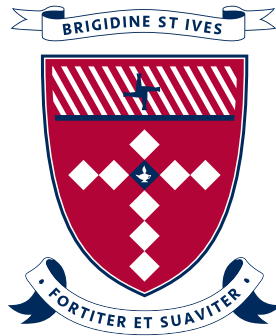


Parent Communication Handbook

2024 Edition





Brigidine College St Ives

A Kildare Ministries school in the Brigidine Tradition

College Mission Statement

We inspire our students to value learning, seek wisdom, act with integrity, and to honour their spiritual heritage.

We challenge young women to act as global citizens, with strength and gentleness in their own lives and the lives of others.

College Motto

Fortiter et Suaviter

Strength and Gentleness

This motto is common to all Brigidine Colleges.

Welcome

Welcome to Brigidine College 2024.

It is a privilege to be the Principal at Brigidine, to lead the faith, academic and pastoral life of the College. I am excited for the year ahead and welcoming your daughters for the 2024 school year. Throughout their Brigidine journey we will work with your daughters to honour and nurture their individual strengths and talents. Our motto, Strength and Gentleness, is a true and powerful statement that is at the core of a Brigidine education.

My hope is that 2024 will be a thriving and happy one for us all, and I would personally like to extend a warm welcome to your family into our Community.

This Communication Handbook provides you with an overview of key and important areas within the College to help you navigate your way through.

Warm regards

Laetitia Richmond

Principal



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College Contacts

College Principal

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Deputy Principals

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Faith and Mission

Brian Loughland 9988 6219 bloughland@brigidine.nsw.edu.au

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Sia Mastro 9988 6256 smastro@brigidine.nsw.edu.au

Director Cocurricular

Owen Vale 9988 6297 ovale@brigidine.nsw.edu.au

Director Community Engagement

Mandy Loomes 9988 6278 mloomes@brigidine.nsw.edu.au

Director Administration

Pamela Malone 9988 6205 pmalone@brigidine.nsw.edu.au

Director Staff

Ed Codsi 9988 6249 ecodsi@brigidine.nsw.edu.au

Business Manager

Richard Luxford 9988 6268 rluxford@brigidine.nsw.edu.au

Year Coordinators

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Year 8	Simone Webb	9988 6319	swebb@brigidine.nsw.edu.au
Year 9	Donna Kuper	9988 6227	dkuper@brigidine.nsw.edu.au
Year 10	Kate Ryder	9988 6223	kryder@brigidine.nsw.edu.au
Year 11	Nyree Lovett	9988 6317	nlovett@brigidine.nsw.edu.au
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College Counsellors

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College Contacts

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Social Sciences	Emma Forbes	eforbes@brigidine.nsw.edu.au
Studies Coordinator	Greg Johns	gjohns@brigidine.nsw.edu.au
TAS	Brooke Alley	balley@brigidine.nsw.edu.au
VET	Garth Aird	gaird@brigidine.nsw.edu.au
Visual Arts	Alison Finnerty	afinnerty@brigidine.nsw.edu.au

Term Dates

Term 1

Tuesday 30 January	Year 7 and New Student Orientation Day
Wednesday 31 January	Term 1 Commences
Monday 25 March - Thursday 28 March	Kildare Ministries Conference (Pupil Free Days)
Friday 29 March - Monday 1 April	Easter
Friday 12 April	Term 1 Ends

Term 2

Monday 29 April	Term 2 Commences
Monday 10 June	King's Birthday Public Holiday
Friday 28 June	Term 2 Ends

Term 3

Monday 22 July	Term 3 Commences
Friday 27 September	Term 3 Ends

Term 4

Monday 14 October	Term 4 Commences
Wednesday 4 December	Term 4 Ends

Class Times

Parents are requested to ensure that students arrive with adequate time to be ready to commence classes at 8.25am. Dismissal takes place at the conclusion of the last lesson at 3.27pm. Students in Year 12 are permitted to go home after their last lesson for that day, after they sign out at Student Services.

2024 College Lesson Times

	Mondy, Tuesday and Thursday Week A & B	Wednesday Week B	Friday Week A & B
	Wednesday Week A		
First Bell	8.25am	8.25am	8.25am
Mentor/Chapel	8.30am	8.30am	8.30am
Period 1	8.45am	8.38am	8.38am
Period 2	9.42am	9.30am	9.30am
Recess	10.39am	10.22am	10.22am
Period 3	10.59am	10.42am	10.42am
Period 4	11.56am	11.34am	11.34am
Pastoral Time/Assembly		12.26pm	12.26pm
Lunch 1	12.53pm	1.06pm	1.06pm
Lunch 2	1.13pm	1.26pm	1.26pm
Period 5	1.33pm	1.46pm	1.46pm
Period 6	2.30pm	2.38pm	2.38pm
End of Day	3.27pm	3.27pm	3.27pm

Parent Portal

The Brigidine Parent Portal provides parents with discreet information about your daughter's progress in our College. This system also provides information and administration facilities for parents, students and staff.

Parents can perform such tasks as:

- notify the College of your daughter's absence
- access your daughter's school reports
- message your daughter's teachers
- book Parent Teacher Interviews
- view and pay invoiced school fees
- find information on school buses
- provide permission for excursions and activities
- view calendars
- find links to school resources and information

New families need to register for the Parent Portal and link your daughter by using the Access Key provided by the College. Please note that you can only register for the Portal using a computer, not your mobile phone or tablet. You must use a valid email address to create your account.

If you have any problems with using the Parent Portal please contact parentservices@brigidine.nsw.edu.au

College Policies

These important College Policies can be read on the Parent Portal and the College website brigidine.nsw.edu.au

- Anti-bullying
- Child Protection
- Complaints and Grievances
- Drugs (Students)
- IT Acceptable Use (Students)
- Privacy
- Student Digital Device
- Student Management and Discipline Policy
- Uniform (Students)
- Whistleblower

Absences

Absent from School (Illness)

If your daughter is going to be absent please use the Parent Portal to notify the College. Login and select *Absences* then click the green *Notify of an Absence* button. This is the preferred method of explanation.

Alternatively, parents can phone the Absentee line on 9988 6200 (then dial 1) or email Student Services at office@brigidine.nsw.edu.au

If an explanation of absence has not been made on the day parents can provide this online. Login to the Parent Portal and select *Absences* then choose *Unexplained Absence* and complete the information in the appropriate box. Click *Submit*.

Unwell at College

Students must go to Student Services, not phone parents direct.

Departing school during school hours for an appointment

Please email your daughter's Year Coordinator. The Year Coordinator will then issue a yellow leave pass. Student will present this yellow leave pass to their teacher to leave class. The leave pass is then handed into Student Services on departure where the student is collected by their parent or guardian.

Leave during school term

For requests for future exemptions from attendance – (such as non-term holidays, surgery or external commitments) please submit the appropriate request form to the College. You can download this form from the Parent Portal under *School Forms*.

Students are expected to attend all College special activities and functions, and to stay for the entire duration of each activity. These include College Masses, Camps, Retreats and Swimming and Athletics Carnivals. It is not appropriate to request leave on these days, nor to leave early on the last day of a term.

Lateness

Students arriving at the College after 8.30am must sign in at Student Services before going to classroom areas. Parents are to contact the College via the Parent Portal, Absentee line or email office@brigidine.nsw.edu.au

Parents will be advised by SMS if their daughter is late (after 8.30am). Consistent lateness will be followed up by the Year Coordinator.

Kinkead Library



Situated adjacent to the College Green, Kinkead Library provides a comfortable, air-conditioned environment for Brigidine students. It is staffed by qualified Teacher Librarians and support staff who are available to help students use a wide range of traditional and digital information resources, including online bibliography generators. In collaboration with classroom teachers, our Library staff offer instruction in essential research skills to help students define, locate, select, organise, present and evaluate information.

Library Opening Times

Monday – Thursday	7.30am to 5.30pm
Friday	7.30am to 4.00pm

Facilities include:

- flexible teaching space with projection and video conference capability
- relaxing reading area
- large Senior Study area for Year 12 students
- charging facilities for laptops
- carrels for individual study
- two printing, scanning and copying machines
- iPads and digital cameras for student use
- two large monitors with HDMI ports to connect laptops

ICT Support

The ICT Web Help Desk can be contacted to resolve any access or service difficulties for both parents, guardians and students via email services@brigidine.nsw.edu.au or by phoning 9988 6292. The ICT Web Help Desk is open Monday to Friday from 7.30am to 4.30pm during term time and 8.00am to 4.00pm during non-term time.

CANVAS

Canvas is our online classroom for Years 7-12. It is a central location that connects students with every aspect of their learning.



On Canvas students can:

- engage with online content and learning resources
- view homework and assessment tasks
- submit work and view feedback
- participate in discussions
- collaborate with their peers
- communicate with their teacher

School Reports

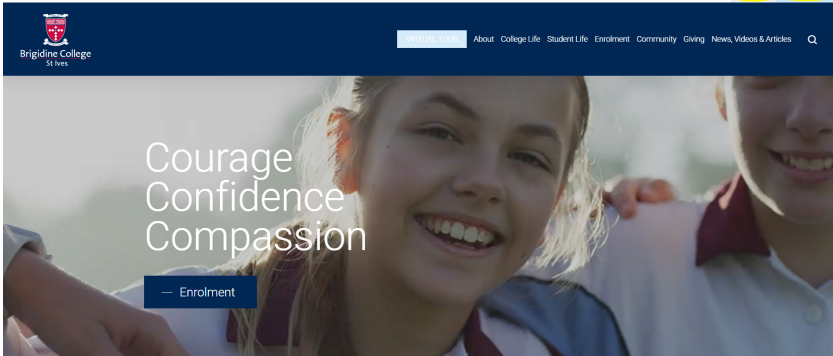
School reports are distributed twice a year:

- Terms 2 and 4 for Years 7-10
- Terms 1 and 3 for Years 11 and 12

Parents can access reports via the Parent Portal. Simply click on your daughter's name then go to *Academic Reports*.

Website

The Brigidine College St Ives website brigidine.nsw.edu.au provides a great deal of information about the College. Links to the Parent Portal and can be accessed from the homepage of the website.



Matters

Matters is the College's fortnightly e-newsletter and serves as the official communication between parents and the College. It is intended to keep parents informed of the activities of the College and to promote College events.

Matters is emailed to parents, staff and students every second Friday and is published on the homepage of the Parent Portal under *Newsletters*.



The Bridge

Published biannually, *The Bridge* is relevant to the whole school community and keeps readers in contact with Brigidine College St Ives. It includes articles relating to the curriculum, special events, achievements, sports and cocurricular activities, along with updates of alumni news, reunions and accomplishments.



Social Media

We encourage the Brigidine community to follow what is happening at the College via our Facebook, YouTube and Instagram pages. Links to these platforms can be found on the homepage of the College website.

Facebook	@brigidine.stives
Youtube	@BrigidineStIves
Instagram	@brigidinecollegestives



College Diary

At the beginning of the school year, Years 7 and 8 students will be issued with a *Student Handbook* which is for College use – it should not be considered as a private diary.

Years 9 to 12 students will be sent an electronic version of the *Student Handbook* via Canvas and manage their calendar and school tasks using Sentral.

Cocurricular

Brigidine College has an extensive cocurricular program with regular opportunities for students to participate in music, dance, drama, sport, speech, debating, the Duke of Edinburgh Award and the many special interest clubs.

The Program and Timing

The cocurricular program is voluntary and in most instances attracts an additional registration fee. Activities are run on a term basis, such as sport, or over multiple terms, semesters or on an annual basis. Activities are held before or after school and on weekends.

Registration, Notification, Permission, Communication and Uniform

The registration process for cocurricular activities is ongoing and reflects the activities timing and seasonal variances throughout the year. Students and parents are notified via email when registrations open with links to online registration forms. These forms provide additional details relating to each activity, such as trial dates, training and rehearsal requirements, costs and uniform requirements.

In addition to email communication, the Sports Department uses the Team App for daily and weekly team specific communications and announcements such as venues, timings, ground closures and cancellations. Families registered to play sport will be invited to use Team App with instructions via the Sports Department.

Invoicing and Payments

Parents are separately invoiced for any cocurricular activity fees via the Parent Portal once an activity has commenced.

Clubs

Many interest groups titled 'Clubs' operate throughout the year. Clubs are generally low cost or fee free activities run by senior student leaders with academic staff support during lunchtimes, either weekly or fortnightly.

Canteen



The College canteen offers freshly prepared food options and operates daily with online ordering of lunches. Cash sales and EFTPOS are available at breakfast, recess and lunch for over the counter items. The canteen opens at 7.30am Monday to Friday and serves breakfast, morning tea and lunch.

Menu options, prices and daily specials can be viewed via your QuickCliq account. You can order online any time up to one week in advance. Daily orders need to be submitted by 7.30am.

The menu and your QuickCliq account can be accessed via the College website under *College Life > Canteen*.

To register for QuickCliq go to quickcliq.com.au/register and select *Register as a Parent*.

Uniform Shop

The College Uniform Shop run by Focus Uniforms, is located next to the College Green, directly below Reception. The Uniform Shop is open during term time on Tuesday and Friday from 8am to 4pm.

To make online purchases please go to focusuniforms.com.au and select *Brigidine College St Ives Store* from the top menu bar. Parents will need to set up an account prior to making purchases.

Please follow these instructions to set up your Focus Uniforms account:

- Go to www.focusuniforms.com.au
- click the person symbol on the top right-hand corner
- click the Create Account icon and complete the details and click Create
- complete the information requested
- you are now logged in and ready to place orders

P&F

All parents and friends of the College are invited and encouraged to be involved in the Parents & Friends community, it's a wonderful way to meet other parents, College staff, keep in touch with what is happening at the College and be an active part of the school community.

Further information can be found on the College website under *Community > Parents & Friends*.

Parents may contact P&F President, Julie Charlton via email pandf@brigidine.nsw.edu.au

The Board

Board Directors are appointed by the Trustees of Kildare Ministries* to govern the College in the areas of strategy, risk, finance and governance and to plan for the ongoing development of the College.

The Principal of the College is appointed by the Board and is charged with the responsibility of leading and administering the College.

Board Members:

Mrs Michelle Dixon (Chair)

Mr Richard Luxford (Company Secretary)

Ms Deborah Buscall

Ms Dawn Carroll

Mr Steven Graham

Prof Bridget Griffen-Foley

Sister Ailsa Mackinnon

Mr Dom May

If you would like to contact the Board, please email board@brigidine.nsw.edu.au

**Kildare Ministries was established as a Public Juridic Person (PIP) at the request of the Congregation of the Sisters of St Brigid (Brigidine Sisters) to succeed and to carry on the ministries previously conducted by the Brigidine Sisters in Australia. www.kildareministries.org.au*

Alumni



Since the first pupils of the school graduated in 1957, Brigidine College St Ives Alumni has been a place where memories are shared, friendships maintained and enriched and support for the College given.

The alumni today are a group of over 7000 women, all of whom share the common experience of having attended Brigidine College St Ives. We are extremely proud of all they represent in our past, present and future. They are outstanding examples of the generations of strong and gentle women the College has helped to shape. It is these women who represent the College in the wider community, and who provide inspiration and courage to your daughters.

Being part of this special community means our alumni can come together, celebrate, and remember their College days through reunions and special events, but also provide inspiration and guidance to our current students in areas such as mentoring, guest speaking, or sharing their life experiences in articles for the Bridge or on our Alumni Wall of Inspiration.

Every student who has attended the College during its 70 year history automatically becomes an alumni member of the community and we are thrilled when alumni choose to enrol their daughters or granddaughters at the College to carry on the tradition.



Giving at Brigidine

As with most independent schools, Brigidine College uses tuition fees to pay for the operating costs of the school. The College therefore relies of the generosity of its community to help fund and deliver other projects including major building works required to maintain the standard of teaching and resources to facilitate 21st century learning and to create inspiring learning environments. Today our girls are enjoying the generosity of past generations and we look forward to providing a financial base to ensure the College's future independence.

At Brigidine we have the following giving programs:

- Annual Giving
- Building Fund levy
- Sponsorship and Corporate Partnerships
- Take a seat!
- Commemorative Pavers
- Bursary Support

2024 Student Leaders



College Captain
Natasha Townley



College Vice Captain
Indie Smith

Senior Captains

Koey Chow
Sophie Hoppett
Roseanna Huang
Lara Price

Sophie Hemens
Olivia Howell
Zara McCauley
Zoe Tobin

Year Ambassadors

Ella Baker
Olivia Finn
Lola Kierans Ball

Holly Calleia
Gabrielle Hopping

House Captains

Fatima

Kildare

Lourdes

Prague

Emily Guerrera
Albee McInnes
Zannah Dixon
Marnie Hilton
Sophie Lowry
Erin Shanahan
Gemma Hatherell
Maggie O'Sullivan

2024 Student Leaders

Cocurricular Captains	AFL	Isobel Gardner
	Athletics/Cross Country	Zoe Shirdon
	Basketball	Gemma Hatherell
	Dance	Eleanor Taylor, Caitlin Walley
	Debating	Roseanna Huang, Gisella Sorbara
	Drama	Bronte Suominen, Kate McCrindle
	DEA	Hayley Christie, Jana Weingartner
	Football	Charlea Maher
	Girls in Black	Mia Perry
	Hockey	Caitlin Smith
	Music	Sophie McGrath, Jessie Walsh
	Musical	Sophie McGrath
	Netball	Grace Smith
	Robotics	Ines Teixeira Pinto
	Rugby 7s	Annaliese Chan
	Social Justice	Irlanda Biviano, Lara Price
	Softball	Poppy Howlett
	Sports Aerobics	Maya Nicey, Hanah Bayldon
	Swimming	Sophia Cooper
	Touch Football	Leila McDougall
	Volleyball	Nina Vinci
	Water Polo	Sophia Cooper

Quick Reference Directory

Reception	9988 6200	office@brigidine.nsw.edu.au <i>(7.00am to 6.00pm term time)</i>
Principal		
Laetitia Richmond	9988 6215	principal@brigidine.nsw.edu.au
Deputy Principal Teaching and Learning		
Leone Smyth	9988 62261	lsmyth@brigidine.nsw.edu.au
Deputy Principal Faith and Mission		
Brian Loughland	9988 6219	bloughland@brigidine.nsw.edu.au
Director Student Wellbeing		
Sia Mastro	9988 6256	smastro@brigidine.nsw.edu.au
College Counsellors		counsellor@brigidine.nsw.edu.au
Careers Office	9988 6265	careers@brigidine.nsw.edu.au
Enrolments		enrolments@brigidine.nsw.edu.au
ICT	9988 6292	services@brigidine.nsw.edu.au <i>(7.30am to 4.30pm term time)</i>

Quick Reference Directory

Year Coordinators

Year 7

Vicky Boyd 9988 6224 vboyd@brigidine.nsw.edu.au

Year 8

Simone Webb 9988 6319 swebb@brigidine.nsw.edu.au

Year 9

Donna Kuper 9988 6227 dkuper@brigidine.nsw.edu.au

Year 10

Kate Ryder 9988 6223 kryder@brigidine.nsw.edu.au

Year 11

Nyree Lovett 9988 6317 nlovett@brigidine.nsw.edu.au

Year 12

Karen Dunsmore 9988 6242 kdunsmore@brigidine.nsw.edu.au

Cocurricular Enquiries

Director Cocurricular

Owen Vale 9988 6297 ovale@brigidine.nsw.edu.au

Dance Convenor

Shannon Riley 9988 6322 sriley@brigidine.nsw.edu.au

Debating Convenor

Vicky Boyd 9988 6235 vboyd@brigidine.nsw.edu.au

Duke of Edinburgh Convenor

Elle Carrol 9988 6255 ecarrol@brigidine.nsw.edu.au

Head of Sport

Claire Hatherell 9988 6355 chatherell@brigidine.nsw.edu.au

Head of Cocurricular Music

Charlie Lovelock 9988 6244 clovelock@brigidine.nsw.edu.au

Please direct Music enquiries to:

Performing Arts Administration Assistant

Michelle Casiglia 9988 6397 mcasiglia@brigidine.nsw.edu.au

Campus Map

♥ DeFibrillator

+ First Aid Kit



IGSA Risk Warnings

Sporting Activities

Brigidine College organises many individual and team sporting activities during the course of a year. Some of these are organised in conjunction with IGSA Sport, a sub-committee of the Association of Heads of Independent Girls' Schools NSW (AHIGS), now trading as IGSA. Students participating in these sporting activities take part in practice and in competitions.

Brigidine College and IGSA Sport expect students to take responsibility for their own safety by wearing compulsory safety equipment, by thinking carefully about the use of safety equipment that is highly recommended and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property and grounds.

Brigidine College and IGSA Sport also expect parents, spectators and other participants to behave in a safe and responsible manner, to comply with the Codes of Conduct and to set a good example for the girls.

While Brigidine College and IGSA Sport take measures to make the sporting activities as safe as reasonably possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting activities, whether at training or in actual events.

Such injury can occur while the student is engaging in or watching a sporting activity, or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or equipment failure.

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases an injury can be life threatening or result in permanent disability. If a student has a pre-existing injury, participating in a sporting activity could result in an exacerbation of that injury.

Students could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.

Non-Sporting Activities

Brigidine College organises many activities such as debating, mock trial, orchestra, choir, and festival of speech during the course of a year. Some of these are organised in conjunction with the Association of Heads of Independent Girls' Schools NSW (AHIGS), trading as IGSA. Students participating in these activities take part in practice and in competitions.

IGSA administers and convenes inter-school activities (such as IGSA Archdale Debating, IGSA Festival of Speech, IGSA Choral Festival, IGSA Dance Festival and IGSA Chess) in which many students, including students of this school, participate.

Brigidine College and IGSA also expect parents, spectators and other participants to behave in a safe and responsible manner, to comply with the Codes of Conduct and to set a good example for the girls.

While Brigidine College and IGSA take measures to make the activities as safe as reasonably possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these activities, whether at practice or in actual events.

Such injury can occur while the student is engaging in or watching a non-sporting activity or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or equipment failure (e.g. a collapsed stage during a debating competition).

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases an injury can be life threatening or result in permanent disability.

Students could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.

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