A Catholic School for Boys under the care of the Franciscan Friars since 1956

PARENT INFORMATION BOOKLET

We operate as a faith community living out gospel values, emphasising the value of each individual, providing a relevant and personal education.
Dear Parents

I am pleased to welcome you and your son to Padua College. Assisted by a professional and dedicated staff, I am proud and privileged to be able to offer your son a sound, comprehensive education based upon the values St Francis gleaned from the Gospels.

As the College Mission Statement suggests, a Franciscan education is basically gospel-orientated, in that it endeavours to do all it can to further the growth of all that is good in the human person.

I hope that your son will find Padua College a place of happiness, joy and gentleness where he will be accepted and affirmed, and where his character will grow strong with the years.

It is my hope, too, that you as parents will come increasingly to feel that you belong to the Franciscan family, and that you will through your association with the College, help us to radiate the peace and love given to us by Jesus Christ.

Yours in St Francis

Robert Out
Rector

“May the Lord Bless you and keep you.
May He show His face to you and be merciful to you.
May He turn his countenance to you and give you peace.
May the Lord Bless you.”

St Francis’ Blessing to Brother Leo
# TABLE OF CONTENTS

**Welcome** .......................................................... 1  
**History, Heritage and Vision** .......................... 3  
**Mission Statement** ........................................... 4  
**An Independent School** ................................. 5  
  - Administration of the College ...................... 5  
  - Leadership Team ........................................ 5  
  - Roles and Responsibilities of Staff .............. 7  
**Commitment** ..................................................... 11  
**Pastoral Care** .................................................... 12  
  - Houses ...................................................... 12  
  - Pastoral Levels ......................................... 14  
  - Bullying Policy ........................................ 16  
  - Child Protection at Padua College .............. 17  
  - Expectations of Padua College Students ...... 18  
    - Introduction .......................................... 18  
    - General Rules ....................................... 18  
    - Student Appearance ............................... 18  
**Teaching and Learning** .................................. 19  
  - Introduction .............................................. 19  
  - Foundation Phase .................................... 19  
  - Middle Phase .......................................... 20  
  - Senior Phase ........................................... 21  
**Co-curricular Opportunities and Responsibilities** 23  
  - The Sport Program .................................... 23  
  - Expectations of Students at Sport ............. 23  
  - Music ....................................................... 24  
  - Debating .................................................. 24  
  - Social Justice Activities .......................... 25  
  - Camps ..................................................... 25  
**College Communication** .................................. 26  
  - Parent/College Contact .............................. 26  
  - Website ................................................... 26  
  - College Calendar ...................................... 27  
  - Parent Teacher Communication ................. 27  
  - Electronic Diary/Calendar/Student Handbook 27  
**Routine at Padua College** ............................... 28  
  - Attendance and College Hours .................. 28  
  - Supervision ............................................. 28  
  - Medication Procedures .............................. 29  
  - Library .................................................... 29  
  - Book Hire ................................................. 29  
  - Daily Guidelines ...................................... 29  
  - Transport To and From School ................. 30  
    - Bike Riders ........................................... 31  
    - Student Cars ......................................... 31  
  - Out of Bounds Areas ............................... 31  
  - School Socials and Functions ................. 31  
  - Mobile Phones and Other Valuable Equipment 32  
  - Hair Policy .............................................. 32  
  - Uniform Regulations ............................... 32  
    - Sports Uniform ..................................... 33  
    - School Uniform ................................. 34  
  - Parent Information .................................. 35  
    - Fees and Levies ................................... 35
Padua College's rich Franciscan HISTORY is indicated in its name, which comes from the Franciscan Friar Saint Anthony of Padua (1195–1231), appointed by St Francis as the first Professor of Theology for the Friars. Padua is the University City of northern Italy where St Anthony died.

Padua began in 1956 when the Franciscan Sisters who cared for the parish primary school of St Anthony's were no longer able to cater for the large number of boys in their school. At the request of Sister Mary Bernadette O'Callaghan ofsf, the Friars, who had taken charge of the Kedron parish since 1929, agreed to begin a separate school for boys.

Fr Damian Nolan ofm was appointed nominal Rector of the new school, which began with two lay teachers, Mrs Eileen Cameron and Mr John Fox, and 89 boys in Years 4, 5, and 6. The Friars began teaching in the school in 1957 with the arrival of Fr Alban Mitchell ofm, Fr Angelo O'Hagan ofm, and a little later, Fr Odoric ofm.

Since these fledgling years, the school population has grown significantly. The Greccio Campus (Years 5 and 6) caters for 280 students, while the Assisi Campus (Years 7–12) caters for 1080 students.

The SPIRIT of Padua flows from the founder of the Franciscan Order, St Francis of Assisi (1182–1226). Padua College strives to be a Christian community, and a place of affirmation and acceptance, where students are encouraged to strive to their personal level of excellence.

The school’s VISION is to provide the boys with an education, which is not only Catholic but also distinctively Franciscan. Hence, we try to operate not so much as an institution but rather as a faith community living out Gospel values and placing an emphasis on the Franciscan charism. We emphasise the value of each individual and aim at providing an education which is both relevant and personal.

As a Catholic school Padua commits itself, especially through its Religious Education Program, its prayer and liturgies, to pursuing the meanings, values, and truths specific to the Catholic Church. Religious Education is a compulsory subject at Padua College. Students and their parents would normally be expected to join the College community when it celebrates evening Eucharists through the year. As a Catholic school, our task is to pass on the faith in all its fullness, from one generation to the next, as has happened since the Church was first founded. We do this in a happy, joyful spirit, because the message is Good News – the best news ever!

“Being a Christian means going out on mission to transform the world, leaving our comfort zone to enter our workplaces and places of recreation to proclaim good news, returning to the comfort of our communion to strengthen and to be strengthened, and then going out again in an unceasing rhythm that deepens the communion and strengthens the mission of Christ’s body.”

*(Jesus, Communion, Mission – Synod 2003, Brisbane)*
Inspired by the life of St Francis, Padua College is a Catholic school community in which the Gospel values of joy, courtesy, humility and peace are fostered. The Padua community aims to offer an academic and social environment of security and affirmation that assists the boys in their growth in self worth, wisdom and quiet strength, enabling them to contribute positively as committed Christians in the world.

Within this context, Padua College strives to maximize each individual’s attainment of excellence, while fostering his responsibility to our community as well as the wider global community.

In simple terms, the Mission Statement for Padua College is:

To provide a supportive community committed to the dynamic education of young men, whose individuality, spirit and achievements are nurtured through a proud Catholic and Franciscan ethos.

In this spirit we commit ourselves to:

• Building a caring Christian community, which will educate the whole person.
• Encouraging members of the community to regularly pray together and celebrate in liturgy.
• Respecting the needs of each person, offering joy, peace, warmth and welcome.
• Pursuing a dynamic curriculum that draws upon and develops the individual talents of a student leading him to grow in wisdom and knowledge.
• Promoting family commitment and involving parents in the life of the school.
• Fostering effective communication between all members of the College in order to facilitate closer working relationships.
• Nurturing a school spirit and pride that permeates all aspects of College life.
AN INDEPENDENT SCHOOL

Padua College is wholly owned by the Franciscan Order (Province of the Holy Spirit) and it is governed by the Board of Directors of Padua College Limited. The governance policies that underpin the direction and work of the Board can be found on the Padua College website. It is an independent school, but it has some very significant official affiliations.

**Padua College is responsible to:**
- The Archbishop of Brisbane, through the Brisbane Catholic Education Office, for its religious education program.
- The Non State Schools Accreditation Board for its statutory authority to operate as a Queensland school.
- The Queensland Curriculum and Assessment Authority for its education programs and the certification of students in these programs.

**Padua College is affiliated with:**
- The Queensland Catholic Education Commission
- The Brisbane Catholic Education Office
- The Association of Independent Colleges (for sport)

ADMINISTRATION OF THE COLLEGE

As an independent school, Padua College relies on the Board of Directors and the professional staff to administer the school in accordance with its Mission Statement. The Rector, Vice Rector Administration, Vice Rector Formation, Vice Rector Teaching and Learning, Vice Rector Pastoral Care and Business Manager constitute the Leadership Team of the College.

LEADERSHIP TEAM

**RECTOR**
The Rector’s responsibility is to administer the whole College on behalf of the Franciscan Order. He is the Chief Executive Officer of Padua College Limited. It is his primary task to see that the College lives according to Christian principles, and that it manifests the qualities of a caring and compassionate community. Concomitant with that, the Rector has the responsibility to see that the education offered to each student is of the highest professional standard.

In accordance with the Memorandum and Articles of Association of Padua College Limited, the Rector appoints staff, enrolls students, has ultimate charge of discipline, including suspension and expulsion of students, and the dismissal of staff.

On a day-to-day basis, the Rector works with the Vice Rectors who assist him in his responsibilities. When circumstances require it, the Rector appoints one of the Vice Rectors to take his place.

**VICE RECTOR ADMINISTRATION**
The overall organisation and day-to-day running of the school is the responsibility of the Vice Rector Administration. Specifically, this means the creation and maintenance of the timetable for students and teachers, the daily communication of notices and maintenance of all College procedures and policies.
VICE RECTOR FORMATION
As a member of the Leadership Team of the College, the Vice Rector Formation is responsible for the continued development of the Catholic Franciscan ethos of the College. This person oversees the faith education and liturgical life of the community. Additionally, the Vice Rector Formation is responsible for the induction and personal/professional development of all students and staff.

VICE RECTOR TEACHING AND LEARNING
The Vice Rector Teaching and Learning is responsible for the overall school curriculum and all matters relating to the Queensland Curriculum and Assessment Authority. Together with the Head of Senior Studies, The Heads of Curriculum 5–9 and 10–12 and all other Heads of Curriculum, the Vice Rector Teaching and Learning is responsible for the Teaching and Learning practices of all teachers, the development of the Learning Framework of the College and all matters related to assessment and reporting.

VICE RECTOR PASTORAL CARE
The Vice Rector Pastoral Care is responsible for the overall welfare of all students. This includes a number of matters relating to student administration, e.g. lockers, identification cards, etc. This person is also responsible for the development of proactive programs in relation to student welfare and behaviour management. The work of the House Guardians, Pastoral Guardians and Pastoral Care Teachers is coordinated through this Vice Rector.
ROLES AND RESPONSIBILITIES OF STAFF

The **CHAPLAIN** is a member of the Franciscan Order. His role is to provide a Franciscan presence in the College, modelling the life and spirit that St Francis urged his followers to live. Additionally, the Chaplain assists with the liturgical life of the school and the spiritual development of the students. He is also involved with the pastoral care of the students, their families and the Padua community.

The **HEAD OF CURRICULUM YEARS 10–12** works in collaboration with the Vice Rector Teaching and Learning and all other Heads of Curriculum in leading and developing a consistent Learning Framework from Year 10–12. The Head of Curriculum 10–12 also monitors the assessment program for each year level and ensures consistency of curriculum for years 10–12.

The **HEAD OF CURRICULUM YEARS 5–9** works in collaboration with the Vice Rector Teaching and Learning and all other Heads of Curriculum in leading and developing a consistent Learning Framework from Years 5–9. The Head of Curriculum 5–9 also monitors the assessment program for each year level and ensures consistency of curriculum for years 5–9 and coordinates the administration and preparation of the NAPLAN tests.

The **HEAD OF SENIOR STUDIES** is given the responsibility for developing curriculum and implementing the College’s Learning Framework in the Senior Phase of Learning. The Head of Senior Studies also monitors data related to the academic progress of senior students, manages subject changes, SET planning and coordinates the QCS Test preparation and administration.

The **HEAD OF CURRICULUM LIBRARY INFORMATION SERVICES** is responsible for supporting and implementing the College strategic vision for teaching and learning within the school community by developing and managing a contemporary, information rich, effective and engaging learning environment, both physical and digital, resourced to support current curriculum and pedagogy. The Head of Curriculum Library Information Services is also responsible for library, information and digital literacy services and programs that contribute to the development of 21st century digital citizens and life-long learners.

The **HEAD OF CURRICULUM E LEARNING** works with the Vice Rector Teaching and Learning and the Heads of Curriculum Years 5–12 to develop models for the effective use and teaching of ICT in all KLAs. The Head of Curriculum E Learning is also responsible for the delivery of curriculum through the College’s Learning Management System (Blackboard) and ensuring appropriate student use of electronic devices and email services. Along with the Technology Committee and the Business Manager, the Head of Curriculum E Learning ensures that the information technology infrastructure and systems meet the curriculum and administrative needs of the College. This person is also responsible for training the staff and students of the College and making sure that the College is kept up to date with the latest developments associated with information technology.
The curriculum of Years 5–12 is managed through the Vice Rector Teaching and Learning, the Heads of Curriculum 5–9 and 10–12, the Head of Senior Studies, and by a number of other Heads of Curriculum. Each HEAD OF CURRICULUM is responsible for the leadership, development and management of the subjects within his/her faculty. Heads of Curriculum ensure that all relevant College procedures and policies are implemented so as to promote academic excellence throughout the College. Each of the following curriculum areas has a Head of Curriculum responsible for its leadership:

- Religious Education 5–9 and 10–12
- Languages 5–9 and 10–12
- Sciences 5–9 and 10–12
- Social Sciences 5–9 and 10–12
- Performing Arts 5–12
- Vocational Education and Training
- E Learning 5–12
- Mathematics 5–9 and 10–12
- Industrial Technology and Design 7–12
- Physical Education 5–12
- Business and ICT 7–12
- Visual Arts 5–12
- Learning Enrichment 5–12
- Library Information Services

The HEAD OF SPORT takes responsibility for the overall organisation of the College’s participation in sporting competitions. The students are involved in the Associated Independent Colleges (AIC) which is predominantly conducted on Saturdays. The Head of Sport also coordinates the annual interhouse swimming carnivals, athletics carnival and cross-country competitions. The Head of Sport is assisted in his duties by the Director of Coaching and Athletics Development Staff.
HOUSE GUARDIANS (7–12) / PASTORAL GUARDIANS (5 AND 6)
Each boy belongs to one of six Houses: Beirne House, Boyd-Boland House, Grigg House, Kirby House, Mitchell House or Odoric House. Each House is supervised by a House Guardian, who has the responsibility for the overall welfare of students in the House. The House Guardian coordinates the Pastoral Care Program for the boys on Assisi Campus, and deals with parents on matters relating to the academic, social, spiritual and physical well-being of students in the House. On the Greccio Campus, each student is also supported by either a Year 5 or Year 6 Pastoral Guardian.

The STUDENT COUNSELLOR on each campus provides limited psychological services to the Padua community and supports on a temporary basis students who have been referred for assistance across a diverse range of issues. The role of each School Counsellor encompasses:

a) Counselling support to students;
b) Working with teachers, teacher aides, school administrators and other school personnel to support student needs;
c) Support to and liaison with parents and care givers of students and relevant family members and carers;
d) Liaison with relevant community service providers, government and regional agencies and the provision of resources that support the educational process.
The School Counsellors do most of the personal counselling that arises. This may involve, at times, discussions with teachers and/or parents as well as the student. Although any discussion the Student Counsellors have with a student is confidential, it must be remembered that it is important, when necessary, to involve (with the student’s permission) his family or peers. Students might see the School Counsellors when they are having trouble at home, with other students, with their study/exams or some other difficulties.

The **CAREERS COUNSELLOR** assists students, parents, teachers and school administrators to achieve the most beneficial outcomes for students in the area of careers, course selections and subject changes, SET planning, personal development, study skills and personal counselling as required. The role of Careers Counsellor encompasses:

a) Support and education of students;
b) Working with teachers, teacher aides, school administrators and other school personnel;
c) Support to and liaison with parents and care givers of students and relevant family members and carers.

The **HEAD OF CURRICULUM LIBRARY INFORMATION SERVICES**, in conjunction with the Teacher – Librarian on each campus, organises and promotes the student reading materials and teaching resources in the library. Also, with the classroom teacher, the Teacher-Librarian takes specialist lessons in the skills of research and technology and provides research support across the curriculum.

The **HEAD OF CURRICULUM LEARNING & ENRICHMENT**, in conjunction with the Learning Enrichment Teachers on both campuses, provides support for all students in class, in the library and during individual or small group withdrawal. The Learning & Enrichment Teachers are responsible for assessing, monitoring and developing individual education plans for students with special needs.

**CLASS TEACHERS / PASTORAL CARE TEACHERS**

Each class has one main teacher who is responsible for the pastoral care of the students in the class. On the Greccio Campus pastoral care is provided by the student’s classroom teacher. Additionally, there are 54 Pastoral Care groups on the Assisi Campus. Each Pastoral Care / Classroom teacher has the main responsibility for the well-being of the boys in his/her Pastoral Care group. Thus, each teacher monitors the welfare and progress of each of his/her students in all respects – academic, social, physical and emotional.

Parents who have any questions/concerns about any aspect of their son’s school life should contact his Pastoral Care / Classroom teacher in the first instance. All correspondence about illnesses, absences, inability to complete homework or to wear the full uniform, etc., should be addressed to a boy’s Pastoral Care / Classroom Teacher. Information regarding a boy’s general health or special medical problems, about family problems or changes in the family’s circumstances should also be given to this Pastoral Care / Classroom Teacher.
When a student is accepted into the Padua College community, it is on the basis that Padua College commits to provide a comprehensive Catholic Franciscan education for the student and the parents/guardian and the student commit to the ethos, policies and procedures of Padua College. All families, who wish to be accepted into Padua College, must sign the Conditions of Enrolment form which is the contractual agreement with the school authority (in the person of the current Rector and the governing body – the Board of Directors, Padua College Limited).

The current Conditions of Enrolment are published on the Padua College website and they are also available from the Padua College office.
PADUA COLLEGE

HOUSES

Padua College strives to provide an environment of acceptance and a sense of belonging for all students, so that they can feel valued and perform to the best of their ability in their journey through Padua. The pastoral care system at Padua has been developed over many years to support this environment. A key component of the pastoral care system is the Houses of Padua. In the College, each boy belongs to one of six Houses: Beirne House, Boyd-Boland House, Grigg House, Kirby House, Mitchell House and Odoric House. The names of the Houses honour six prominent friars who have taught or are teaching at Padua.

BEIRNE HOUSE

Fr Isidore Beirne ofm, after graduating in science from the University of Melbourne, taught at Padua from 1959 until 1977. Fr Isidore was an intellectual in the best sense of the word; he was a brilliant teacher, specialising in teaching Mathematics and Science, but with an expertise in everything from Theology to English literature. His dedication to Padua’s future went well beyond the classroom. He was an indefatigable worker in fundraising, so that there was money available to build the early stages of the College. He was a man of great culture and in every way a gentleman. Hundreds of Paduans owe their success to this Franciscan priest who dedicated his life to the education of others in the broadest sense.

BOYD-BOLAND HOUSE

Fr John Boyd-Boland ofm began teaching at Padua in 1972-73, then he went to the University of Leuven, Belgium and gained a Doctorate in Theology, and taught Moral Theology in Melbourne for fifteen years before returning to Padua as Rector from 1990 to 2000. While at Padua Fr John revamped the pastoral care program introducing a vertical pastoral care system with three houses, and pastoral care classes. He had the College join the TAS, and later the AIC sporting competition, and was instrumental in the purchase of the grounds at Banyo. In 1994 he organised for Padua to refurbish the Franciscan Friary for use as an administration centre for the school, and it was renamed “Saint Francis Hall.” To commemorate the 50th anniversary of Padua Fr John wrote “On a Cragged Hill”. In recognition of his educational experience Fr John has been invited to be a member of the Queensland Catholic Education Commission, and is currently on the Brisbane Catholic Education Council. As a friar and chaplain Fr John continues his ministry at Padua, leading the boys in the celebration of the Eucharist, and encouraging the boys in their religious, academic, cultural and sporting achievements.

GRIGG HOUSE

Fr Leo Michael Grigg ofm began teaching English and Geography at Padua in 1969. At that time he was the second lay person on its staff and this was the beginning of his long association with the Franciscans and an 18-year teaching career at Padua. Michael was highly respected by his fellow staff and the students for his integrity, loyalty, fairness and compassion. In 1984 he was appointed as the first lay Vice Rector of the College, two years later he joined the Franciscan Order and was ordained in 1991. In 1993 he died of cancer. At Padua he will always be remembered as a man of gentleness, a first rate scholar, exemplary teacher, a person whose love of literature was infectious, and his ability to enthuse students with this passion of his became legendary.
KIRBY HOUSE
Fr Barry Kirby ofm began his long association with Padua in 1967, and taught at the school for nineteen years. He was Vice Rector from 1978 to 1983, and then Rector for the next six years, finishing at Padua in 1989. He will be remembered at Padua as a gentle and loving man, comfortably surrounded by his students, and enjoyed fostering a strong Franciscan spirit among the boys, and did much to strengthen the Old Boy network at the school. He was a firm follower of Rugby League, and for some time President of the Independent Schools Rugby League competition, and its Confraternity Shield. It was Fr Barry’s foresight that had the College purchase the property on which has been built our Outdoor Education complex, “Amaroo”. It is a testimony to his popularity among his students that so many old boys continued to keep a close contact with him well after he left the school. Fr Barry died on 2nd August after years of battling with cancer. He is buried at the Franciscan section of Macarthur cemetery in Sydney.

MITCHELL HOUSE
Fr Alban Mitchell ofm was one of the founding friars of Padua. In 1957 he was appointed Rector of a school of 90 boys. He continued in this post for 9 years during the first important development of the College. In 1973 he was again Rector and resigned from this responsibility in 1977. Fr Alban is remembered at Padua as a gentlemen, friar and priest, who with exceptional good humour and wry originality won the hearts of so many people. His gentle lovable and somewhat absent-minded temperament is stamped on Padua never to be effaced. The beautiful natural surroundings of the College are the inspiration of this one man’s refinement of spirit and sheer hard work. A very fine sportsman himself, for many years he coached Rugby League. He taught English and Ancient History at Padua and Mt Alvernia. The founding father of Padua has left us a gentle spirit to guide future generations of Paduans in their search for God and their growth in culture.

ODORIC HOUSE
Fr Odoric (Hugh) Fathers ofm was a much loved, guiding figure of Padua College for almost 34 years. Appointed to the fledgling school in 1957, Fr Odoric began his impact on thousands of young minds and hearts as a teacher and Vice Rector. He was a natural educator who shared his wide range of interests and passions with the students. He had a passionate interest in astronomy and his rock collection comprised many varieties of special gems, collected on expeditions with his students. He was a gifted pianist, organist and choir director. He helped establish Padua’s reputation as a College devoted to musical excellence, and the College choir under his baton earned numerous awards and accolades. Fr Odoric was a very practical “hands-on” worker, equally at home on the tractor as he was in the classroom. He was always known by his professed name of Odoric, taken after Odoric of Pordenone, who was a Franciscan priest of the fourteenth century venerated as the patron of the Chinese missions and also of long distance travellers. Fr Odoric will always be remembered for his cheerful spirit, his contribution to the establishment and direction of Padua College, and his loyalty to friends and friars.
PASTORAL LEVELS AT PADUA COLLEGE

As a Franciscan College, the expectations for the behaviour of students are based upon the Gospel teaching of peace and goodwill to all. The Pastoral Level System at Padua aims to specifically recognise those students who live their lives according to these expectations within the school context. The Pastoral Level System recognises and rewards effort, achievement and excellence and encourages students to achieve their full potential. Equally, the Pastoral Level System provides a mechanism for communication of poor behaviour, opportunities for remedying poor behaviour or in exceptional circumstances a procedural process for concluding a student's enrolment at Padua College. At all times, it is the intent of the Pastoral Team to guide students in a positive direction towards the happy fulfilment of their innate potential.

A1
- It is awarded to students who have consistently demonstrated an outstanding commitment to the College and an exemplary level of behaviour.
- An A1 Pastoral Level may only be afforded to students during their Year 12 year of study.
- Students receiving a Pastoral Level A1 are eligible to receive a Special Award at the annual College Prize Giving Evening.

A2
- The A2 Level may be awarded to students in Years 11 or 12.
- The A2 Pastoral Level may be awarded to a student who has demonstrated commitment to the College and behaviour of the highest standard on a consistent basis.

A3
- The A3 Pastoral Level may be awarded to students in Year 10 or above.
- This Pastoral Level recognises students who have consistently demonstrated a high level of behaviour during their time at Padua, in addition to a high level of commitment to all areas of College life.

C1
- The C1 Pastoral Level may be awarded to students in Year 9 or above.
- This Pastoral Level recognises a consistent and growing commitment to College life as well as an exceptional level of behaviour in the middle school.
- Students achieving a Pastoral Level C1 in Year 9 are eligible to receive a Pastoral Award at the annual Prize Giving Evening.
- Students in Year 10 or above who remain at a Pastoral Level C1 and have not shown any progress should be looking to hastily advance their Pastoral Level to a more appropriate standard.

C2
- All new students entering Padua College after Year 7 will begin on a C2 Pastoral Level.
- The C2 Pastoral level is the middle of the consolidated levels and allows a student to grow and foster their commitment to the College, whilst at the same time, demonstrating a sound level of behaviour.
- Students entering Year 8 on a C2 Pastoral level should be aspiring to achieve a C1 level by the end of Year 9.
- A student may not advance from this Pastoral Level without a demonstrated commitment to the co-curricular life of the College.
- Students in Year 10 or above who achieve a Pastoral Level C2 will not receive any consequences at this level, however these students should be looking to hastily advance their Pastoral Level to a more appropriate standard.
All new students entering Padua College in Year 7 will begin on a C3 Pastoral Level.

The C3 Pastoral level is an entry level and allows a student the opportunity to advance their behaviour level through their personal growth and individual commitment to the College. This Pastoral Level reflects a consistently sound level of behaviour.

Students in Year 10 or above who achieve a Pastoral Level C3 will not receive any consequences at this level; however these students should be looking to hastily advance their Pastoral Level to a more appropriate standard.

The F1 Pastoral Level may be awarded to students in Year 6 only.

A student achieving an F1 Pastoral Level by the end of Year 6 will be recognised with an award at the conclusion of the school year.

Students achieving an F1 Pastoral Level must have demonstrated a consistent commitment to the life of the College, in addition to exemplary behaviour both in and out of the classroom.

All new students entering Padua College in Year 5 or 6 will begin on an F2 Pastoral Level.

The F2 Pastoral Level is the beginning of the Foundation levels and allows a student to grow and foster their commitment to the College, whilst at the same time, demonstrating a sound level of behaviour.

Students entering Year 5 on an F2 Pastoral Level should be aspiring to achieve an F1 by the conclusion of Year 6.

PASTORAL INTERVENTION LEVELS

At any point on a student’s journey through the College, he may require intervention to remediate negative or poor behaviour. When this occurs consistently, these Pastoral Levels may be applied.

**PI5 Unsatisfactory**

- The PI5 Pastoral Level indicates that there is concern over a student’s work and attitude in class and at home. Specific behaviours may include but are not limited to; Disruption, rudeness, inappropriate language, unsatisfactory work, poor uniform and grooming, breaches of the College technology policies, bullying, breaches of school expectations.

**PI6 Concern**

- The PI6 Pastoral Level indicates that there has been no serious improvement from PI5 level behaviour or a serious breach of College expectations. Specific behaviours may include but are not limited to; Smoking, truancy, severe or repeated breaches of the College technology policy, second offence bullying, severe or repeated breaches of school expectations, vandalism, insolence, theft.

- As a result of his behaviour, a student on a PI Level 6 may lose College privileges including but not limited to: College socials, camps, excursions, lunch time activities, cross campus visits.

**PI7 Serious Concern**

- The PI7 Pastoral Level indicates that a student has continued to ignore direction and guidance from the Guardians, Vice Rector and Rector. He continues to demonstrate Level PI6 behaviours or has been involved in behaviours of extreme severity; Smoking, truancy, severe or repeated breaches of the college technology policy, second offence bullying, severe or repeated breaches of school expectations, vandalism, insolence, theft.

- As a result of his behaviour, a student on a PI Level 7 may lose College privileges including but not limited to: College socials, camps, excursions, lunch time activities, cross campus visits.

- The Rector, in consultation with parents and all concerned may decide that a student on a PI7 should leave the College or the student’s enrolment may be terminated.
BULLYING POLICY

Padua College has a “hands off” policy in place at school to ensure an environment where students have:

• the right to be safe
• the right to be respected
• the right to learn

Students involved in bullying will be dealt with in the following stages:

LEVEL ONE
Education and Survey
Bullying Survey
Bullying Contracts
Bully Busters Week
No Blame Interview
Warning

LEVEL TWO
House Guardian
First Offence
Bullying Report
Friday Detention
Bully Busters Program
Conflict Resolution
PI6 Pastoral Level

LEVEL THREE
Vice Rector
Second/Serious offence
Bullying Report
Parent Interview
Suspension
Student Counsellor
PI7 Pastoral Level

LEVEL FOUR
Rector
Third Offence/Very Serious
Bullying Report
Parent Interview
Enrolment Terminated

Members of the Padua community who have concerns or who are aware of issues relating to bullying can contact the College confidentially on the following email address: stopbullying@padua.qld.edu.au
CHILD PROTECTION AT PADUA COLLEGE

Padua College is committed to providing a safe and caring environment for all students within its care. A comprehensive ‘Student Protection Policy and Procedures Manual’ has been developed to address any issues within the Padua community. What follows is information for students who may have concerns that need to be addressed.

RATIONALE

Students at Padua have the right to:

• Feel safe and protected from harm
• Feel that they are listened to
• Feel that they are respected
• Have their best interests considered and upheld where their best interests don't impinge on the rights/interests of others.

HARM

Harm may take a number of forms including:

• Physical harm or non-accidental injury
• Emotional harm
• Neglect
• Sexual harm

CHILD SAFETY CONTACT

There are three Student Protection Contacts at Padua College:

1. Robert Out (Rector)
2. Ben Lowrie (Vice Rector Pastoral Care Years 5–12)
3. Nominated House/Pastoral Guardians
4. School Counsellors

Additionally, the Student Protection Officer for Padua College is Anthony Benedetti. (Tel: Work 3247 5510 or mobile 0412 934 347)

Students who believe they have an issue/problem, which they need help to deal with, OR, where they are not sure what to do, can go to either of the Student Protection Officers for help and advice.

All discussions with the Student Protection Officers are confidential, except if your welfare or the welfare of others is at risk, or you provide permission for information to be shared with relevant others.

The complete Student Protection Policy and Procedures Manual is available at the College Office and on the Padua College website www.padua.qld.edu.au.

COMMISSION FOR CHILDREN AND YOUNG PEOPLE

This commission is the policy making body that protects rights, interests and well-being of children. If you need help outside of school times, you can contact the Department of Communities, Child Safety & Disability Services (Telephone 1300 682 254 or 07 3259 8771, http://www.communities.qld.gov.au/childsafety/about-us/contact-us.)

Freecall – 1800 177 135 (Queensland only) | Telephone – 07 3235 9999
EXPECTATIONS OF PADUA COLLEGE STUDENTS

INTRODUCTION
As a Franciscan College the expectations for the behaviour of students are based upon the Gospel teaching of peace and goodwill to all. The few rules that exist are designed to help us live and work together in the spirit of this teaching.

GENERAL RULES
1. Courteous and respectful behaviour is expected from all. For example: courtesy should be shown to teachers, other members of staff, other students and to visitors. Everywhere we should promote the good of others, in peace and reconciliation.
2. The College’s expectations of courtesy and respect naturally apply when students travel to and from school.
3. On all other occasions, for example at AIC Sport, any school socials or any other school occasion, students’ behaviour is of concern to the College.
4. Students are expected to respect school property and will normally be required to meet the expenses of breakages or damage for which they are responsible.
5. All students are expected to carry their student ID with them when travelling to and from the College and during the normal school day.
6. All students are expected to demonstrate a commitment to all facets of College life. This commitment includes House Carnivals, Eucharists and College Exam Block. Students failing to meet these commitments may have their student privileges revoked.
7. In matters of serious concern, such as; the use of drugs and alcohol, dangerous items, dangerous or violent behaviour or wilful damage, students should refer to the overriding conditions of enrolment for Padua College.

STUDENT APPEARANCE
8. The College uniform is normally expected to be worn to and from school every day and at specified school functions. The full uniform is to be worn until the end of Pastoral Care or Assembly and, at all outdoor assemblies, the hat is worn.
9. Students are expected to keep their uniforms neat and tidy with shirts tucked in and long socks pulled up. When ties and long-sleeved shirts are required, ties should be done up correctly, shirt sleeves rolled down and long trousers worn.
10. The College uniform should be appropriately fitted and not be ripped, torn or damaged.
11. The College bag is compulsory. All bags are to be kept free from graffiti.
12. On special occasions permission may be given for the wearing of casual clothes to school or at a school function. Whatever the occasion, clothing should be kept neat and tidy at all times. Covered footwear must be worn.
13. Shoes are to be black leather and to be kept polished.

STUDENT ‘ACCEPTABLE TECHNOLOGY USER AGREEMENT’
Padua College takes seriously its responsibilities in relation to the appropriate use of technology. All students are required to sign an ‘Acceptable Technology User Agreement’. A copy of this Agreement can be viewed in the Student Handbook.
Teaching and Learning at Padua College is designed using a whole school approach, while taking into consideration, age appropriate learning needs. Across the entire school, core subjects vary, but Mathematics, English and Religion are compulsory across all year levels. Teaching and Learning is broken into two curriculum blocks and three learning phases.

Information Technology is used within the curriculum framework to support and extend student learning and teacher effectiveness. In line with this vision, Padua established the position of E-Learning Co-ordinator in 2012 as a way to ensure that e-learning within our curriculum was clearly developed and supported. At the beginning of 2013, Padua College became a one to one school with every student having their own computer device. In conjunction with this, the Learning Management system, Blackboard, was rolled out in 2013 to support on-line delivery of content and resources. These technologies help to support a Learning Framework that develops explicit thinking skills and helps the boys to become mindful of their role as a learner and the way they interact with the world.

Student in all phases are encouraged to participate in range of external academic competitions as a means of developing the academic culture at the College.

FOUNDATION PHASE (YEARS 5 AND 6)

SUBJECTS
The Foundation Phase at Padua College provides teaching and learning that is age appropriate for the developing mind. Students in the Foundation Phase study the core subjects of Mathematics, English, Religious Education, Science, History, Geography, and Health and Physical Education. In addition, Foundation Phase students study the specialist subjects of Japanese, Music and Art. Mathematics Groups in Years 5 and 6 are differentiated so that students are being progressed appropriately given their individual mathematical ability.
HOMEWORK IN THE FOUNDATION PHASE

Padua College is a homework school and it is expected that students will work on a range of tasks each night, including: set homework tasks, reading, times tables and spelling. While most of the assessment in Years 5 and 6 is completed at school, parental support with regard to homework and organisation is very important in this phase as students begin to develop the skills necessary to self-manage their time. Students in this phase are introduced to the digital diary and Blackboard as means of helping them to begin to manage their own time and are supported with their organisation at school through scaffolding, checklists and reminders. In addition to the traditional forms of homework, we encourage our students to take an active role in their home life by taking part in the daily chores and routine of the household, shopping with an adult on a regular basis, teaching their parents about interesting things they learnt at school and taking part in outside play. These non-traditional forms of homework ensure that learning being done at school is being supported and extended through real world application.

MIDDLE PHASE (YEARS 7–9)

SUBJECTS

The Middle Phase at Padua College is very much a transition phase between primary and upper secondary and provides students with the opportunity to take further responsibility for their own learning and experiment within a safe and structured learning environment. Students in the Junior Phase begin with set subjects which give them a broad access to a variety of subjects and in Year 9, are allowed to select three electives subjects in order to target their learning towards areas of interest to them. Students in Years 7 and 8 study the core subjects of Mathematics, English, Religious Education, Science, History, Geography, and Health and Physical Education. In addition to these core subjects, students in Years 7 and 8 study the specialist subjects of Japanese, Music, Art, Drama, Business Studies and Design and Technology. After being exposed to a wide range of subjects in Years 5 to 8, Year 9 students are given the opportunity to tailor their learning by selecting three elective subjects in addition to the core subjects of Mathematics, English, Religious Education, Science, History, Geography, and Health and Physical Education. The elective choices in Year 9 are Art, Music, Drama, Japanese, Business Education, Design and Technology, Information and Communication Technologies, and Graphics.
HOMEWORK IN THE MIDDLE PHASE

As a college that prides itself on its academic excellence, homework forms an important part of that culture. It is expected that Middle Phase students will average an hour per night of homework, including set homework tasks, reading, revision of material covered in class, and assignment preparation. In the Middle Phase, assessment starts to be completed at home as well as at school and parent support with regard to helping students learn to manage their time at home is essential in this phase. Students in this phase continue to utilise the digital diary and Blackboard so that they can continue to develop the self-help and organisational skills they will need to smoothly transition into the Senior Phase.

SENIOR PHASE (YEARS 10–12)

SUBJECTS

The Senior Phase at Padua College is designed to allow students to tailor their program to suit their own learning needs and pathway. While the first semester course offerings are the same as in Year 9, in Semester 2, Year 10 students are able to further specify their learning in each key learning area so as to be able to make an informed choice about their pathway for Years 11 and 12 and are able to select from the following subjects:

- Introduction to Study of Religion and Religion and Ethics
- Introduction to Senior English and English Communication
- Introduction to Mathematics A, and Mathematics B
- Introduction to Physics, Chemistry, Biology and Science 21
- Introduction to Senior Histories and Geography
- Introduction to Economics and Accounting
- Introduction to Visual Art, Senior Music and Senior Japanese
- Introduction to Senior Physical Education and Recreation Studies
- Introduction to Senior Graphics and Technology Studies
- Introduction to Information, Processing & Technology, and Information and Communications Technology

The Year 11 and 12 program is compliant with Queensland Curriculum and Assessment Authority (QCAA) requirements and we aim to ensure that all students qualify for a Queensland Certificate of Education (QCE). Students in this phase specify their own learning pathway depending on their individual post-school career or study directions. The three pathways offered at Padua College are OP, Mixed and Vocational Education and Training (VET).

PATHWAYS IN YEARS 11 AND 12

OP Pathway

Students selecting this pathway are planning to receive an OP score with a view to further study post-school. Students on this pathway must select 6 Authority subjects.

Mixed Pathway

Students selecting this pathway will not receive an OP score. A mixed pathway requires that students study at least 3 Authority subjects and a Cert III course.

Vocational Pathway

Students selecting this pathway will not receive an OP score and are usually planning to pursue a trade qualification post-school. Most students on this pathway participate in work placement once a week.
Year 11 and 12 students from 2014 onwards study six subjects, three being core subjects and three being elective subjects.

Core subjects in Years 11 and 12 are:

- English (Authority Subject) OR English Communication (Authority-registered Subject)
- Mathematics A or Mathematics B (Authority Subjects) OR Prevocational Mathematics (Authority-registered Subject)
- SOR (Authority Subject) OR Religion and Ethics (Authority-registered Subject)

Authority (OP) Elective subjects in Years 11 and 12 are:

- Accounting
- Ancient History
- Biology
- Chemistry
- Economics
- Film, Television and New Media
- Geography
- Graphics
- Information Processing and Technology
- Japanese
- Mathematics C
- Modern History
- Music
- Physical Education
- Physics
- Science 21
- Technology Studies
- Visual Art
- Drama

Full descriptions of each subject are available in the Senior Studies Guide published each year.

Authority-registered (Non-OP) Elective subjects in Years 11 and 12 are:

- Engineering
- Furnishing
- Information and Communications Technology (ICT)
- Recreation Studies

In addition to the Authority-registered subjects listed above, students also have access to a range of Certificate II and Certificate III courses at local TAFEs. Some students may undertake school-based apprenticeships and traineeships if they obtain a place with a suitable employer.

Certificate II courses available include:

- Engineering
- Construction

Certificate III courses available include:

- Fitness
- Business

Certificate IV Courses available include:

- Business
- Fitness

In addition, students on the Vocational Pathway have access to work placement and relevant TAFE courses.

HOMEWORK IN THE SENIOR PHASE

It is expected that Senior Phase students will average a minimum of one and a half hours per night of homework in order to cope with the work load at Senior level. Homework will include set homework tasks, reading, revision of material covered in class, and assignment preparation. In the Senior Phase, the majority of assessment is conducted in formal exam blocks at the end of each term. By this stage in their education, students should be demonstrating increased independence in their approach to learning and should be refining their self-help and study skills. The digital diary, email and Blackboard are some of the tools available to students as they work towards developing increased independence in their approach to learning.
The strength and quality of friendships formed by students at Padua is often achieved through the co-curricular program of the school. The College aims to provide as many opportunities as possible for students to discover and develop their talents and abilities. Co-curricular life at Padua is not just about sport. Music, debating, camps and service learning are all significant opportunities for discovery and development.

For this part of the broader curriculum to function efficiently and to have its maximum effect on the students, it requires COMMITMENT from both students and parents. Commitment to training improves performance and develops a life-long attitude, which is important to success. Students at Padua are still of an age when they need the practical support of their parents to meet their commitments. The College expects parents to support their sons if they are part of a team, ensemble, band or school activity.

THE SPORT PROGRAM

Sport at Padua College is an important part of the broader curriculum. It allows the students to learn and appreciate the meaning of personal, team and school commitment, loyalty, discipline, support, sportsmanship, camaraderie and friendship between members of their own teams and other school teams. The College is a member of the Associated Independent Colleges (AIC). All boys attending the College MUST, as part of their obligation to the College, be available, if required, to represent Padua in sporting fixtures. This may mean giving up part time jobs, and withdrawing from Club involvement.

The College enters teams in the following sports in the competition: swimming, cricket, volleyball, rugby, soccer, chess, tennis, basketball, athletics and cross country. All boys must compete in the College's annual Interhouse Swimming, Cross Country and Athletics Carnivals.

Padua College has its playing fields on a 7.3 hectare site at Elliot Road Banyo for cricket, rugby and soccer.

EXPECTATIONS OF STUDENTS AT SPORT

1. Students are to make themselves available for the AIC sporting competition. They will be required to make a commitment towards any training or special coaching clinics which are organised for school players to develop their skills fully.
2. On any occasion where they are representing or supporting the school, full uniform or sports uniform MUST be worn while travelling to and from the venue. When students are travelling to the sporting venue, they are required to go directly there.
3. Students’ behaviour is expected to be of the highest standard at all times.

The Players’ Code of Behaviour involves:

a) Playing sports for the good health they promote and enjoying being involved in sporting activities with friends, and for the satisfaction that comes from doing your best, which will mean accepting victory and defeat in the same, well-balanced manner.
b) Playing by the rules of the sport and accepting the decisions of the officials, umpires, referees and selectors.
c) There is never any excuse for bad language whether at training or when playing. Students using bad language or racial taunts may be removed from the field and will be suspended from playing sport for 2 weeks.
d) Giving your teachers, coaches, parents, spectators and officials the respect and thanks they deserve for training you, supporting you, transporting you and generally making your sport possible.

Remember that any poor sporting behaviour reflects badly on you, your parents, your coaches and your school.

Parents whose behaviour is inconsistent with what is expected of their sons are not welcome at Padua College sporting events.
MUSIC

Padua has a very well equipped Music Department which includes a recording studio and keyboard laboratory. Tuition is available in all orchestral instruments. A wide variety of instruments is available for hire to students at a low cost. Music students are encouraged to become members of the Concert Bands, Jazz Band, String Orchestra and Symphony. Music is studied in Years 5–8 and is available as a subject option throughout Years 9 and 10 and the Authority subject, Senior Music, is offered in Years 11 and 12. Every alternate year the boys and girls from Mt Alvernia and Padua College produce a Musical. Productions have included “Bye Bye Birdie”, “Downtown”, “Joseph and His Technicolour Dreamcoat”, “Les Misérables” and “Hairspray”.

DEBATING

Boys are encouraged to develop their public speaking skills through participation in Public Speaking competitions and interschool debating. Teams from all year levels in the school participate in the Queensland Debating Union competition each year and individual students represent the school as public speakers.
SOCIAL JUSTICE ACTIVITIES

As a Catholic Franciscan school the values of social justice are seen as a critical part of the curriculum taught in the classroom (the formal Religious Education program) and as part of a range of extra curricular activities offered to students.

Fundraising: Students engage in a range of fundraising activities (see Co-Curricular Activities) for various charities and community organizations with which the College has traditionally been associated (eg Little Kings Movement) or that it sees as relevant to its mission as a Catholic school (eg Diabetes Australia, Franciscan Appeal for Timor Leste). The Greccio Campus is also engaged with several other fundraising activities more closely suited to their age groups and interests.

Outreach: A number of opportunities are offered that allow for students to be immersed into other ways of life. Currently, these experiences have been limited to students in Years 10–12. Students in these Year Levels are invited to roster themselves on for work at Oz Care Men’s Hostel, South Brisbane and Rosies Street Van. Students engage in meal serving and conversation activities with clients of both these services. Year 10 assist with the local parish ‘Good Samaritan’ group who provide a weekly respite activity for elderly residents within the local area.

CAMPS

Camps are an important learning experience for students. They provide a unique environment to expose students to new challenges, new experiences and practical learning opportunities. Every year a camp is provided for the boys which is planned and run by the College’s Outdoor Education Coordinator. It is a condition of enrolment that every boy attends an annual camp conducted by the College.

Example:

Year 5 and 7 students are required to attend a camp early in the year. The aims of the camp are for students to:

- “Get to know” each other and their teachers
- Make new friends
- Learn to live and cooperate with others away from home
- Give teachers the opportunity to meet them and assess their strengths and weaknesses in a challenging environment
- Learn about Padua College’s history as well as become familiar with important College prayers and war cries.

They might be involved in:

- Learn to surf classes
- Games and Ice Breakers
- Low Ropes
- General activities and games.

The College has an outdoor education complex, “Amaroo”, built on a 62 hectare site between Pomona and Lake Cootharaba.
Communication between the College and parents (and vice versa) is very important. The College offers many forms of communication and increasingly, in the post-modern era, the communication involves technology.Outlined below are the various forms of communication and we would ask that parents be aware of them as well as making the best use of them.

**PARENT / COLLEGE CONTACT**

The College accepts the enrolment of its students on the strong understanding that *parents support the general philosophy and ethos of the College as a Franciscan Catholic school*. At the practical level the College’s policy is expressed in its rules, regulations and expectations. As recent research clearly indicates, the Christian education provided by schools like Padua is only a supplement to what is provided by the parents.

Parents are encouraged to take an active interest in College activities and to cooperate with the College administration in all matters relevant to their son’s development.

The College provides the opportunity to meet with your son’s teachers twice a year. Interview appointments are made electronically and clear instructions on the procedures are sent home in advance.

Parent Information Evenings are organised periodically throughout the year. These meetings are targeted for specific Year levels and for specific purposes. These nights are recorded in the College Calendar and reminder emails are sent.

The Parents and Friends’ Association meets once a month during term time, and with the volunteers for Uniform Shop and Tuckshop, gives valuable assistance to the College. The Annual General Meeting of the Parents and Friends’ Association is held in the last term of the year.

The Padua College *Bulletin* is published every two weeks during term. Notification is sent home via email when the latest *Bulletin* has been posted on the College website for parents to access. This is an important form of communication between school and parents.

**WEBSITE**

An important form of communication from Padua College to the wider community is the Padua College website. The site contains all of the important information or links to that information for all stakeholders in Padua. Parents can access the Bulletin, sports notices, current events, College notices, curriculum outlines and other general information. In the future, the site will host the parent portal for access to further information and various College services.
COLLEGE CALENDAR

Each family is provided with a calendar of the year's events. It also contains general information about expectations and uniform requirements.

THE PADUA APP

This app is designed to allow students and parents to access information about events and daily activities at the school. It will be updated regularly to ensure that the information provided is the most current and up-to-date available. Details of how to download the app are available on the College website.

PARENT / TEACHER COMMUNICATION

Most messages for class teachers can be left with the school receptionist at St Francis Hall, who will pass them on. If, for any reason, you would like to see your son's teacher, other than at the allocated parent/teacher interview times, you may either send a note to the teacher with your son or email the teacher directly.

ELECTRONIC DIARY / CALENDAR / STUDENT HANDBOOK

All Padua College students are given electronic access to a Student Diary application via their electronic device. The Diary is an important form of personal organisation to help your son in recalling homework, important school messages, and to help him to organise his time effectively. Parents are encouraged to read the Diary throughout the year to check that homework and assignments set are duly completed.

This diary is also auto populated with a version of the College Calendar. The Student Handbook is presented in the form of an iBook and should be downloaded from the College Intranet onto their own electronic device (such as an iPad). It contains information regarding school organization, timetable, conditions of enrolment, uniform regulations, expectations on behaviour, as well as prayers and hymns used at College liturgies.

The Student Handbook is presented in electronic form and should be downloaded from the College Intranet onto their own electronic device.
It is a well-known tenant of Boy’s Education research that boys respond best, when they know their boundaries and when they are in a routine. Therefore, at Padua, we endeavour to do both. The following information is provided to assist the new students to adapt to the Padua routine as seamlessly as possible. We ask that parents are aware of this information and support their son/s in adapting to these important routines.

ATTENDANCE AND COLLEGE HOURS

Regular attendance is obviously necessary for progress at the College. Boys are expected to attend school every day – including all school related activity days, eg camps, excursions and sports carnivals even when these might occur outside the normal school time. They are expected to travel directly from home to the College and once they arrive, they are not permitted to leave the school grounds.

Student classes begin at 8:25am each day. Classes finish at 3:10pm and it is the College’s expectation that boys travel directly from school to home.

If a boy must be away from school for a period of time through sickness or some other serious reason:

1. Parents are asked to phone on the Information Line (3857 9900) before 9:30am if their son is absent from school that day. Alternatively parents can email details of their son’s absence to absence@padua.qld.edu.au
2. If boys are absent from school and parents have not phoned, the school will phone the parents of boys in Years 5–8 to check on the boys’ whereabouts.
3. Parents are still required to write a note giving reasons for their son’s absence from school.
4. The same special conditions still apply when a Year 8–12 boy is absent for any exam or class test (see Student Handbook).

Appointments for doctors, dentists and the like should be made outside College hours if possible. **Holidays and vacations should not be planned during term time. The College will not necessarily provide alternative tuition for students absent during holidays or vacations. Additionally, the College will not necessarily reschedule exams or other forms of assessment so that students can go on holidays or vacations outside of the official times set in the calendar for holidays and vacations.**

Parents will appreciate the need for such regulations which are designed to bring about punctual and regular attendance of students and a state of affairs where College and parents, who have a mutual moral and legal responsibility for our young children, know their whereabouts and the limits set for them to observe.

SUPERVISION

Parents are requested not to allow their children to arrive at school at a very early hour as there is **NO** supervision of students in the yard before 8:00am for Years 5–12. You may notice that some teachers are present at an early hour, but this valuable time is spent organising the work of the day and interacting with individual children. There is **NO** general supervision after school.

Outside School Care is available to parents through the Little Flower Senior School Age care and is sponsored by the Kedron Parish Council under the direction of Centacare. The Outside School Care program operates on the Primary Campus from 3:10–6:00pm each school day. Contact details regarding the program should be made to paduaoshc@bne.centacare.act.au

Teachers supervise the yard at morning tea and lunch. Additionally, the bus stops are supervised after school.
MEDICATION PROCEDURES

To meet the College's legal obligations and provide due care, students will not be permitted to have medication in their possession whilst at school. When a student is required to take medication during school, the medicine is to be held by the school and an authorised teacher or staff member will administer it. Parents will need to make a written request to the Rector, including authorisation to administer the medication along with specific instructions on dosage and times. Asthma medication will be the only exception; students are responsible for their own asthma inhalers. Pro-forma letters of request will be available from the office.

Boys who become ill at school are sent to Sick Bay in St Francis Hall and supervised until contact with a parent can be made.

In the case of accident or emergency, where parents cannot be contacted, it is usual for the school to contact the Kedron Medical Centre, who, after consultation, decides whether the child should be taken by ambulance to the nearest hospital. In cases of serious accident, an ambulance will be called immediately. Parents will be notified as soon as possible.

For this purpose, we would ask that phone numbers (both home and work) be kept up to date on the office information forms.

LIBRARY

The Libraries are fully computerised.

The Assisi Library is open from 7.25am to 4.00pm. During class hours passes are required to leave class and make use of the Library.

The Greccio Library is open from 8.00am to 3.30pm.

BOOK HIRE

The College has a Book Hire Scheme. All textbooks and class sets are hired out to the students on the proviso that parents annually sign the Book Hire Agreement Form. Boys who return damaged books, or do not return books are expected to pay for replacements.

DAILY GUIDELINES

In class:

1. All students are expected to bring the necessary equipment to complete a full day of learning. This includes their fully charged electronic device.
2. Students are expected to wait for their teacher in a quiet and orderly fashion in an area designated by their classroom / subject teacher.
3. Students are expected to stand if a visitor enters the room to address the class.
4. If a class finds that five minutes after a lesson should start no teacher has arrived, a class member is expected to report immediately to the nearest teacher.
5. Eating and drinking are not permitted in classrooms, or on verandahs and stairways. An exception may be granted when a staff member gives special permission or in the event of inclement weather.
6. Students are expected to keep their desks, lockers and the rest of the room tidy at all times.
7 Students are not permitted to bring liquid paper, metal rulers, marking pens, electronic forms of entertainment, or any valuable or dangerous items to school. Exercise books, iPads, iPad cases, folders, textbooks etc are to be free of all affixed pictures, cut-outs and graffiti.
8 Students should not consume energy drinks or chew gum at school.
9 The selling or trading of personal items on College grounds is not permitted.
10 Padua College accepts no responsibility for lost/stolen or damaged items, including items of a personal affect.
11 At the end of the day all students are to return to their PC rooms for a roll call. All windows must be locked, chairs must be placed on top of desks and all books and equipment must be removed from window ledges and the floor.
12 Students are only to go to their lockers before and after school, and at the beginning or end of morning tea and lunch.
13 School bags are to be locked in PC cupboards or stored in their allocated area during Pastoral Care time before Period 1. No bags should be kept in student lockers.
14 No books or iPads are to be brought to the tuckshop.

**At morning and lunch breaks:**
15 Movement along the verandahs or on the stairways is expected to be orderly at all times.
16 Students may not remain in classrooms unless a teacher is present.
17 Students are to eat their lunches in designated areas. After the 12:55pm bell the playground is available for appropriate games. It is expected that such games will involve no danger to people, clothing or property i.e. no contact games are permitted.
18 **PLEASE NOTE:** The Padua broad-brimmed hat is to be worn by all boys at morning tea and lunchtime. Sunscreen 30+ cream is available for use at this time, and is available from the office at St Francis Hall.
19 Students must wear shoes at all times on College property and when transiting to and from the College.
20 Students are expected to place all rubbish in the bins provided.
21 A warning bell will be rung before the end of the break. Students are then expected to move to the appropriate classroom for the next lesson, and to be ready in time for the lesson to start.

**TRANSPORT TO AND FROM SCHOOL**
22 Students are expected to adhere to all FOTH common expectations.
23 Students are to use pedestrian crossings in Turner and Somerset Roads and obey the supervisor’s instructions. Students need to respect and cooperate with members of staff from Padua College, Mt Alvernia College and St Anthony’s when given directions. Parents and community members are encouraged to role model this behaviour.
24 When waiting for buses, students are to remain on the paved or bitumen areas of the College Property, and not on the footpaths.
25 Students are not to move to their bus, until the bus has stopped and is ready to take on passengers; their only exits from the grounds are the College gateways and church driveway. No student is to jump over any fence to get to a bus.
26 Students are to form only one queue for entry onto a bus. No attempt should be made to interfere with other students lining up for the bus. No student is to move to a bus until the supervising teacher gives permission. Students then walk in single file to the bus.
27 The lawns, roads and pathways in front of the College and Church are not recreational playing areas.
28 No games are to be played while waiting for buses at Padua or St Anthony’s.
BIKE RIDERS
29 Students who ride bikes to school must wear helmets and are advised to bring a chain and padlock to keep their bikes safe during the day. They are not to ride their bikes on school property.

STUDENT CARS
30 Students who wish to drive cars to and from school, must complete a written request from their parents, by completing the form available from the College Office or VRPC.
31 Students’ cars may not be used during school time unless a request is made from parents and permission is given by the school. (This permission is normally given by the Vice Rector Pastoral Care.)
32 All student cars will be parked in the street, and never on College property.
33 If a student driver wishes to drive other students in his car, his parents are expected to give their written approval to the Vice Rector Pastoral Care. Permission forms are available from the College Office.
34 Students who wish to be passengers in other students’ cars, are required to bring written permission (on the school form available from the College Office), from their parents and give it to the Vice Rector Pastoral Care.
35 Padua College does not provide student parking and accepts no responsibility for student parking on or around Brisbane City Council streets.

OUT OF BOUNDS AREAS
36 The following areas are not playing areas and students are expected to leave them clear at all times:
   a) The church grounds.
   b) The grounds in front of St Francis Hall.
   c) The music tuition rooms or La Cordelle (except to approved students).
   d) All stairways at all times, and verandahs (except as shelter during wet weather).
   e) All classrooms and special rooms, eg Music room.
   f) The banks of the oval.
   g) All garden beds.
   h) The bike area once bikes have been put in place each morning.
   i) The north side of the grandstand change facilities.
   j) Any neighbouring properties.
   k) The oval and grandstand facilities before 8:30am.
   l) The South Side of the Greccio Campus from the tennis courts through to the Year 6 and 7 block.
   m) Greccio Campus Tennis Courts before 8:00am.
   n) The North side of Somerset Road on the Greccio Campus.
   o) The foyer to La Cordelle.

SCHOOL SOCIALS AND FUNCTIONS
Parents and their sons are reminded that when boys from Padua College attend school socials, where their entry is by school “ID”, the boys represent the College. Thus, expectations regarding behaviour, smoking, drinking, the use of illicit substances and the carrying of dangerous weapons, which we have at Padua functions also apply when our boys are at another school’s function and social.
(Refer Conditions of Enrolment page 3)
MOBILE PHONES AND OTHER VALUABLE EQUIPMENT

BACKGROUND
Padua College acknowledges the availability and reality of mobile phones in the 21st century. They are an effective form of communication and provide a safety net for both parents and students.

However, mobile phones (and like apparatus) must be used in a responsible and mature fashion and NEVER interfere with the teaching and learning process at Padua College. All students have the right to own a mobile phone. The College has the responsibility to educate the students in the proper and respectful use of mobile phones.

REGULATIONS
1. Mobile phones are the responsibility of the owner. Mobile phones should only be brought to school with the blessing of parents/guardians and under the premise that they are aware of this policy.
2. The school accepts no responsibility for phones, nor does it have the time or resources to conduct investigations into damaged, misplaced or stolen phones. The College will not replace damaged, lost or stolen phones. All students are provided with a locker and a lock and it is recommended that phones are stored in them. Additionally, phones may be stored at the front office for security.
3. Mobile phones may not be used in class unless a teacher has given express permission and its use is directly related to the curriculum being studied.
4. Mobile phones are not to be taken into exams.
5. The mobile phone can ONLY be brought to school if the number of the phone is given to the school for its records.
6. The use of mobile phones is also covered by the Padua College ‘Acceptable Technology User Agreement’.

HAIR POLICY
The College hair policy states:

“Normal schoolboy haircuts are required with no extremes or variations of normal hair colour.”

Hair:
Does not touch the eyebrows when the fringe is combed forward. Does not touch the collar when combed back.
Does not pass mid temple when swept forward at the side. Is of a consistent length and natural in colour. Is worn in a neat and tidy fashion and is not cut in an attention-seeking manner.

Students are expected to adhere to this policy at all times.

UNIFORM REGULATIONS
The school uniform is:
College grey shorts with black belt or grey long trousers with black belt (standard College issue only).
Striped short sleeved shirt with Padua badge on pocket (Years 5–12) or striped long-sleeved shirt with Padua brown tie (Years 5–12).
Black leather lace-up shoes, long grey Padua socks with stripes and garters or if long trousers are permitted, black socks are worn.

The College blazer is compulsory for Years 10–12 in Terms 2 and 3. When the blazer is worn, the student must wear long trousers and the Padua brown tie. The College pullover may be worn by all students.

The Padua broad brimmed hat must be worn at the College. Students must wear the hat to and from home. In the event that a student has lost/misplaced or cannot attend a school day without their College hat, parents are asked to provide written documentation acknowledging they are aware of this situation. The student should then obtain a uniform slip from his PC teacher or House Guardian.

The Padua Hoodie is only to be worn with the sports uniform.

The College tie is to be worn in Terms 2 and 3 and for some special functions.

**SPORTS UNIFORM**

A Padua House shirt and black shorts, Padua white socks, joggers – preferably with non-marking sole – and the Padua broad brimmed hat.

**AIC SPORTING FIXTURES**

All Firsts teams wear their full College uniform to and from the fixture.

All other players wear either their ‘playing uniform’ or their sports uniform – black shorts, Padua College polo shirt and enclosed footwear, including either their College broad-brimmed hat or Padua cap.

Student spectators are encouraged at sporting fixtures. If students have played on the day and remain to support other matches they are able to wear their ‘playing uniform’ or sports uniform. If they do not play on the day, full College uniform is required to be worn.

Variations of the College sports uniform (including camp, team and representative clothing) are not permitted for players and spectators.
SCHOOL UNIFORM

YEARS 8 AND 9
Terms 1 and 4
College grey shorts or grey long trousers with black belt. Striped dress shirt, short or long sleeved with Padua badge on pocket. Long grey Padua socks with stripes, garters if long socks are worn; black socks if long trousers are worn. Black leather dress shoes. The Padua hat is compulsory at all times.

Terms 2 and 3
The College tie is to be worn.
Note: *Padua Blazer and/or College pullover may be worn at any time (Terms 1–4).*

YEARS 10, 11 AND 12
Terms 1 and 4
Striped short sleeved dress shirt with Padua badge on pocket or long sleeved striped dress shirt with Padua brown tie. College grey shorts or long College grey trousers. Long grey Padua socks with stripes, garters if long socks are worn; black socks if long trousers are worn. Black leather dress shoes. The Padua hat is compulsory at all times.

Terms 2 and 3
The College brown tie is to be worn with the Padua blazer. The College pullover may also be worn if necessary. Long grey trousers must be worn with the Padua blazer.

THE COLLEGE HAT
All students must have the College hat which is individually marked at the back with each student’s initials. The hat must be worn at all times when outdoors.

THE COLLEGE TIE
All students are to have the College tie at the beginning of the year for wearing at any special College functions during any time of the year.

THE COLLEGE BLAZER
Students must wear a tie when wearing the College Blazer.

THE PE UNIFORM FOR YEARS 8–12
House shirt.
Padua black shorts.
Joggers – preferably with a non-marking sole.
College broad brimmed hat or College sports cap.

AIC COMPETITION
Boys representing the College in the Associated Independent Colleges competition would be required to wear the appropriate on-field uniform, and to travel to and from the competition in either the on-field uniform or Full College uniform, as directed by the Head of Sport.

It is recommended that when having H&PE classes outdoors, boys wear 30+ sunscreen.

Please ensure that all articles of clothing are clearly marked with your son’s name.
PARENT INFORMATION

FEES / LEVIES

Fees are charged and invoiced in full at the commencement of each year. We attempt to keep fees reasonable, but can only do so on the basis that full school fees are paid promptly by the due date. There is a consideration for families with more than one son at Padua. In addition to Tuition fees, there is a General Purpose and Activity Levy and a Building Fund which families must pay. There may also be Subject levies payable for some subjects that use materials or resources.

If a position is offered at the end of the enrolment process, a confirmation fee of $600 is expected by the College. This fee is held for the duration of the student’s time at Padua and refunded at the end of Year 12 when all matters relating to the College are finalized. This fee may also be donated to the school.

The College also expects that a minimum of one term’s notice be given in writing for withdrawing a student from school. A full term’s tuition fees will be charged should this notice not be given.
Oh, how happy and blessed are these men and women when they do these things and persevere in doing them, since the Spirit of the Lord will rest upon them and He will make His home and dwelling among them.

They are children of the heavenly Father whose works they do, and they are spouses, brothers, and mothers of our Lord Jesus Christ.

*St Francis’ First Version of the Letter to the Faithful 5-7.*
A Catholic School for Boys under the care of the Franciscan Friars since 1956

We operate as a faith community living out gospel values, emphasising the value of each individual, providing a relevant and personal education.