

# STAINES MEMORIAL COLLEGE



## New Family Information 2017

*(To be read in conjunction with  
the Parent Handbook - available in January)*



**STAINES**  
MEMORIAL COLLEGE

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## Principal's Welcome

Welcome to Staines Memorial College. We are pleased to have your family joining our College family next year.



Staines is a small but growing education community. We provide education from Kindy to Year 12.

Our College is named in honour of Graham Staines and his boys, Philip and Timothy, who were killed in India in 1998 as they served our God in poor and rural areas. Graham and his wife Gladys grew up in the Ipswich – Beaudesert area.

We are a Christian Community Ministries (CCM) school. Our College is also a member of Independent Schools Queensland (ISQ) and works with a range of other organisations throughout Queensland.

Our College has a non-denominational Christian ethos and caters for children from a wide variety of Christian backgrounds and traditions. It also caters for families who, though not necessarily Christian themselves, desire a Christian school culture and educational experience for their children. All staff are committed Christian people from various denominational backgrounds selected for their professional competence as well as for their sense of calling to the ministry of a Christian school.

We believe that the education of young people is a shared responsibility. We are committed to "Building a Community for Eternity". Parents and teachers are role models and so have the privilege and responsibility to be the best they can. This will involve staff and parents participating in learning to improve their understanding and skills.

At Staines Memorial College we endeavour to provide Christ-centred schooling in an atmosphere of love, respect, peace and discipline which will encourage students to achieve their full potential for God. We believe it is our calling to provide sound spiritual guidance based on a biblical foundation, to help students achieve academic excellence, and to facilitate students' development and use of their God-given talents in the service of God.

Each year we attempt to build on the strengths of the year before. I thank you for choosing our College and ask that you continue to support it in prayer and practical ways. I invite you to join the FIA (Faith in Action) team and also ask you make every effort to attend College events.

Yours sincerely,

**Norton Sands**

*Principal*

## Absences



On the day a student is absent, it is a requirement that a parent/carer advise the College Office by telephone on **07 3814 8606**, SMS to **0438 593 239** or by email [studentabsences@staines.qld.edu.au](mailto:studentabsences@staines.qld.edu.au) by 9:30am. (Voicemail, SMS or Email messages can be left at any time of the day.) An SMS will be sent to parents if a student is absent and notification has not been provided to the office. Please make an effort to ensure that all absences are explained.

Planned absences for appointments etc. can be reported to Student Services in advance. Students arriving late or leaving early must report to Student Services which is located at the rear of the Administration building.

## Change of Details

Please inform the College Registrar in writing of all changes to your child's enrolment details. This includes (but not limited to) changes of circumstances, address, emails, phone numbers for parents/carers and emergency contacts.

## College Buses

At Staines Memorial College, we provide a user pays bus service as a means of travel to and from the College. We primarily service southern, central and eastern suburbs of Ipswich. Application for the service is made to the Bus Co-ordinator, through the College office.

A separate document ([Staines Bus Service](#)) articulates the expectations and responsibilities of members of the Staines Community when using our bus services. The fee structure and an application form are provided in the document **Staines Bus Service**. All bus enquiries should be directed to the Bus Coordinator. The Bus Coordinator can provide you with details of routes, bus stops and pick up and drop off times.

Every year, a new Bus Application must be completed for each family needing the bus. If you are considering using the College Bus, please request a form from Administration, complete the form and return to the Bus Coordinator at least one full working day prior to use of the Bus Service, preferably a week prior. (In January, forms are due one week prior to school starting.)

## College Hours

College classes run from **8:30am to 3:00pm**. Students may arrive from 8am when supervision is provided. The first bell will ring at **8:25am**. All students need to be at our College during these hours. We have before or after school hours programs. As well as vacation care, operated by Helping Hands. If you require care outside school hours, please talk to the Registrar or contact Helping Hands directly by calling 0447 364 035 or email [staines@helpinghandsnetwork.com.au](mailto:staines@helpinghandsnetwork.com.au). (Generally, care is only available to children until they turn 12 years old.)

## **College Office Hours**

During the term the office is open Monday to Friday from 8am to 4pm.

During the College Holidays, the office is open from 9am to 3pm excluding Public Holidays and some Staff Development Days. The office is also closed for three weeks during the Christmas holidays. Messages can be left on the message service and will be attended to when staff are back in the office.

## **Enrolment Contract**

Have you returned your Enrolment Contract? The original needs to be returned to the College and a copy will be sent to you. The College Registrar will contact you shortly if it is not on file. Enrolment is not confirmed until the Contract is returned.

## **Finance Information**

Recently, you would have received a letter from the Principal about next year's fees and a Direct Debit Form. Please ensure you return the Direct Debit form as soon as possible to ensure payments are spread over the longest period.

More information from the Accounts Department follows.

The College issues one account per family unit for all fees for the whole year at the start of the year, or at the commencement of enrolment. (The process for Kindergarten Fees is different. Please refer to the Kindergarten Handbook.)

Statements are sent regularly (unless account is paid in full).

A few important points are shown below. More details about College practices can be found in the Parent Handbook.

### **Method of payment:**

It is a requirement that all families pay fees upfront **or** by direct debit from a bank account or credit card, unless an alternate method is approved by the Principal. Direct debits will continue consistently throughout the year. The only time direct debits are not processed are during the two weeks of Christmas and New Year. This helps spread the regular costs and so relieves pressure on family budgets. The frequency and size of debit is determined in conversations / communications with the Fees Advisor. Any changes to payments must be put in writing to the Fees Advisor.

### **Change in the relationship between parent(s)/guardian(s):**

Parent(s)/guardian(s) must inform the Principal in writing if there is a change in their relationship with each other since signing the Application for Enrolment Form and Enrolment Contract. In the case of divorce or separation it will be assumed that both parents will continue to have a shared responsibility to ensure continuing payments. If one parent is to take sole responsibility for care and fees, then we will require the completion of a new Enrolment Form and Enrolment Contract. Fee arrangements remain a confidential matter with usually only the Fees Advisor, Director of Finance and the Principal of the College being informed.

### **Withdrawal of students from the College:**

**One term's notice in writing** must be given when withdrawing a student from the College otherwise a term's tuition fee will be charged. This is because we will have incurred some costs in forward planning expecting your child/ren to remain at our College.

## **Handbooks**

Parents of children in Prep and Kindergarten will receive a Prep or Kindergarten Handbook to be read in conjunction with the Parent Handbook. The Prep and Kindergarten Handbooks outline specific information for parents of Prep and Kindergarten students. This will be available in October/November of the year prior.

Each student from Years 4-12 will receive a Student Handbook in the back of their College issued diary, available at the start of the school year.

The Senior School Handbook, outlining subject choice and course information, is available in August to all students starting Year 11.

Parent Handbooks are available in January of each year. Electronic versions are available on the College website or a hard copy can be requested from Reception.

## **Instrumental Music**

Students of Staines Memorial College are privileged to have Rebecca Keen of 'Play Music Now' teaching them Instrumental Music. Students can learn how to play the guitar, keyboard, piano, drums, ukulele, bass guitar or how to sing during weekly lessons at SMC.

Lessons run for half an hour on Thursdays in the music room (during school hours); Prep – Year 12. Students of all abilities are welcome.

To enquire further or to book a place in the program, please contact Music Boutique directly.

P: 0434 030 084

E: [admin@playmusicnow.com.au](mailto:admin@playmusicnow.com.au)

## **Medications**

College staff cannot administer prescription medications (including pain relief medications), unless they meet the accountability of a written request from a Parent/Carer. All medication must include an original pharmacy label detailing the name of the person authorised to take the medication, the dosage, the time the medication is to be taken and the medical practitioner's name. Parent Authorisation Forms are available from Student Services.

Please contact the Administration staff if your child has regular medication to be administered at school. We will provide information and an Authorisation Form.

More detail about administering medication at the College can be found in the Parent Handbook.

## Meet the Teacher Day

Each year, all families are invited to visit the College before starting on the first day. It is a great opportunity to meet the teacher, find your classroom and bring in stationery items (primary only). Secondary teachers will distribute a timetable on the day. Meet the Teacher Day is held on the last Thursday of the school holidays in January from 1pm until 4pm.

Class lists are available on Meet the Teacher Day and not prior.

## Orientation / Transition Day

New students entering Prep and Year 7 will be invited to an Orientation / Transition Day toward the end of Term 4. An invitation letter will be mailed to applicable students.

## Parent Portal

Insert information about the Parent Portal. (Basic information and mention they will get access in January.)

## Peanut Free School



**Staines Memorial College is a peanut free school.** Please do not send **peanut** products in lunches as we have students who are highly allergic to peanuts.

## Staff Development Days

We want our students to be taught and supported by staff who are trained to the highest quality. We believe dedicated time, including some time when students are not present, creates optimal learning and benefits everyone.

The dates of Staff Development days are always published well in advance. These dates are shown below (under the Term Dates section), on the College website and reminders are also provided in the College newsletters. As some training is beneficial for all staff there are a few occasions when the Administration office will be closed.

## Stationery Lists

Stationery Lists are generally made available early Term 4.

The 2017 Stationery Requirements are available now in a digital format. To obtain a copy of Stationery Lists, please visit the College website, [www.staines.qld.edu.au](http://www.staines.qld.edu.au) to download the order forms (Teaching and Learning > Stationery Lists), or the EDSCO website, [www.edsco.com.au](http://www.edsco.com.au) (Click the green button and follow the prompts.). Please contact the Administration team if you require assistance.

To assist you to ensure your student is fully prepared, the College has made arrangements with the supplier to enable you to purchase all required stationery at a very competitive price.

If your child/ren does not have the required stationery by the end of Week 2, the school will purchase on your behalf and add the cost to your College fees.



## Term Dates

### Term Dates, Staff Development and Public Holidays

TERM DATES - 2017							
TERM	DAY	DATE	DAY	DATE	HOLIDAY	WEEKS	
Term 1	Monday	23 Jan	-	Friday	31 Mar	3/4 to 17/4	10 weeks
Term 2	Tuesday	18 Apr	-	Friday	23Jun	26/6 to 11/7	10 weeks
Term 3	Wednesday	12 Jul	-	Friday	15 Sep	18/9 to 2/10	10 weeks
Term 4	Tuesday	3 Oct	-	Thursday	30 Nov	1/12 to Jan '18	9 weeks

PUBLIC HOLIDAYS - 2017		
TERM	DAY	DATE
1	Australia Day	26 January
1	Good Friday	14 April
1	Easter Monday (during the holidays)	17 April
2	Anzac Day	25 April
2	Labour Day	1 May
2	Ipswich Show Holiday	12 May
3	EKKA Holiday	16 August
4	Queen's Birthday (last day of holidays)	2 October

Staff Development Days – 2017 (No students at our College)		
TERM	DAY	DATE
1	Monday to Friday (College Holidays)	16-20 January
2	Friday (Ipswich Show Holiday)	12 May
3	Monday & Tuesday (College Holidays except Yr 10 & 11 who all on Work placement)	10 & 11 July
4	Monday	16 October
4	Friday	1 December

### Other Important Dates:

**Year 12 finish on 17<sup>th</sup> November** (applies to all Queensland schools)

**Year 10 & 11 finish on 24<sup>th</sup> November** (applies to all Queensland schools)

**Years P-9 finish on 30<sup>th</sup> November** (applies to Staines Memorial College)

\*Kindergarten dates vary slightly to above. Please see the Director for details.

## Uniforms

Staines Memorial College is a Uniform wearing school. A condition of enrolment and continued attendance is the wearing of the full uniform and adherence to the dress code standards.

Following the Dress Code Policy demonstrates a student's acceptance of the values and principles of the College. This helps students develop pride in their personal appearance, allows the student body to demonstrate to the local community what it means to be a student of Staines Memorial College, and promotes a positive reputation for the College which opens opportunities for students as they move into the wider community.

Students at various stages of learning wear one of four distinct but similar uniforms.

- Students in Kindergarten have a Kindy sports uniform.
- Students in Prep to the end of Year 6 have a Junior School uniform.
- Students in Years 7 – 9 wear the Middle School uniform.
- Students in Years 10-12 wear the Senior School uniform.

For each stage of schooling there is a formal uniform and a sports uniform, except for Kindergarten and Prep students who wear a sports uniform every day. It would be usual for students in other year levels to wear their formal uniform 3 days per week and the sports uniform 2 days per week. Further details about the Dress Code Policy are available in the Parent Handbook (available in January) or on the College Website ([Dress Code Policy](#))

### Uniform Requirements:

*All Uniform Items are to be purchased from the Uniform Shop.*

#### **Kindergarten**

SMC Kindy Polo Shirt  
SMC Micro Fibre Shorts

SMC Kindy Hat  
Tracksuit (top & bottom)

#### **Prep Male (sport uniform only)**

SMC Polo Shirt  
SMC Rugby Shorts  
SMC Bucket Hat  
Tracksuit (top & bottom)  
Male Sport Socks  
Black Leather Joggers  
SMC College Bag

#### **Prep Female (sport uniform only)**

SMC Polo Shirt  
SMC Rugby Shorts  
SMC Bucket Hat  
Tracksuit (top & bottom)  
Female Sports Socks  
Black Leather Joggers  
SMC College Bag

### Years 1 to 6

#### **Junior Male Formal**

Formal Shirt  
Micro Fibre Shorts  
Formal Jumper  
SMC Slouch Hat  
Male Knee High Socks  
SMC College Bag  
Black Leather Joggers (Lace-Up preferred)

#### **Junior Female Formal**

Junior Blouse  
Culottes  
Formal Jumper  
SMC Slouch Hat  
Female Sports Socks  
SMC College Bag  
Black Leather Joggers (Lace-Up preferred)

#### **Junior Male Sport**

SMC Polo Shirt  
SMC Rugby Shorts  
Male Sports Socks  
Black Leather Joggers (Lace-Up preferred)  
Tracksuit (top & bottom) - optional

#### **Junior Female Sport**

SMC Polo Shirt  
Rugby Shorts  
Female Sports Socks  
Black Leather Joggers (Lace-Up preferred)  
Tracksuit (top & bottom) – optional

## Years 7 to 9

### Middle Male Formal

Formal Shirt  
SMC Dress Shorts with a Black Belt  
Formal Jumper  
Formal Hat or cap  
Male Knee High Socks  
  
SMC College Bag  
Polished Black Leather Lace-Up Shoes

### Middle Female Formal

Middle Blouse  
Formal Skirt  
Formal Jumper  
Formal Hat or cap  
Female Sports Socks or for winter - skin  
coloured Stockings or Black Tights  
SMC College Bag  
Polished Black Leather Lace-Up Shoes

## Years 10 to 12

### Senior Male Formal

Senior Shirt (Tie from May-Sept, & formal events)  
Shorts with Black Belt  
Formal Jumper  
Formal Hat  
Male Knee High Socks  
SMC College Bag  
Polished Black Leather Lace-Up Shoes

### Senior Female Formal

Senior Blouse  
Skirt  
Formal Jumper  
Formal Hat  
Female Sports Socks or skin coloured  
stockings or Black tights  
SMC College Bag  
Polished Black Leather Lace-Up Shoes

### Middle & Senior Male Sport

SMC Polo Shirt  
SMC Rugby Shorts  
Male Sports Socks  
White Joggers/Sports Shoes  
SMC Cap  
Micro Fibre Jacket & Pants – only with sport uniform

### Middle & Senior Female Sport

SMC Polo Shirt  
SMC Rugby Shorts  
Female Sports Socks  
White Joggers/Sports Shoes  
SMC Cap  
Micro Fibre Jacket & Pants – only with sport uniform

NB

1. On PE days, Yr 7-12 students must change into **black** leather shoes for some practical subjects
2. Senior Males' Formal Uniform **shirts** must be worn tucked in
3. A Senior Jersey (Yr 12 only) may also be purchased
4. A formal suit jacket (Blazer) is available to hire for special occasions

### House Colours for Athletics, Cross Country and Swimming Carnivals:

House colours are to be worn at these sporting events.

**Brand** – Red & Black

**Elliot** – Yellow & Green

**Liddell** – Blue & White

House Shirts can be purchased from the Uniform Shop.

### Non-Uniform Days

All items of clothing worn need to ensure modesty and be sun safe (in particular, short shorts / short skirts / short tops / or singlets are NOT acceptable). Messages on clothing need to be positive and not negative or controversial. Appropriate footwear is necessary. Students inappropriately dressed will be required to change into acceptable items before participation in the College day.

## Uniform Shop Hours

During school terms, the Uniform Shop is open Monday, Wednesday and Friday between 8am and 9am. The last day of business for 2016 will be Thursday 1<sup>st</sup> December.

The shop will also be open during January for new families to get fitted. New families are welcome to come any time before the end of Term 4. If buying uniforms in January, it is preferred that an appointment is made to minimise waiting.

### January Opening Hours 2017:

<b><i>Date:</i></b>	<b><i>Time:</i></b>	<b><i>Open For:</i></b>
<b>Wednesday 11 January</b>	7:30am – 12pm	Pick Up Orders Only
<b>Wednesday 11 January</b>	12 – 3pm	New Family Appointments
<b>Thursday 12 January</b>	7:30am – 12pm	Pick Up Orders Only
<b>Friday 13 January</b>	8am – 3pm	New Family Appointments
<b>Tuesday 17 January</b>	7:30am – 3pm	All families – take a number
<b>Wednesday 18 January</b>	7:30am – 3pm	All families – take a number
<b>Thursday 19 January</b>	7:30am – 3pm	All families – take a number

## Uniform Shop Orders

From September, the College takes orders for uniform. You are welcome to place your orders for next year's requirements and pay when you pick uniforms up in January. This is for complete order pick up only – no split orders or layby are available. Please contact the office if you need a uniform order form.

## Website

The College Website is an excellent tool to find out what is happening around the College. The calendar is available for public viewing. The website is updated regularly, why not check it out ([www.staines.qld.edu.au](http://www.staines.qld.edu.au)).

## Yearbook

At the end of each year the College creates a Yearbook. This is a wonderful record of the year and one copy will be available for free to all families whose fees are up to date. Additional copies are available at a cost.

## And Finally...

Welcome!

We look forward to meeting you and getting to know you and your child throughout the year. Please do not hesitate to discuss any concerns that you may have with your child's Pastoral Care teacher. To ensure you receive their undivided attention, please make an appointment.



Please be aware that your teacher may not be able to speak to you in the mornings before classes start.

If you have any questions, feel free to contact the Registrar or College Administration Staff. They will be happy to assist you to make your transition as smooth as possible.