

Parent Portal & Communication

Communication between home and school is paramount to our success in supporting your child's learning and schooling experience. To allow for an easy, accessible and convenient way for our families to stay connected with the College, we utilise a number of digital platforms as well as face to face communications. To ensure you have full access to all of our tools, please ensure your contact details are up to date. You can do this via the Parent Portal, by emailing pscaloundra@bne.catholic.edu.au or by calling the College on **(07) 5490 5777**.

Parent Portal

The Parent Portal offers a comprehensive view of the school's calendars, events, announcements, pictures, forms and documents. New families will gain access to the College Parent Portal at the start of the school year. Please check the Parent Portal blogs and announcements area on a daily basis to ensure you are up to date with news and events.



For more information and instructions on how to access or recovering your password, please see the below steps or visit our website www.uc.qld.edu.au and navigate to *Our Community > Parents > Parent Portal*.

Logging in to the Parent Portal for the first time

1. Visit our public website www.uc.qld.edu.au and click the Parent Portal icon at the top of the homepage.
2. Ensure the Brisbane Catholic Education tab is selected and click the link 'Forgotten password or new user?'



Login

Brisbane Catholic Education Diocese of Cairns

Username
username or email address

Password
password

[Forgotten password or new user?](#) [Login](#)

[Change password](#)

By accessing and using the ICT resources provided by Brisbane Catholic Education (BCE), you are agreeing to abide by the [Acceptable Use Policy](#)

3. On the next screen, under the **Parents** heading, there are two titles – First time logging in? (this is for parents who have never logged into the parent portal) and Forgotten your password? (this is for parents who need to reset their password). Choose whichever link applies to you.

Password Self Service

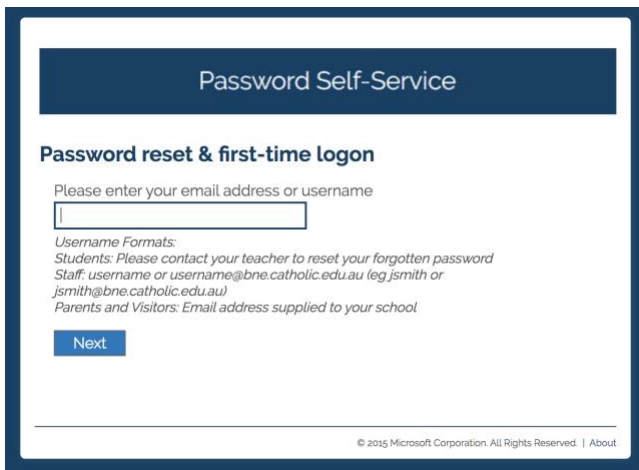
Students
Please note: If you are a student, the self-service links below do not work. If you know your password and wish to change it, use the [change password](#) link and if you have forgotten your password contact your teacher to have it reset.

Staff
If you have recorded a mobile phone number under Personal Contacts in [WSS](#), you can [reset your password online](#) using a one-time SMS code.

Parents
First time logging in? You can [choose your own password online](#) using a one-time email code. You need to use the same email address you have recorded at your child's school.
Forgotten your password? You can [reset it here - again](#), it's important to use the email address you have recorded at your child's school.

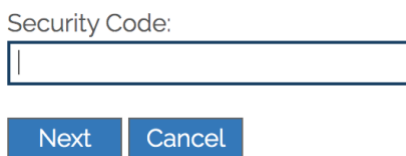
Visitors
First time logging in? You can [choose your own password online](#) using a one-time email code.
Forgotten your password? You can reset it [here](#) – again, it's important to use the email address you have recorded with Brisbane Catholic Education.

4. Enter the contact email that you provided to Unity College upon enrolment and click 'Next'.



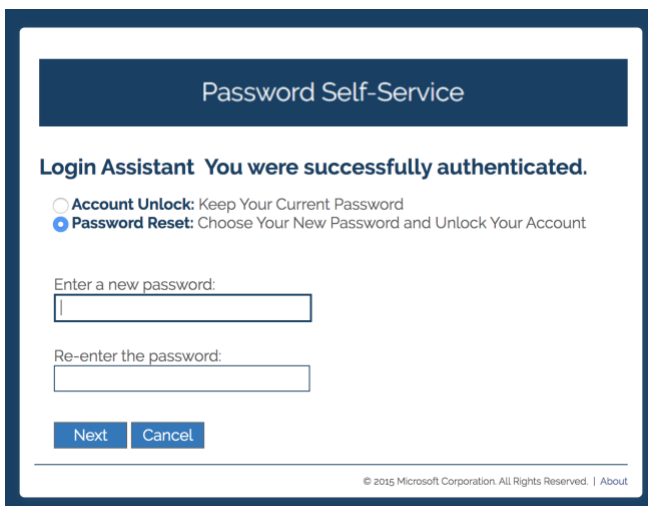
The screenshot shows a web page titled "Password Self-Service" with a sub-heading "Password reset & first-time logon". Below the heading, there is a text prompt: "Please enter your email address or username" followed by a text input field. Underneath the input field, there are instructions for different user types: "Username Formats: Students: Please contact your teacher to reset your forgotten password; Staff: username or username@bne.catholic.edu.au (eg jsmith or jsmith@bne.catholic.edu.au); Parents and Visitors: Email address supplied to your school." At the bottom of the form area, there is a blue "Next" button. A copyright notice "© 2015 Microsoft Corporation. All Rights Reserved. | About" is visible at the very bottom of the page.

5. Check your email for a security code and enter the corresponding security code in the screen that follows and click 'Next'.



The screenshot shows a "Security Code:" label above a text input field. Below the input field, there are two blue buttons: "Next" and "Cancel".

6. Ensure that Password Reset option is selected and enter your desired password in both boxes before clicking 'Next'.



The screenshot shows a web page titled "Password Self-Service" with a sub-heading "Login Assistant You were successfully authenticated." Below the heading, there are two radio button options: "Account Unlock: Keep Your Current Password" (which is unselected) and "Password Reset: Choose Your New Password and Unlock Your Account" (which is selected). Below the options, there are two text input fields: "Enter a new password:" and "Re-enter the password:". At the bottom of the form area, there are two blue buttons: "Next" and "Cancel". A copyright notice "© 2015 Microsoft Corporation. All Rights Reserved. | About" is visible at the very bottom of the page.

6. You can now go back to the Parent Portal link Unity College website and login with your email and new password.

BCE Connect App

BCE offer a convenient way to access the Parent Portal via your mobile devices. Instructions on how to download and access the app can be found below. More information is also available on our website by navigating to *Our Community > Parents > BCE Connect App*.

Keep up to date with the latest Announcements

Download on the App Store | GET IT ON Google Play

Enable push notifications

The banner features a smartphone displaying the BCE Connect app interface, which includes a grid of icons for various services like Contact, Map, Website, Parent Portal, Announcements, Events, Newsletters, Documents, School Directory, Absences, My Students, Blogs, Outside School..., Tuck Shop, and School Shop. A blue star icon is visible in the top right corner of the app interface, indicating a favorite school.

Using the BCE Connect App for the first time

- 1 Download BCE Connect via the App Store or Google Play Store**
- 2 Open the app and search for Unity College**
- 3 Accept notifications and ensure the star icon is blue on the top right. This will favourite Unity College and keep the school on your app homepage**
- 4 Login in with your current BCE email & password.**

NEW PARENTS: After clicking 'Login', select the first time/ forgotten password link below the sign in area. Enter your email supplied to the College. A security code will then be sent to this email. Return to the page and follow prompts to set up your password.
- 5 After logging in, you will have access to all unlocked areas.**

Some tabs may lead you to the desktop version of the Parent Portal which will need a second a sign in.

The desktop version of the Parent Portal includes more features than the app, we advise to still check this from time to time to ensure you receive the full benefits of the portal.

PARENT PORTAL DESKTOP | **BCE CONNECT APP**

College E-Newsletter

Parents & Guardians will receive an email with a link to the College newsletter. This will include updates from Leadership, news and events.

Email & SMS

Unity College will also send out emails and SMS texts for urgent matters. Please ensure your details are up to date.

Facebook and Instagram

Whilst we do update our parent community on events and news via social media, please be aware that these are public communications and are shared with the wider community. Please do not rely on our social media platforms for sensitive or important communications regarding students and the College.

[@unitycollegecaloundra](#)

College Website

Please be aware that this is a public website and is accessible by anyone. Please do not rely on our website for sensitive or important communications regarding students and the College.

www.uc.qld.edu.au

Parent & Staff Communication

Our staff are available, by appointment, to meet and discuss your child's progress. Formal parent-teacher interviews are offered at the end of both Term 1 and Term 3. An email will be sent out with instructions on how to book via the School Interviews website.

Classroom related matters are referred to the Class Teacher, Pastoral Leader (wellbeing) or Teaching and Learning Leader (curriculum). Whole school related matters are referred to the Assistant Principals, Heads of College and Principal.

Parent Slips

For excursions and permissions, Unity College uses online permission slips that are sent directly to the parent/guardians email on file.

Student Absenteeism

As outlined in the College Procedures in this document; when a student cannot attend school for any reason, it is expected that the legal guardian will **notify Student Reception by 8:30am** on the day of absence. To notify the College on an absence, please follow one of the methods below.

PARENT PORTAL: Click on the Report Absence tab

BCE CONNECT APP: Click on the Absences tab