MT ST MICHAEL'S COLLEGE
UNDER THE STEWARDSHIP OF MARY AIKENHEAD MINISTRIES

ORIENTATION HANDBOOK

Year 7 2027

MT ST MICHAEL'S COLLEGE
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Dear Parents/Caregivers

I would like to extend a warm welcome to students and families who will be joining the College next year.

Mt St Michael's College is a Catholic school for girls under the Stewardship of Mary Aikenhead Ministries with a commitment to excellence and social justice which we understand as service of the poor. The Sisters of Charity gifted us the values of hope, justice, love and compassion and this underpins all that we do.

Our commitment to Social Justice is not only about service, it is also about the relationships and values which we develop through these activities.

We are renowned for our caring relational community and our learning environment which nurtures the holistic growth of our students. We aspire to excellence in every dimension and every endeavour and we are very proud of our students' achievements.

The vision of our graduates as women of compassion, conscience, competence and commitment captures our holistic education.

We look forward to meeting our new families at the Welcome to MSM Family interviews. This is the commencement of working in partnership with you and your daughter as we embrace this new journey at Mt St Michael's College.

Yours in faith and love

Ros Collier
Acting Principal

Getting Started in 2027

College Term Dates

TERM	COMMENCES	CONCLUDES
1	Wednesday 27 January	Thursday 25 March
2	Monday 12 April	Friday 25 June
3	Monday 12 July	Friday 17 September
4	Tuesday 5 October	Friday 26 November

The First Day

- Arrive at Mt St Michael's College no later than 8.15am.
- Assemble outside M block. Homeroom allocations will be displayed in the classroom windows.
- Wear your full day uniform, including College hat and name tag from Orientation Day.
- The Kaf will be open for morning tea and lunch or alternatively bring your own.
- The Library will be open before and after school. Opening hours during term time are 7.30am – 4.30pm Monday to Thursday and 7.30am – 3.30pm on Friday.

What to bring:

- MSM tote bag
- Waterbottle
- Notepad
- Pencil Case

Students will be issued with the following items:

- 2027 Diary
- 2027 College Calendar
- Student timetable
- Lock for locker
- Lanyard

Parents/carers will be required to attend the Year 7 Information Session and Tablet Distribution commencing at 3:15pm and concluding at 4:30pm on Wednesday 27 January 2027.

The College Day

The College day commences at 8.30am, when students move to their homeroom for roll marking and important daily information. School concludes at 3.00pm.

Bell Times

Homeroom	8.30 – 8.50am
Period 1	8.50 – 9.40am
Period 2	9.40 – 10.30am
Morning Tea	
Period 3	11.00 - 11.50am
Period 4	11.50am – 12.40pm
Lunch	
Period 5	1.20 – 2.10pm
Period 6	2.10 – 3.00pm

College Contacts

Office Hours	8.00am – 4.00pm
Telephone	07 3858 4222
Absentee Line	07 3858 4288 studentabsentees@msm.qld.edu.au

The College App
(download from the App Store or Google Play)

Correspondence

Correspondence from the College will be forwarded to the person listed on the Enrolment Application form as the correspondence address. In the case of separated parents, Academic Reports and School Fees will be forwarded to both parents unless the College is notified in writing.

College Fees

Fees are charged annually and are payable within 21 days of the date of issue unless on a Parent Lounge Payment Schedule. To organise a payment schedule please log on to the Parent Lounge. Strict adherence to payment is required and extensions will only be granted in exceptional circumstances. Retreats and levies will be charged through annual accounts.

College Policies

College policies are available on the College website.

Transport

If your daughter will be using public transport to travel to and from school, it may be beneficial to take her on a practice run during the holidays so that she is aware of the route, timetable and travel requirements.

Illness/Injury

Students must not attend school if they are ill. Any student requiring first aid or leaving class because of sickness must report to Student Reception/Sick Bay. Sick Bay is used for temporary accommodation while the student is waiting to go home. If a student is too ill to be in class, parents/carers will be notified, and arrangements will then be made for the student to return home. If parents/carers are not available, the emergency number will be contacted.

Medication is not given to students at school unless previous arrangements have been made.

Please ensure you have updated the medical details form available through the Enrolment Dashboard. The name and telephone number of an available person, as well as an address where a student can go if she becomes unwell, are to be kept up-to-date. Students who become unwell during the school day must report to Sick Bay and must not contact their parents/carers directly using their mobile phone.

Early Departure

If a student needs to leave the College before the end of the school day, a note from a parent/carer must be given to their homeroom teacher during morning homeroom for approval and signature. The student should then show the note to the teacher of the class they are leaving and hand it to Student Reception when they are signing out.

If a student returns to school (e.g. following an appointment), they must sign in again at Student Reception upon their return.

Attendance

College hours are from 8:30am to 3:00pm. The grounds are only supervised between these hours. The College does not provide after school care for students. Students attending a College practice session/activity will be supervised for that period. The staff conducting that activity are not available to supervise any other students and will not remain on the grounds after the activity has been completed.

Parents/carers are responsible for arrangements regarding a student's transport to and from the College outside the hours of 8:30am to 3:00pm.

Students are not to leave the College grounds after arriving at school in the morning until the afternoon dismissal time.

Absentee Processes

Parents/carers are to telephone the College on the Absentee Line on 3858 4288 or lodge an absentee notification through the College App before 8:30am to advise that their daughter will not be present. A reason for the absence must be given. It is College

policy to SMS parents/carers if a student is absent and no notification has been received.

Students are expected to attend all school functions which are held in school hours, e.g. Mary Aikenhead Day, College Retreats, sports days, etc. Parents/carers should not allow students to be absent on these occasions without due cause.

Student Absences During Term Time

Students are expected to attend school from the first day of school to the last day of school each term. Parents/carers seeking leave from the College for their student for family events or extended holidays must make a request in writing to the Principal. It is not the College's preferred position to grant leave for family holidays during term time.

If a student will be absent due to a family event or extended holiday, it is their responsibility to make arrangements for any assessment tasks scheduled in that period. Teachers are not required to prepare work in advance or provide alternative assessment for students who will be absent from school for family holidays.

Students in Years 5 – 10 who are absent due to family holidays should be aware that assessment tasks scheduled during that time may not be able to be rescheduled, and consequently students may receive no credit for missed assessment tasks.

Students in Years 11 – 12 who are absent due to family holidays should be aware that assessment requirements are governed by the Queensland Curriculum and Assessment Authority (QCAA). Where appropriate arrangements that comply with QCAA regulations cannot be made, the students may not receive credit for the unit of work associated with the missed assessment.

The College Uniform

The formal school uniform is to be worn to and from school each day. As part of the College Sunsafe Policy, hats must be worn when arriving to and leaving the College as well as at all lunch breaks, excursions and activities.

New College uniforms can be purchased from the Uniform Shop on the College grounds. The Uniform Shop is located on level 'O' of the Miryam Centre and is adjacent to the elevator and the Student Wellbeing Centre.

MIDDLE SCHOOL AND SENIOR SCHOOL UNIFORM

- Navy skirt, shorts or pants
- White blouse
- College tie
- Black laced school shoes (no open front shoes)
- Short white school socks folded down
- Navy tights (purchased at the College)
- Navy College jumper

- College hat and hat band (to be worn to and from school and during breaks)
- College Blazer (compulsory Years 10 – 12 and optional other year levels)
- College crested bag of choice

MIDDLE SCHOOL AND SENIOR SCHOOL SPORTS UNIFORM

- College sports cap
- Navy College shorts
- College sports polo shirt
- Short white socks
- Sports shoes/cross trainers
- College tracksuit (optional)
- One-piece swimsuit
- College swimsuit
- College rashie (compulsory Year 7)

The Uniform Shop will be open during term time as follows:

Monday	**7.45am - 11.00am**
Wednesday	**7.45am - 11.00am**
Friday	**7.45am - 11.00am**

The Uniform Shop will run fitting times by appointment for new families during Term 4. This individual appointment will allow your daughter/s to be fitted carefully without the busy crowds that occur in January. Each appointment will be 30 minutes (starting on the hour and half hour).

Hair, Jewellery and Adornments

Hair must be tidy. Plain navy headbands/hairbands may be worn. Fringes longer than the eyebrows must be kept off the face with bobby pins or a navy headband. For health and safety reasons, claw clips are not allowed and if hair touches the top of the collar, it must be tied back. Hair must be of natural colour. Two toned, dramatically streaked hair or hair of unnatural colour is not acceptable. Ribbons must be navy blue, MSM yellow or white in colour.

One watch and one pair of earrings can be worn. Earrings must be either plain gold or silver studs of no more than 5mm diameter, or sleepers no more than 2mm wide and 20mm in diameter (approximately the size of a 5 cent piece). Rings, bracelets, extra badges, coloured hair clips and chains are not permitted.

Mobile Phones and Smart Watches

Mobile Phones and smart watches are NOT permitted for use anywhere on the College campus and must be placed in lockers prior to homeroom. In the afternoon, access is permitted after classes have concluded. Mobile phones and smart watches MUST NOT BE TAKEN to classes and MUST NOT BE CARRIED in pockets or bags. If required for medical reasons, approval must be sought from the Dean of Student Wellbeing.

Textbooks and Stationery Requirements

Parents/carers are required to purchase student textbooks through our provider, Campion. Correspondence will be sent to families regarding textbook and stationery requirements during Term 4, 2026.

Parent Lounge

Parent Lounge is the College's interactive web-based portal. Parent Lounge allows parents and carers to view information about their daughter online. This is a secure, password protected site which allows access to information such as:

- Student Details
- Extra Curricular information
- Attendance
- Student Results
- Student Comments
- Student Timetable
- Current Medical information
- Online payment facility for College fees

It also provides the capability to undertake online searches for information regarding Attendance, Student Results and Comments. Lists of your daughter's teachers' email addresses are available, through the Parent Lounge, to facilitate communication with the College.

Individual access details will be provided to families during the first week of Term 1, 2027.

Library

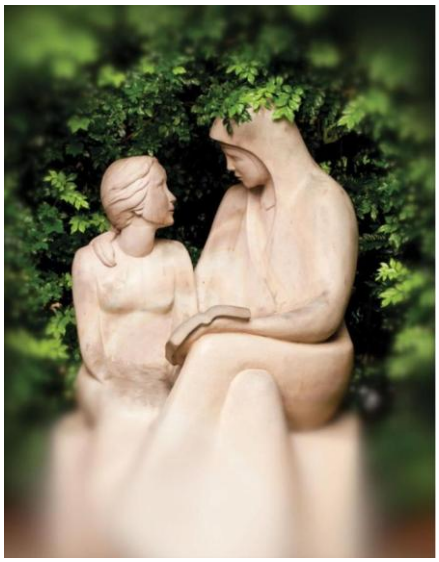
The library is located on the top floor of the Miryam Centre and provides a welcoming and supportive environment where students are encouraged to become effective and ethical users of information, develop strong intellectual curiosity, and foster a lifelong love of reading and learning.

OPENING HOURS

Monday to Thursday	7.30am to 4.30pm
Friday	7.30am to 3.30pm

LOAN PERIODS

Fictions Books	4 weeks
Wheelers eBookers	2 weeks
Wheelers Audiobooks	2 weeks



COLLEGE CAFÉ

The Kaf is open daily during the school year for breakfast, morning tea and lunch. The provision of contemporary food and drinks that are fresh and of high quality for our students, staff and guests is at the core of the operation.

The Kaf operates a cashless ordering system called Flexischools which enables parents/carers to place orders online using the free Flexischools App. Parents/carers can securely transfer funds to their Flexischools account directly from their bank account.

FLEXISCHOOLS STUDENT DEBIT ACCOUNT

Flexischools accounts allow students to use their school ID card as a debit card to make purchases at The Kaf. Through their Flexischools account parents/carers can monitor purchases, set spending limits and add funds as required.

Online orders for morning tea and lunch can be placed through Flexischools until 8.30am on the day of collection.

Set Up Your Account

1. Visit Flexischools (www.flexischools.com.au) to download the app or call 1300 361 769

2. Under “My Card”, please enter the card number that corresponds with your daughter’s “Alternate ID”. This number is not printed on the card but can be found in Parent Lounge.
   - Log into the Parent Lounge.
   - Select ‘Student Details’.
   - Scroll to ‘General Details’.
   - Locate the field labelled 'Alternate ID'.

If you have more than one daughter enrolled, select the relevant student from the dropdown menu to view her 'Alternate ID'.

Please note, funds added to your Flexischools account may take 2 to 3 business days to be processed and become available for use.

Each ID card can only be linked to one Flexischools account at a time. If you need to transfer a card to another account, please call Flexischools to deactivate the card on the existing account and activate it on the new account.

Computer Services

The Computer Services Office is located on the top level of M-Block, between M24 and M25. The office is open from 7.30am to 3.30pm daily, expect for a 1 hour period between 8.30am and 9.30am on Wednesday.

Lockers

College bags and equipment should be fully secured and are the responsibility of each student. Lockers are provided for students for the safe storage of books and equipment. They must be kept locked at all times. Locks will be provided on the first day of school.

Year 7 Subjects

CORE SUBJECTS

Religious Education, English, Mathematics, Science, Humanities, Health and Physical Education and Positive Education.

ELECTIVE SUBJECTS

Students will study the following eight elective subjects throughout the year, giving them the opportunity to explore new interests, and develop skills.

Economics and Business, French, Japanese, Digital Technology, Art, Dance, Music and Drama.

College Newsletter – *'The Spirit'*

The Spirit is the College's fortnightly newsletter, published during term time to keep students, parents/carers and the wider College community informed and connected. The newsletter highlights student achievements, learning experiences, co-curricular activities, community events and important College news. It also provides details of upcoming events, key dates, announcements and opportunities for families to engage in College life.

Parents/carers are encouraged to read *The Spirit* regularly to stay up to date with the rich and vibrant experiences that shape our College community.

College Information

College Badge

The College Badge is a version of the original Grantuly - St Finbarr's Badge (1925 - 1941) which was designed by Sr M. Baptist Whyte. The badge is in the shape of a Celtic Cross which connects us back to the Irish beginnings of the Sisters of Charity, founded by Mary Aikenhead. The "A" at the centre of the badge is for Ashgrove. The school motto located at the base of the badge was originally the Latin "Fide et Amore" but now appears in English as "In Faith and Love."

College Prayer

God of Love and Compassion,

Inspire us, through the work of Mary Aikenhead and the Sisters of Charity, to nurture God's creation with gentle hands and open hearts.

Help us to hear the call of those vulnerable in our society as we endeavour to share our love and serve the poor as people of Charity.

Strengthened by your love, encourage us to embrace the individuality of each person in our MSM community and to foster the valuable relationships within our College.

Lead us to embody the values of our College, living truthfully in love, justice, compassion and hope.

May we follow your mission in all aspects of MSM life.

Give us courage in times of challenge, so that we may better serve our community in your divine image.

Under the stewardship of Mary Aikenhead Ministries, may we always act justly, love tenderly, and walk humbly with you, God.

In Faith and Love we pray,
Amen.

College Song

FIDE ET AMORE - IN FAITH AND LOVE

Lyrics by Amy Tidbold Music by Teresa McFadden

Chorus

Fide et amore. All Mt St Michael's sing.
Fide et amore - in faith and love we bring –
Our care to those who need it
And joy to those we meet with –
We trust in God who loves us.
In faith and love!

Verse 1

As Mt St Michael's girls we're urged to show a loving way.
And strive for excellence, in the little things each day.
As women we're empowered to find our wings and soar.
And we'll trust in God who loves us – now and ever more.

Chorus

Verse 2

Now we proudly make our journey down the path the Sisters made.
Their charity will guide us. Give us strength along the way.
And we'll follow those who've gone before –
Seeking wisdom, justice, love –
And we'll trust in God forever –
In faith and love!

Chorus

Verse 3

As we embrace the future, we entreat our God in prayer,
"Hold us closely to your heart. Keep us in your care, and grant to us the courage, to be faithful and endure -
No matter what the future holds – In faith and love!"

College Houses

RUSH

Symbol: Courage Colour: Red

Archbishop Rush was the Archbishop of Brisbane for more than twenty years before he retired in 1991. Archbishop Rush was seen as a man of great vision. He fostered great changes in the spirit of Vatican II in the Archdiocese. He is remembered with great affection by the people of Brisbane because of his love of God and people.

STEWART

Symbol: Determination Colour: Yellow

Mr John Killough Stewart lived for some years at "Grantuly" which was built in 1899 on land that was part of the Glenlyon Estate that his father had purchased in the 1870s. "Grantuly" was purchased in 1925 by Archbishop Duhig and subsequently handed over to the Sisters of Charity. The name "Stewart" was adopted for the road that formed one boundary of the Glenlyon Estate and is now a major road in Ashgrove.

GRANTULY

Symbol: Honour Colour: Blue

In 1925, when the Sisters of Charity came to Ashgrove, they were offered "Grantuly", a historic home which had been purchased by Archbishop Duhig. His Grace offered this home to Mother M. Canice Bruton, Superior General of the Sisters of Charity in Australia, for use as a Convent, while at the same time extending her an invitation to bring the Sisters to Brisbane. "Grantuly" remained a convent for the Sisters until 1998 after which it was converted into the College's Administration Centre.

AIKENHEAD

Symbol: Strength Colour: Green

Venerable Mary Aikenhead (1787 – 1858) was the foundress of the Sisters of Charity in Ireland. From there, the Sisters travelled to many continents to establish the Congregation. She possessed a unique spirit that moved her to reach out in love to all people, especially the poor and marginalised.

College Map

DIRECTORY

GRANTULY
Reception
Student Reception
Administration

MIRYAM CENTRE
GROUND LEVEL
Wellbeing Centre
LEVEL ONE
Classrooms, M11-M19
Junior School
Junior School Classrooms, M18-M19
LEVEL TWO
Classrooms, M21-M26
Library
IT Services

IONIAN CENTRE
BASEMENT LEVEL
Practice Rooms, 1-5 (Access via lift)
GROUND LEVEL
Auditorium
Classrooms, I01-I06
Music Rooms
Dance Studio
LEVEL ONE
Classrooms, I11-I18
LEVEL TWO
Classrooms, I21-I26

KILLINDARBIN
GROUND LEVEL
Kitchens
Textiles 1
Textiles 2
The Kaf
LEVEL ONE
Classrooms, K11-K14

SOPHIA CENTRE
GROUND LEVEL
Classroom, Sophia 2
Drama Room
Dance Studio
LEVEL ONE
Multipurpose Hall
Classroom, Sophia 1
Mezzanine

A BLOCK
GROUND LEVEL
Classroom, A14
LEVEL ONE
Classrooms, A11-A13

MARY AIKENHEAD CENTRE
GROUND LEVEL
Chapel

ARTS PRECINCT
GROUND LEVEL
Studio AP4
Media Room
LEVEL ONE
Studios, AP1-AP3
Spanish Steps Amphitheatre

POOL

TENNIS COURT 1

TENNIS COURT 2

CONSTRUCTION SITE
Out of Bounds Area

JUNIOR SCHOOL
M Block
Classrooms, M18-M19

WELLBEING CENTRE
M Block

LIBRARY
M Block

IT SUPPORT
M Block

UNIFORM SHOP
M Block

THE KAF
K Block

CHAPEL
Mary Aikenhead Centre

LIFT

MEZZANINE

KITCHEN GARDEN

SPANISH STEPS
Arts Precinct

PRACTICE ROOMS
I Block, access via lift

SICK BAY

STUDENT TOILETS
S Block - Ground Level, Level 1
I Block - Ground Level, Level 1
M Block - Ground Level

STAFF / VISITOR TOILETS

EMERGENCY EVACUATION POINT

Map not to Scale