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

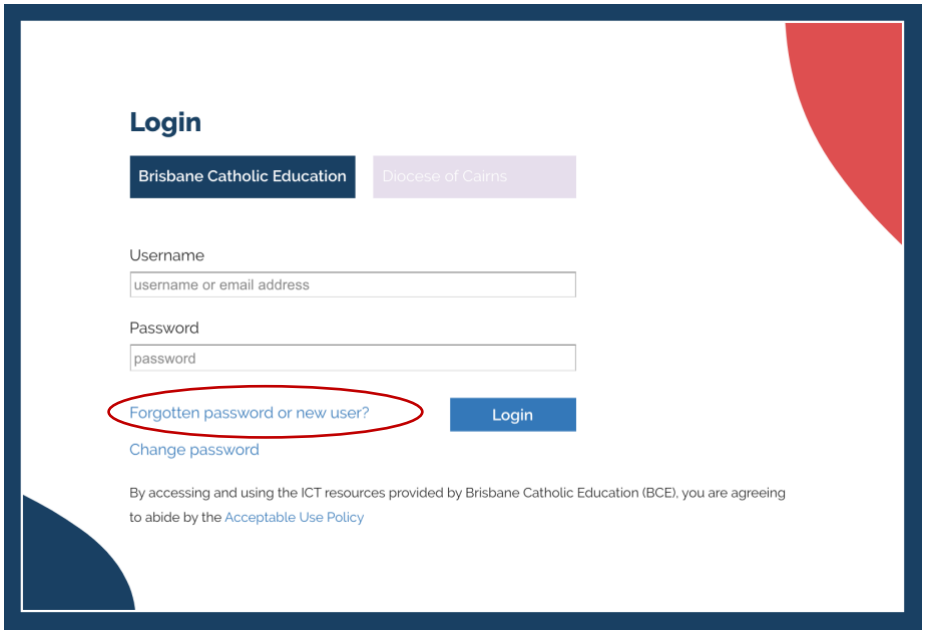
The Parent Portal offers a comprehensive view of the school's calendars, events, announcements, pictures, forms and documents. New families will gain access to the College Parent Portal at the start of the school year. Please check the Parent Portal blogs and announcements area on a daily basis to ensure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

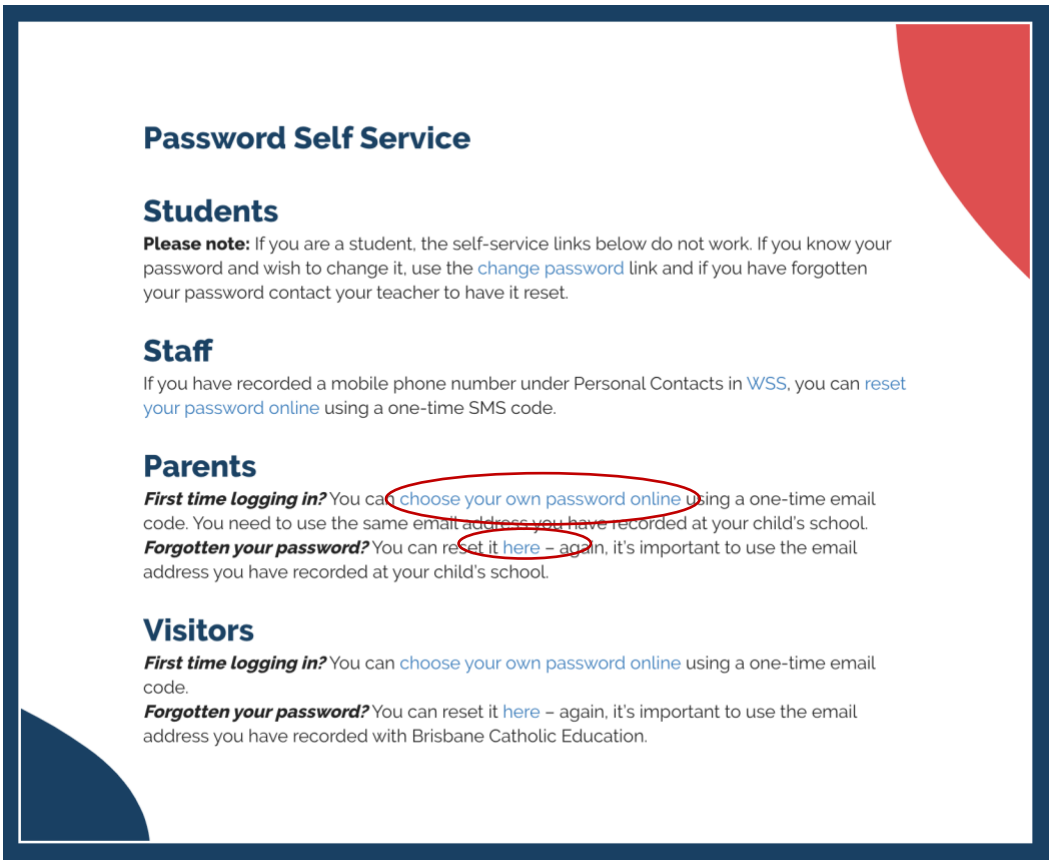
Logging in to the Parent Portal for the first time

1. Visit our public website **www.uc.qld.edu.au**
and click the Parent Portal icon at the top of the homepage.

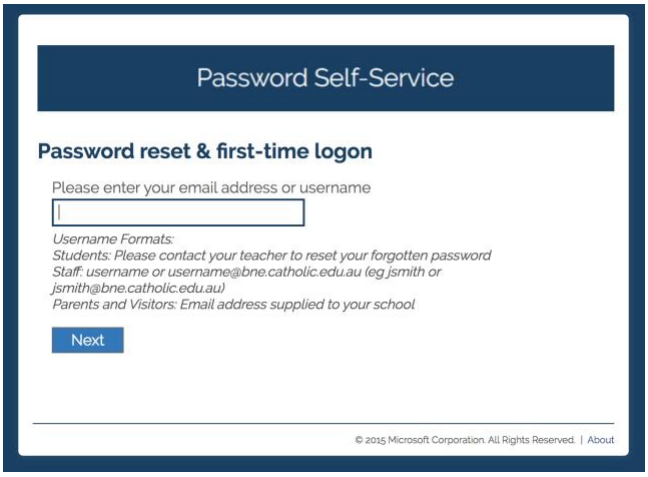
2. Ensure the Brisbane Catholic Education tab is selected and click the link 'Forgotten password or new user?'



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.

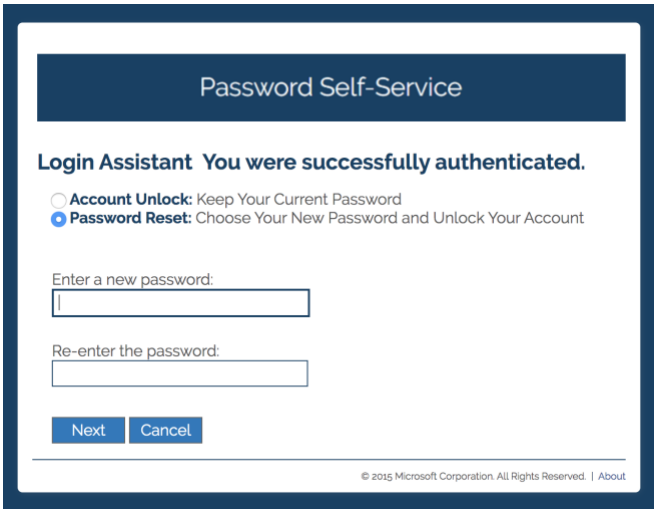


4. Enter the contact email that you provided to Unity College upon enrolment and click 'Next'.



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

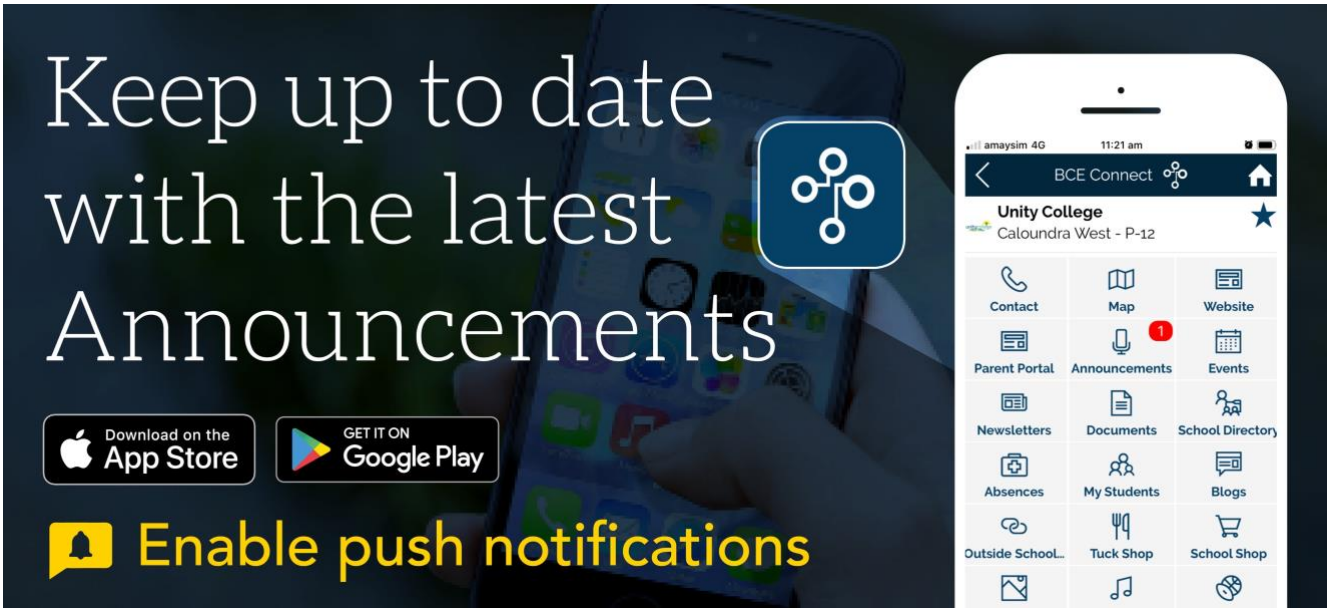
6. Ensure that Password Reset option is selected and enter your desired password in both boxes before clicking 'Next'.



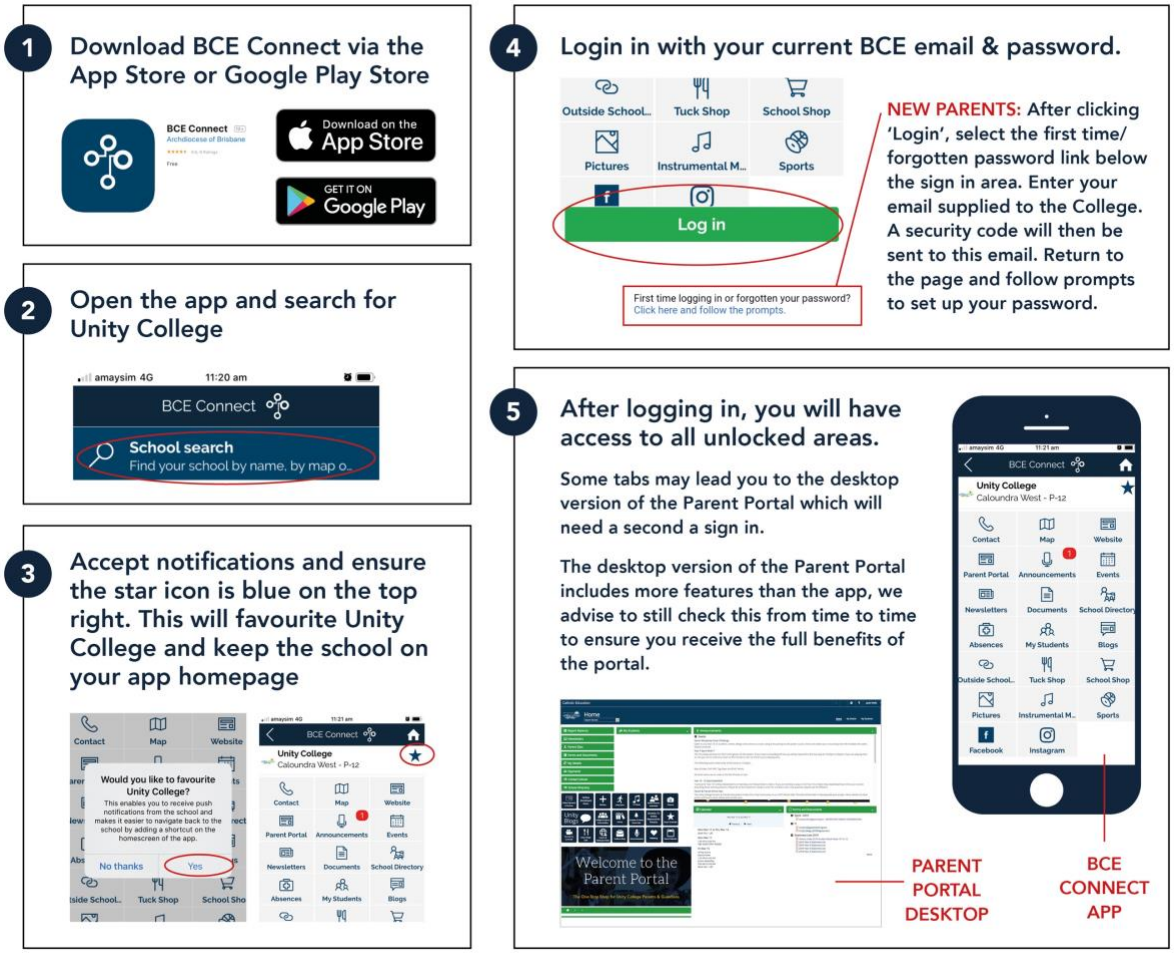
6. You can now go back to the Parent Portal link Unity College website and login with your email and new password.

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*.



Using the BCE Connect App for the first time



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