CATHERINE McAULEY COLLEGE

LIVING MERCY

ENROLMENT HANDBOOK

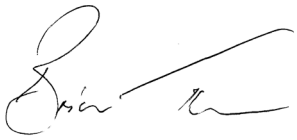
Principal's Welcome

We hope this handbook will assist in walking you through the four phases of enrolment: **research, enrolling, accepting** and **familiarisation.**

You will be given tips on how to find out about our College, what steps to take when enrolling and accepting and also some brief points so that you can become familiar with our College.

A great place to start is by downloading our College App, read our latest news and review the **Home Handbook**. The **Home Handbook** is a companion to this **Enrolment Handbook** and provides additional detailed information for parents relating to a range of areas of the College. We suggest you also review our website to find out more.

We trust this journey will be smooth and please remember that the College Registrar will be your key contact whilst enrolling.



Mr Brian Turner, Principal

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1. Research

To discover as much as possible about Catherine McAuley College, we encourage families to:

- ❑ **Explore** our website to find out more about the countless opportunities that the College has to offer.
- ❑ **Visit** the Enrolment for 2021 page for an Enrolment Application Form and all the information you need.
- ❑ **Register** your 'Expression of Interest for enrolment in Year 7 2021' to receive enrolment and transition updates and hear about opportunities to visit the College.
- ❑ **Watch** the 'Beginning Year 7' video.
- ❑ **Take** a virtual tour.
- ❑ **Download** the Catherine McAuley College App.
- ❑ **Attend** an online College Tour.
- ❑ **View** the College **Home Handbook** on our App.

Website

Enrolment information

College App

Faith, Mission & Social Justice

Catherine McAuley College is built on the Mercy Charism inspired by Catherine McAuley and the Sisters of Mercy and is actively engaged in the community of the Sandhurst Diocese. Like Catherine, the teachings of Jesus and the Gospels inspire us in our words and actions and support the Mercy Values of service, courage, compassion, hospitality, respect and justice.

College Prayer

Loving God,
We ask you to bless Catherine McAuley College
and challenge us to act in the spirit of Catherine.
May we inspire all in our community to be learners impelled to thrive and serve.
Guide our community to live our Mercy Values and the Gospel message of Jesus Christ.
Amen

Faith & Mission

2. Enrolling

Action Plan

- ❑ Read this handbook
- ❑ Download the College App
- ❑ Have a thorough understanding of the following documents and how they support our College culture and community expectations:
  - ❑ Enrolment Policy (below)
  - ❑ Parent Code of Conduct
  - ❑ Student Code of Conduct
  - ❑ Staff Code of Conduct
- ❑ Learn about student health, wellbeing and safety
- ❑ Complete and submit a signed enrolment application form and include:
  - Photocopy of Birth Certificate
  - Photocopy of Baptism Certificate
  - Immunisation History Statement
  - Visa, Immigration and Citizenship Documentation
  - Court Orders

  Incomplete forms cannot be accepted
  Please use a black or blue pen
- ❑ Diarise Key Dates
- ❑ For Year 7 2021 students, attend a transition meeting - parents will receive notification to book an interview using PAM
- ❑ For all other enrolments attend an enrolment interview
  - Your child must be accompanied by one or both parents/carers
  - Please bring along NAPLAN and School Reports
  - If your child has special needs, please supply reports and diagnoses
  - If offered a place, complete and return the confirmation of enrolment acceptance and direct debit paperwork

Child Safety

Wellbeing

Enrolment Policy

Catherine McAuley College strives for strong partnerships with the families and the parishes it serves. Families who choose to enrol their children at Catherine McAuley College do so on the understanding that they are expected to uphold and foster the Mercy Education Values of compassion, courage, hospitality, justice, respect and service. Families will be asked to recognise the importance of Religious Education for their children through supporting the prayer life and other religious celebrations and spiritual development opportunities.

Enrolment Policy

Enrolment Criteria

Numbers for each class are set by the College administration in accordance with the guidelines established by the Catholic Education Office. If there are vacancies the following priorities are observed:

- ❑ Capacity of the School to accept students;
- ❑ Catholic children who are attending a Catholic Primary School;
- ❑ Catholic children who are attending a local Primary School;
- ❑ Whether a sibling of the child is currently a student of the school;
- ❑ Non-Catholic students currently attending a Catholic Primary School;
- ❑ Other Christian children who attend a local Primary School;
- ❑ Other Christian children who reside outside the local area;
- ❑ Non-Christian children who attend a local Primary School;
- ❑ Non-Christian children who reside outside the local area.

Waiting Lists

In the event where a year level is full and/or the timeline to support a student enrolment has not been met, the College will:

- ❑ Invite interested parties to place their name on a waiting list.
- ❑ Take a non-refundable deposit of $100 to hold a place on the waiting list.
- ❑ Request all enrolment paperwork including past reports, external supporting documentation and references.
- ❑ Request pre-enrolment PAT testing session where students will undertake PAT M and PAT R tests .

If a position becomes available, and the waiting list candidates have met the enrolment criteria:

- ❑ The College Registrar will contact the applicant (in order of waiting list entry) to offer an enrolment interview.

From this point forward, the standard enrolment process will be followed. Applicants should understand that the timeline from this point may be up to three weeks if all enrolments processes are adhered to.

What if my child has additional learning needs?

There are further transition opportunities for students with additional needs as part of our Learning Diversity program.

Mercy Family Support

Sister Kathy Ryan is the Mercy Family Support Coordinator for the College and offers a wide range of services to families in need.

College Fees

Catherine McAuley College provides a comprehensive curriculum, experienced and dedicated staff and contemporary resources and facilities to meet the educational needs of students. To support the provision of outstanding educational service to the community, the College sets an appropriate fee level. Justice to all requires that fee levels be equitable, while in the tradition of Mercy compassion is shown to those in need. Potentially, you are commencing a relationship with the College to last the next six years. We understand, for some families, school fees can be of concern and we encourage you from the outset to communicate with us. Our aim is to establish a relationship early on, so that

each family feels comfortable talking to us in regard to any finance-related matter. Your key contacts are Mr James Bennett, Business Manager and Mrs Janelle Metherell, Accounts Manager. Confidentiality is assured. Concessions may apply for families who hold a Health Care Card or have other children in a Catholic primary school. Click for full fee details, payment arrangements and policies.

School Fees

Enrolment - Year 7 2021

Step 1

COMPLETE
Complete the Enrolment Application

Step 2

INCLUDE
1. Completed and signed Enrolment Application
2. Photocopy of Birth Certificate
3. Photocopy of Baptism Certificate
4. Immunisation History Statement
5. Visa, Immigration and Citizenship Documentation
6. Court Orders

Step 3

RETURN
Return to the College Registrar by Friday 12 June 2020

Step 4

OFFERS
Enrolment Offers will be sent by Monday 13 July 2020

Step 5

ACCEPT
Accept Enrolment Offer by completing and returning Enrolment Acceptance and Direct Debit forms by Friday 31 July 2020

Step 6

BOOK
Following Enrolment Acceptance, we will send information about booking your Transition Meeting with a senior member of staff

Enrolment of Students During the School Year

Catherine McAuley College is sensitive to the research regarding students changing schools. If a student seeks enrolment at the College during the year, the following considerations will occur:

- ❑ How the change of school during the year will impact the student.
- ❑ What resources and supports may be required to assist the student when they commence.
- ❑ What subject options and availability exists for the potential student.

It is the preference for the College to welcome new students (subject to available positions) at the commencement of each term. Term 4 enrolments will not be accepted. The College will retain provision to support students and families who are currently attending a Catholic School outside a 60km radius and seeking relocation.

Transition Meeting

This is an opportunity for your family to meet with a member of leadership so we can learn more about your child and how to best support their transition to Year 7.

3. Accepting a Place

Acceptance - Year 7, 2021

To confirm your acceptance of an offer, please complete and return the **Confirmation of Enrolment Acceptance** prior to **Friday 31 July 2020**. If you do not wish to accept the position for your child, please let the College Registrar know as soon as possible by phoning 5445 9100 or emailing apetri@cmc.vic.edu.au.

Year 7, 2021 Checklist

Forms to be completed and returned by **Friday 31 July 2020** in enclosed reply-paid envelope or by email to apetri@cmc.vic.edu.au.

- ❑ Confirmation of Enrolment Acceptance Form
- ❑ Request for Direct Debit Form

Please include any other information you may not have already returned:

- ❑ Photocopy of Birth Certificate
- ❑ Photocopy of Baptism Certificate
- ❑ Immunisation History Statement
- ❑ Photocopy of Court orders or Parenting Plans (if applicable)

Acceptance - enrolment throughout the year (Years 7-12)

Once you receive a Letter of Offer, please complete the Confirmation of Enrolment and Direct Debit Forms and return to the College Registrar, Mrs Audra Petri.

Enrolment throughout the year Checklist

- ❑ Confirmation of Enrolment Acceptance Form
- ❑ Request for Direct Debit Form
- ❑ $100 enrolment deposit

Please include any other information you may not have already returned:

- ❑ Photocopy of Birth Certificate
- ❑ Photocopy of Baptism Certificate
- ❑ Immunisation History Statement
- ❑ Photocopy of Court orders or Parenting Plans (if applicable)

Finances

Please also complete the **Request for Direct Debit** form and return the College by **Friday 31 July 2020**.

An enrolment deposit of $100.00 is payable and will be deducted from your nominated payment method detailed in the direct debit form. This amount will be credited to your 2021 fee account.

If you have queries or questions about your fee account or concerns about your ability to make payments, please call the Finance Office on 5445 9191.

4. Getting Started

Transition Meeting

Catherine McAuley College is committed to a smooth transition for all students. Our staff will work with you and the primary school to collate information to support your child in the transition to Catherine McAuley College. The first step will be a Transition Meeting with a senior member of staff. Please bring your child's most recent reports, including NAPLAN.

You will receive further information about your Transition Meeting upon receipt of Enrolment Acceptance. Transition Meetings are currently scheduled for Wednesday 26 and Thursday 27 August 2020 however, due to COVID-19 restrictions, the timing of these meetings may change depending on advice from the Chief Health Officer, the Victorian Government and the Catholic Education Commission of Victoria Ltd (CECV).

Data and Testing

Data is one of the most powerful tools to inform, engage, and create opportunities for students with their learning. Data is much more than test scores. Data gives us insight and helps us make connections that lead to improvements.

At Catherine McAuley College, new students and Year 7 students are all tested upon enrolment, which allows teachers to best prepare for their needs in the classroom.

Students with additional learning needs

There are further transition opportunities for students with additional needs. We will provide information on the basis of need.

Year 7 Parent Information Evening

A Parent Information Evening will be held on 7 December 2020 commencing at 6.00pm. This evening is important to attend as valuable information about class groups will be provided and it is an opportunity to meet staff and ask questions. You will also receive details of the Pastoral Planning Day occurring before the commencement of the 2021 school year.

When arranging students into core groups and classes, many factors are considered including academic skills, social and emotional needs as well as personal strengths and interests. We request that you trust that we have considered information from a range of stakeholders in making judgements regarding class placements. We do not make changes to class groupings beyond the Parent Information Evening.

Year 7 Orientation Day

On 8 December 2020 your child will spend an Orientation Day at Coolock from 9.30am to 2.30pm. This day provides students the opportunity to meet other students and staff and participate in activities designed to further assist with their transition to Catherine McAuley College.

Pastoral Planning Day

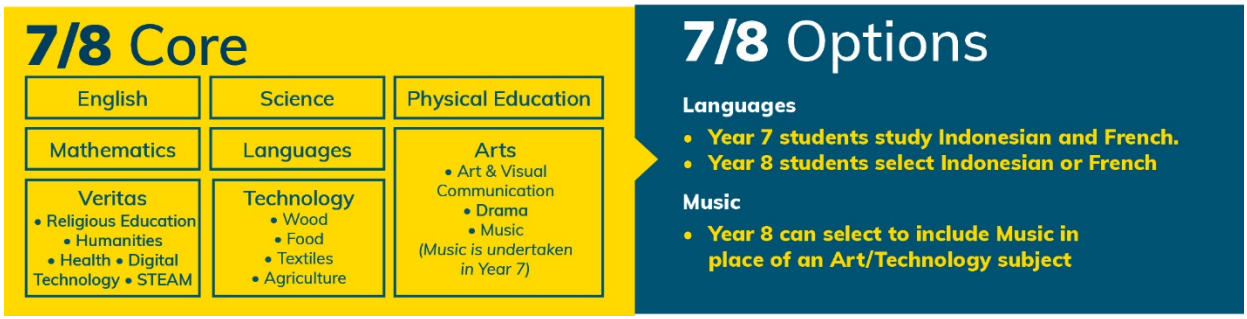
Pastoral Planning Day occurs on the day before classes resume at the commencement of each year. It is designed as a welcome for all students of our College. Each student has a 15-minute meeting with their Mentor to ensure they are all set for their first day. Individual school photos will be taken on this day, full College summer uniform is to be worn and long hair must be tied back. Further information, including booking arrangements, will follow later this year.

5. Familiarisation

Curriculum

For Year 7 2021, the core program and options are outlined below.

Coolock Learning



Transport

Catherine McAuley College is well serviced by the urban and country bus networks. Click for more information about the bus network, bus passes, conveyance allowance and timetables.

Transport

Bikes

Our Coolock Campus is well serviced by bike paths coming from a number of directions. Many students utilise these trails. Our central St Mary's location also allows Year 10-12 students to ride to school. There are bike racks available at both campuses. Students are required to use their own locking device and follow government laws and College directions regarding bike safety.

Uniform

Catherine McAuley College has required Uniform and Dress Code expectations, which cover correct wearing of uniform and accessories, hair, jewellery and makeup.

Uniform

Laptop

To ensure our students remain leaders in technology, the College provides a laptop to all students. The cost to provide laptops, software, insurance, on-campus maintenance and technology infrastructure is included in the family fee.

Booklists

We try to keep booklist items to a minimum. Orders are placed online, and you will receive annual instructions about ordering via Campion.

Canteen

Our canteen offers fresh and healthy options for both students and staff. It is open for purchases on all school days during both recess and lunch.

Immunisations

Catherine McAuley College hosts immunisations for Year 7 (Term 1 and Term 3) and Year 10 (Term 3) students. These vaccinations programs are run by the City of Greater Bendigo. Click for more information from the City of Greater Bendigo.

Immunisations COGB

Lockers

Each student is allocated a locker with room for bags, books and hanging space for blazers. At the commencement of Year 7 or at the commencement of enrolment at the College, students are issued a combination lock with a unique code as part of enrolment.

Parents and the College Working Together

Codes of Conduct

Student Code of Conduct

Inspiring members of our community to be learners impelled to thrive and serve

The Student Code of Conduct provides a framework within which students are able to develop the pro-social behaviours which are acceptable within the broader community and reflect the Mercy Values fundamental to the culture of the College. The Student Code of Conduct provides an outline of the behavioural expectations for students when they are on the school site, moving to and from school, travelling on public and contract transport services and when attending sporting events, school functions, excursions, etc.

Parent Code of Conduct

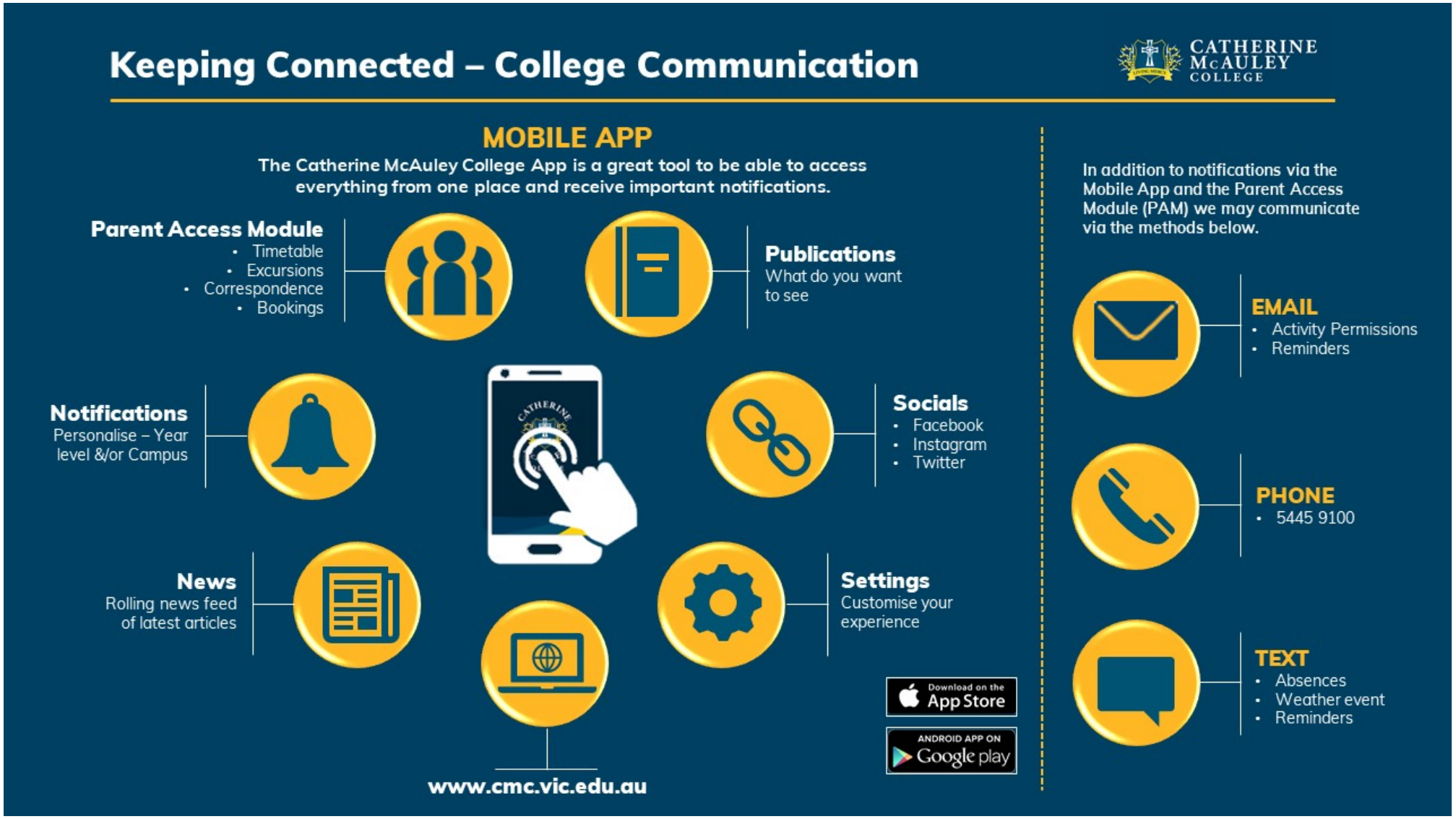
The Mercy Education Ltd (MEL) Parent Code of Conduct encourages the development of effective and positive relationships within its school communities. It expects that parents and the wider school community will embrace the Mercy values of Compassion, Justice, Respect, Hospitality, Service and Courage, and respect its traditions and practices.

Each Mercy Education school adopts the Mercy Education Parent Code of Conduct for its school community.

Staff Code of Conduct

The Staff Code of Conduct has been developed to provide a framework of appropriate and acceptable behaviour expected of all MEL employees and volunteers in respect of their duties. The principles contained within the Code of Conduct promote MEL's education values.

6. Keeping Connected



Key Dates 2020

- **Enrolments Open:** Wednesday 18 March 2020
- **Transition Days:** Cancelled until further notice
- **Enrolments Close:** Friday 12 June 2020 (Year 7 in 2021)
- **Enrolment offers:** will be sent by Monday 13 July 2020
- **Enrolment Acceptance:** return by Friday 31 July 2020
- **Transition Meetings:** Wednesday 26 & Thursday 27 August 2020 (dates subject to change)
- **Testing**: dates to be advised
- **Uniform Fittings for Year 7 2021**: Dates to be advised
- **Year 7 Parent Information Evening:** Monday 7 December 2020
- **Year 7 Orientation Day:** Tuesday 8 December 2020

Key Dates 2021

- **Pastoral Planning Day:** tp be confirmed

Term Dates and Lesson Times 2020

Term Dates & Lesson Times

Contact us

info@cmc.vic.edu.au
finance@cmc.vic.edu.au
principal@cmc.vic.edu.au

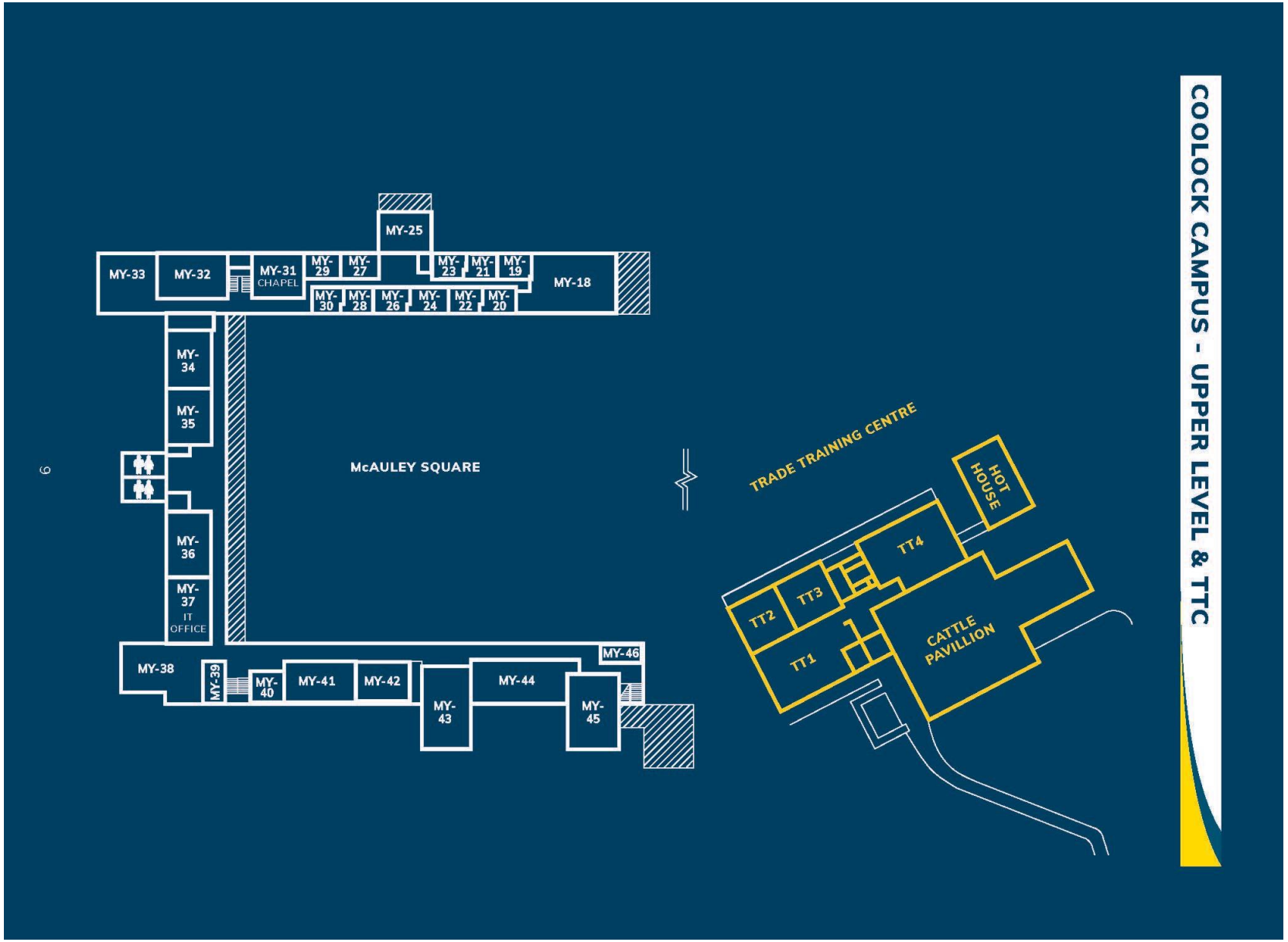
(03) 5445 9100

Maps

VALENTINE STREET
MARIAN CENTRE
BARKLY TERRACE WEST
ST MARY'S CAMPUS - GROUND LEVEL
THEATRE
STAFF
GYMNASIUM
MUSIC
FOYER
WEIGHTS
P5
P4
P1
P3 P2
KITCHEN
CG1
CG2
CG8
CG7
CG6
COOLOCK HOUSE
BG1
BG2
BG3
BG7
BG4
BG6
BG5
BACKHAUS BUILDING
P3
P4
P1
P2
ASSEMBLY AREA
VIEW STREET
MACH ROOM
AG1
AG2
AG3
KILN
GLAZING
STAFF STORE
CHAMPAGNAT TECHNOLOGY BUILDING
LG4
LG5
OFFICE
LG3
LG2
LIBRARY
AG4
UG6
UG7A
7B
7C
UG8
AG7
AG6
AG5 HALL
STAGE
ARTS BUILDING
UG5
UG4
UG3
UG2
URSULA FRAYNE BUILDING
AG8
AG9
STAFF ROOM
MG6
OFFICE
MG7
CHAPEL
ENGLISH LEARNING CENTRE
KELLY BUILDING
(after refurbishment 2019)
ARTS BUILDING BASEMENT
EG2
EG1
KG1
STUDENT DINING CANTEEN
KG3
HE1
EG3
EG4
KG2
UG1
HE2
EG6
EG5
MERCY BUILDING
MG5
BARKLY STREET

FIRST FLOOR
M-14
M-13
M-10
M-09
M-08
STAFF
M-02
M-01
M-11
M-07
M-06
M-05
M-04
M-03
SISTER ALOYSIUS MARTYN ARTS CENTRE
GROUND FLOOR
MG-12
MG-11
MG-09
MG-07
MG-05
MG-03
MG-01
MG-14
MG-08
MG-06
MG-04
MG-02
MG-P1
WATER TANK
MULTI PURPOSE COVERED COURT
GYMNASIUM
STORE
CANTEEN
ST
BUS STOPS
SCIENCE & TECHNOLOGY BUILDING
ST4
ST3
PREP
ST5
STAFF
ST2
ST1
ST10
ST11
ST12
ST8
STAFF
ST9
ST13
STAFF
ST6
ST17
McAULEY SQUARE
APPLIED LEARNING BUILDING
E12
E11
E10
E9
E8
E6
E5
E4
E3
E7
E2
E1
TO TRADE TRAINING CENTRE
COOLOCK CAMPUS - GROUND LEVEL EAST

COOLOCK MAPS - GROUND LEVEL WEST
MAIN ENTRY
FOYER
MUSIC LESSONS
MYG -06
MYG -05
MYG -07
MYG-04
MEETING MYG-03
OFFICE
SICK BAY
MYG -02
MYG -01
McAULEY SQUARE
MYG-08
MYG -09
MYL-04 LIBRARY OFFICE
LIBRARY
MYL -02
MYL -01
MYL -05 WORK AREA
MYL -03
MUSIC PRACTICE
MYG-13
MYG-10
MYG-11
MYG-12
MYG-15
MYG -16
MYG -14
CERAMICS
MYG -17
10


COOLOCK CAMPUS - UPPER LEVEL & TTC
MY-25
MY-33
MY-32
MY-31
CHAPEL
MY-29
MY-27
MY-23
MY-21
MY-19
MY-18
MY-30
MY-28
MY-26
MY-24
MY-22
MY-20
MY-34
MY-35
McAULEY SQUARE
MY-36
MY-37
IT
OFFICE
MY-38
MY-39
MY-40
MY-41
MY-42
MY-43
MY-44
MY-45
MY-46
TRADE TRAINING CENTRE
HOT HOUSE
TT4
TT3
TT2
TT1
CATTLE PAVILLION

Coolock Campus
(Years 7-9)
1 St Vincent's Road
Junortoun 3551

CATHERINE McAULEY COLLEGE
LIVING MERCY

St Mary's Campus
(Years 10-12)
164 Barkly Street
Bendigo 3550

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