when representing the College. Sporting Representation requires the College soft shell jacket
- Puffer Jacket

The College uniform requirements are listed on the following pages.

## Junior Summer Uniform

### Years 7–10

- St Clare's dress (length to the knee)
- St Clare's blue shorts (optional), with black belt if required
- St Clare's short sleeved blue blouse
- St Clare's maroon jumper
- St Clare's blazer
- Traditional leather lace-up, black school

shoes – no platforms, raised heels, boots, ballet flats or sport shoes

- White socks without logo (covering ankle)
- St Clare's maroon school bag

## Junior Winter Uniform

### Years 7–10

- St Clare's plaid skirt (length to the knee)
- St Clare's grey pants\* (optional), with black belt if required
- St Clare's long sleeved blue blouse
- St Clare's maroon jumper
- St Clare's blazer
- Traditional leather lace-up, black school shoes – no platforms, raised heels, boots, ballet flats or sport shoes
- Black opaque stockings; or socks covering the ankles (white socks with skirt). Black or grey socks are only to be worn with the winter pants.
- St Clare's maroon school bag
- Scarves – navy, maroon, grey or black
- St Clare's navy soft shell jacket (optional - only to be worn to and from school or for PE lessons and sport)
- Optional plain black hip length puffer jacket

## Senior Summer and Winter Uniform

### Years 11–12

- St Clare's plaid skirt (length to the knee)
- St Clare's grey pants\* (optional), with black belt if required
- St Clare's white shirt
- St Clare's blue jumper
- St Clare's blazer
- Traditional leather lace-up, black school shoes – no platforms, raised heels, boots, ballet flats or sport shoes
- Black opaque stockings; or socks covering the ankles, white socks with skirt. Black or grey socks are only to be worn with the winter pants.
- St Clare's maroon school bag
- Scarves – navy, maroon, grey or black
- Optional plain black hip length puffer jacket

## Sports Uniform

### All students

- St Clare's sport polo
- St Clare's sport shorts
- St Clare's tights (optional)
- St Clare's navy soft shell jacket (optional – to be worn outside school only or PE lessons for sport)
- White socks without logo (covering ankle)
- White soled gym shoes
- St Clare's sport bag
- St Clare's sport hat

## Uniform Free Days and Themed Charity Days

Uniform Free Days are held occasionally at the College to support charity and social justice work. The College requires all students to dress appropriately on these days. Appropriate clothing and footwear (fully covered—in footwear, no thongs, sandals or ballet flats) must be worn for lessons in workshops, kitchens, laboratories and physical education.

Inappropriate clothing/accessories include such items as:

- midriff tops, plunging, low and inappropriate necklines
- inappropriate slogans on clothing or bags
- excessive jewellery, including earrings
- thongs or slip on sandals



# Learning Technologies

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## Bring Your Own Device (BYOD)

Technology plays a significant role in supporting effective communication and learning experiences at the College. Students are required to own a device that is capable of accessing the College's student wireless network. Students will be given access to the Microsoft Office Suite, emails, library resources, and class and subject files. BYOD specifications can be found on the College website at [Bring Your Own Device Policy - St Clare's College \(stcc.act.edu.au\)](https://stcc.act.edu.au/bring-your-own-device-policy)

## How do I log on to the College computers?

At the beginning of the year students participate in network orientation sessions that guide them through everything they need to know about the College network. All students have their own email account.

To log in, students need to enter their **network username and password**. These will be provided at the orientation session. Students will be shown how to change their password during the session.



## What is SEQTA?

Our College's learning management system is called **SEQTA**, which students (SEQTA Learn) and their parents (SEQTA Engage) can access through the College portal using the assigned username and password. Unit outlines, assessment and learning tasks are made available to students by their teachers via SEQTA.

## What is Compass?

Compass is our school platform that assists the College in parent, student and staff communication. Compass assists the home school partnership with more timely and relevant communication.

## Assistance

IT Support Staff are available to help students with problems connecting devices to the College network, login problems or issues with the College computers. If students need to seek assistance during class time, they will need their movement slip signed by their teacher to attend the IT Office. Students and parents can also email **eHelpDesk@stcc.act.edu.au** for assistance.

## What do I do if my computer or printer fails?

All students are frequently reminded to make sure that they have saved their work carefully! USB storage devices should be used only as a backup; students should ensure their work is saved to their subject folders on the College network. Students are shown how to do this as part of their network orientation.

If an assignment is due and a home printer has failed, students may use a printer in the Learning Commons before school; alternatively they can email the task to their teacher. Students should check that the teacher has received the task. It is not acceptable to request an extension for an assessment task due to printer or computer issues.

## Email Etiquette

Remember to be polite and appropriate when using school email. Swearing, nasty comments or bullying is not acceptable. School email can be monitored and there are consequences for inappropriate emails. Students are not permitted to send whole school or year group emails.



# Homework and Assignments

Homework could include tasks like working on assignments, reading a novel, completing class work that you did not have time to finish at school, revising class work or studying for an in-class task.



Below are the recommended number of hours per day that students should spend on private study and homework. However, due to the varying rates at which individual students are able to complete work, these figures are suggested as a guide only.

## **Years 7–8**

1–1.5 hours per night

## **Years 9–10**

2 hours per night

## **Years 11–12**

3 hours per night

## How can I stay on top of my homework?

- Start early and avoid late night sessions
- Be sure you know what you have to do before you leave school
- If you are at all uncertain, talk to your teacher for clarification
- Make sure work for the next day is complete
- Plan the use of your time: do not give too much time to any one subject; make sure you leave time for long projects
- Aim to finish extended assignments well within the set deadlines in order to give yourself time to cover unexpected difficulties
- Do not forget that homework includes revising for tests, organising notes, wider reading, as well as assignment tasks
- Students can work at recess and lunchtimes in the Learning Commons
- Students can access the Student Progress Program (SPP) on Tuesdays and Thursdays from 3.30pm - 5.00pm in the Learning Commons, with tutors available to assist.

## What happens if I am absent on the due date for an assignment?

Students who are absent when an assignment or in-class task is due, must contact the teacher to negotiate submission. In Years 11 and 12 further processes apply including provision of medical documentation for some tasks.

## How should I correctly present my assignments?

Students should make sure they read over the teacher's instructions given for the assessment task before they hand it in, and check that they have covered everything required. If in doubt, students can check with their teacher well before the due date.

Always edit work carefully and check the following before handing it in:

- spelling of uncertain words
- punctuation, especially full-stops, question marks, commas, colons, semicolons, apostrophes, quotation marks
- capital letters for people, place, titles of books, films, songs
- consistent use of tense
- paragraphing
- is the language as clear as possible and appropriate for formal writing?
- no abbreviations or slang
- avoid using "I" or "you" in an essay.

**Helpful tip:** If students read their work aloud, it will be easier to check punctuation and hear that words make sense. Students are also encouraged to use text reading software.

## What will happen if I hand in my assignment late?

If a student is struggling to complete an assignment or homework on time due to illness or other circumstances they could ask their teacher for an extension, **before** the due date. There may be penalties for work submitted late. If students have a reasonable request for an extension, they need to see their classroom teacher at least **three days prior** to the due date with a written note from a parent/carer. A valid reason may be that a student missed some school days due to illness.

## What do I do if I am not happy with my results?

If a student feels that a mark or grade given by a teacher for a piece of work or a complete semester's work is unfair, then they should take the following steps:

- approach the teacher concerned and seek clarification of the grade that has been awarded
- If, after speaking to the classroom teacher, you still feel that the assessment is not correct, you should speak to the Leader of Learning for that subject and ask for a review of the assessment item or unit grade.





# Extracurricular Opportunities

What other opportunities are there for me outside of the classroom? Here are just a few of the opportunities provided at St Clare's College...



## Performing Arts

College Musical and Theatre Productions  
Combined Colleges Band  
String Ensemble  
Choir  
Private Music Tuition

## Clubs

Information Technologies:  
SWITCH Club  
Science: STEM Club  
Language Club  
Chess Club  
The Studio  
Defence Club  
Book Club  
Student Progree Program  
Crochet Club  
Art Club  
Dungeons and Dragons Club  
Craft Fridays

## Competitions

ACT Debating Competition  
Australian Schools  
Mathematics, English and  
Science Competitions  
Writing Competitions  
STEM Competitions

## Charities

Project Compassion  
**House Charities**  
Alinda: Marymead Catholic  
Care  
Japara: Mackillop House by  
CatholicCare  
Kipara: Catholic Mission  
Makara: Home in Queanbeyan  
Ulamina: St Vincent de Paul  
Wareen: NATSICC  
Wirana: Caritas  
Wibalu: Karinya House

## School Service

Tour Guides for Open Evening  
Sustainability Committee  
Student Representative  
Council  
Youth Ministry  
Social Justice Committee

## Sport

Netball  
AFL  
Soccer  
Hockey  
ASC  
And many more!

The College has many sporting opportunities that students can be a part of throughout the year. Information regarding opportunities to participate in sports teams is provided throughout the school year via the SEQTA home page.

# Communication with Parents

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## Correspondence

Periodically letters and updates for the attention of families are communicated via Compass.

Throughout the semester subject teachers and Leaders of Learning communicate with families regarding the relevant unit of study, student progress, assessment submission and results (via SEQTA Engage) and curriculum related excursions.

## Community Council

St Clare's College School Community Council is open to all who wish to participate. The participation and involvement of parents, staff and students in the life of the school is integral to building an open, inclusive, welcoming and collaborative school community.

## When are Parent/Teacher Interviews?

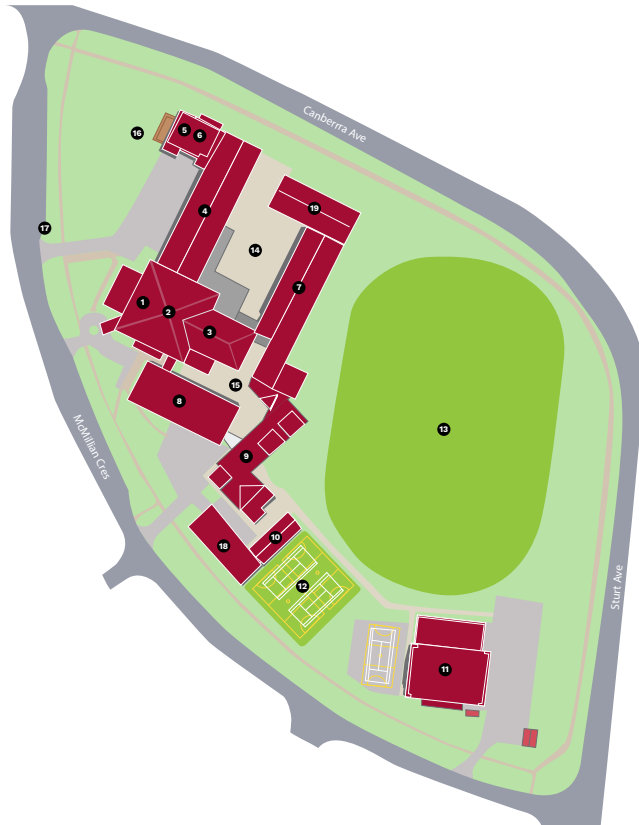
The precise dates will be written on the College Student Calendar, however, they are typically held in the last two weeks of Term 1 and Term 3. Parents can book interviews online in the week prior to the Parent Teacher Interviews. We also offer Pastoral Care interviews throughout the year.

Parents are able to contact teachers by phone or email at any time if they have any questions or concerns. Emailing staff members is easy if you know their name. The format for email addresses is: **firstname.surname@stcc.act.edu.au**



# College Maps

## St Clare's College: Aerial View

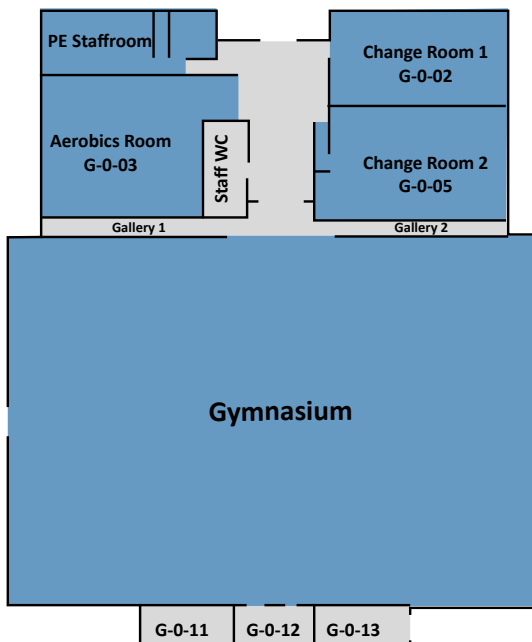


### Key

- |                            |                     |
|----------------------------|---------------------|
| 1 Reception                | 11 Gymnasium        |
| 2 Chapel                   | 12 Tennis Courts    |
| 3 Hall                     | 13 Ashley Oval      |
| 4 Clare Wing               | 14 Big Quad         |
| 5 Chiara Centre            | 15 Small Quad       |
| 6 Flexible Learning Centre | 16 Clare Lawn       |
| 7 Placid Wing              | 17 Bus Bay          |
| 8 Wall Wing                | 18 Francis Wing     |
| 9 Assisi Wing              | 19 Learning Commons |
| 10 Maintenance             |                     |

## Gymnasium

### Ashley Oval

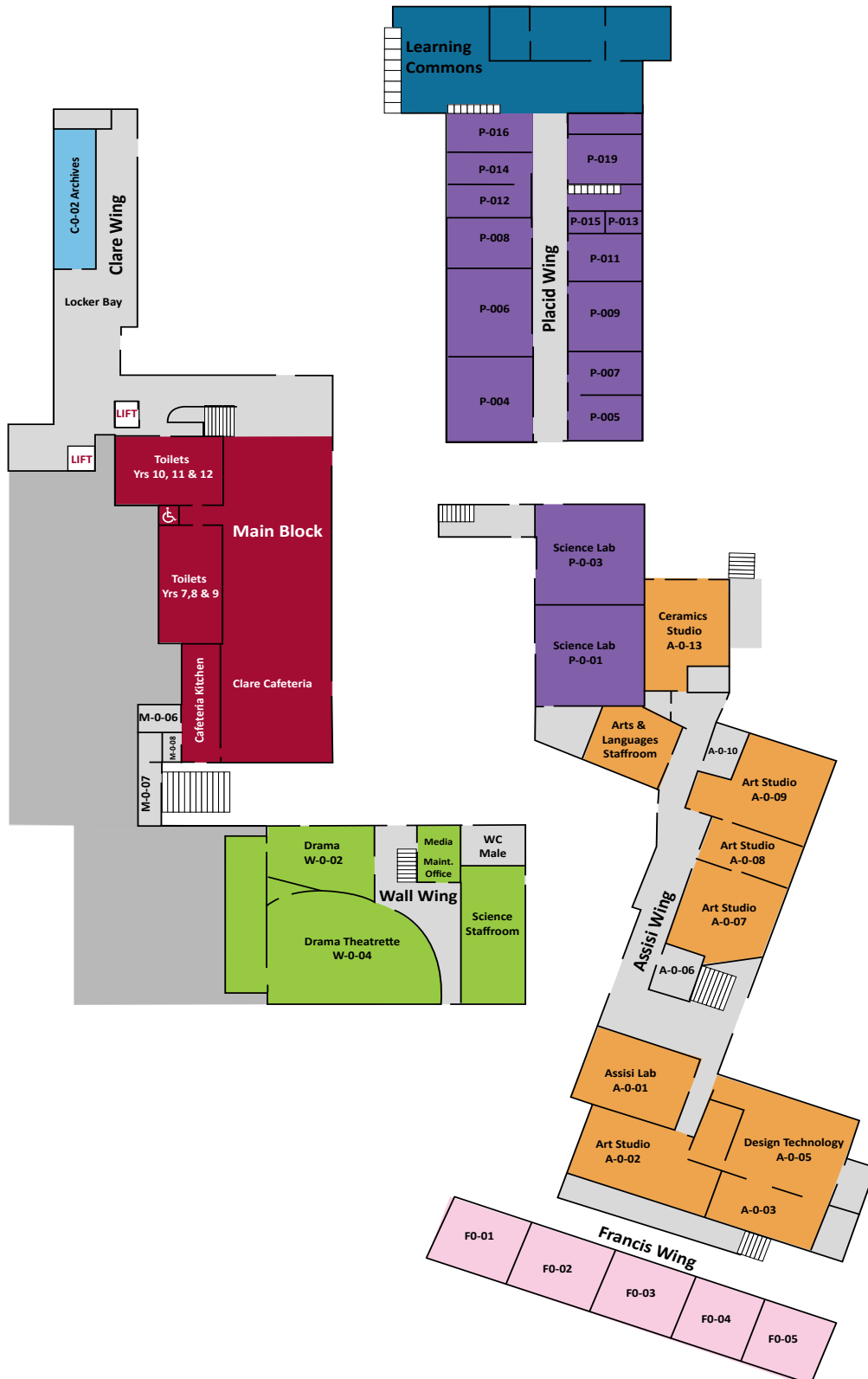


### Key

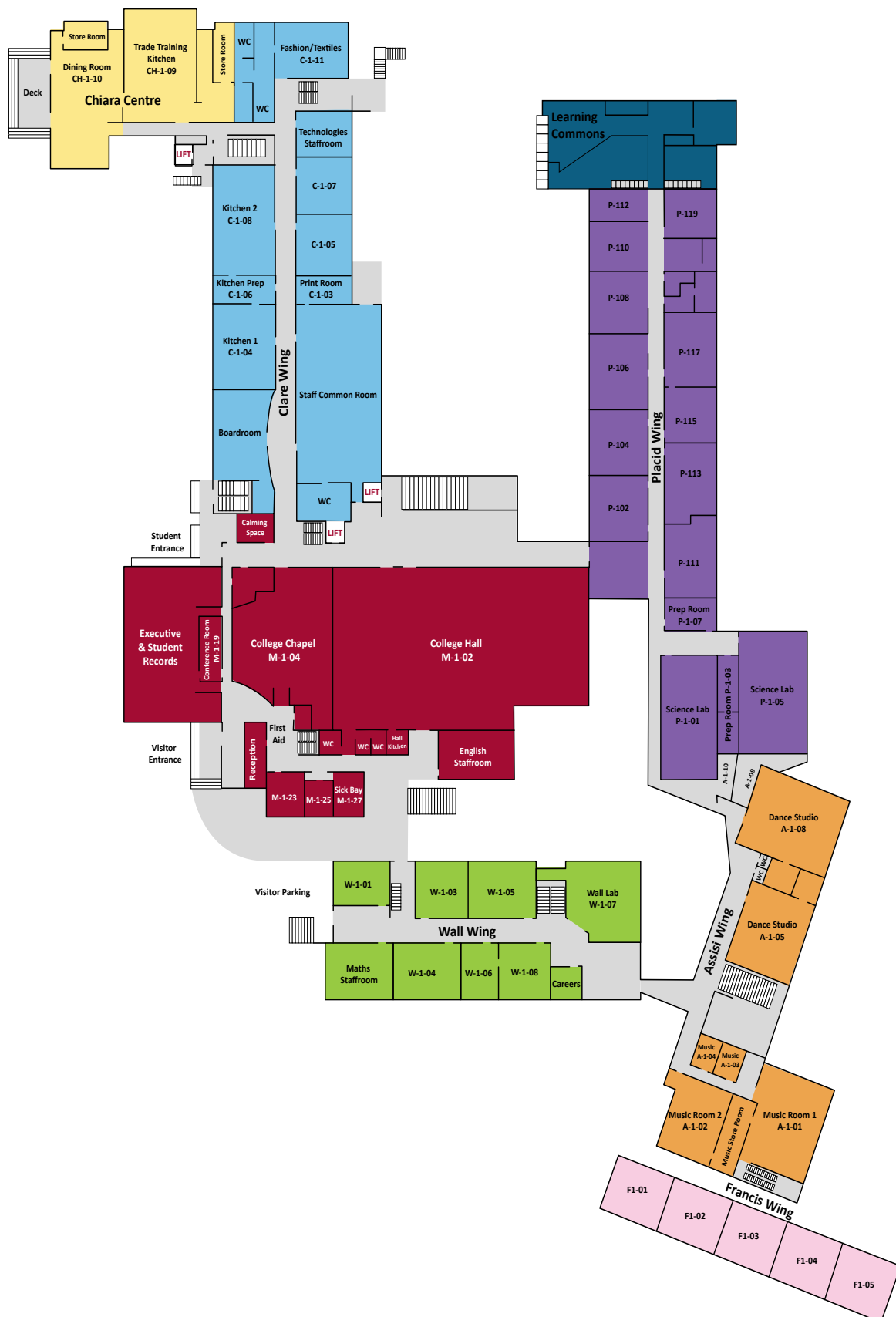
- |                 |                |
|-----------------|----------------|
| ● Main Block    | ● Wall Wing    |
| ● Clare Wing    | ● Assisi Wing  |
| ● Chiara Centre | ● Francis Wing |
| ● Placid Wing   | ● Gymnasium    |



## Level 0



## Level 1



## Level 2

