



ENROLMENT HANDBOOK

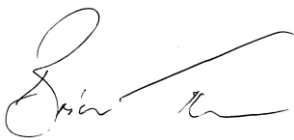
Principal's Welcome

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 read 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 browse our website to find out more.

We trust this journey will be smooth and please remember that the College Registrar, Mrs Audra Petri, 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 (CMC), we encourage families to:

- ❑ **Explore** the CMC website to find out more about the countless opportunities that the College has to offer.
- ❑ **Visit** the Enrolment page to start your online Enrolment Application and for all the information you need.
- ❑ **Complete** an Enrolment Enquiry to receive enrolment and transition updates and hear about opportunities to visit the College.
- ❑ **Visit** the virtual Open House website which introduces the College to Grade 6 students and their families.
- ❑ **Watch** the *Beginning Year 7* video.
- ❑ **Take** a virtual tour.
- ❑ **Download** the Catherine McAuley College App.
- ❑ **Book** a College Tour.
- ❑ **Download** the Prospectus
- ❑ **View** the College Home Handbook on our App.

Website



Enrolment
information



Open House
website



College App



College Tours



Prospectus



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. Enrolment

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 an online enrolment application signed by the child's parents/carers and include:
 - o An upload copy of Birth Certificate
 - o An upload copy of Baptism Certificate
 - o Immunisation History Statement
 - o Visa, Immigration and Citizenship Documentation
 - o Court Orders
- Incomplete applications cannot be accepted**
- ☐ Diarise [Key Dates](#)
 - ☐ For Year 7 2024 students, attend an enrolment interview - parents will receive notification to book an interview.
 - ☐ For all other enrolments attend an enrolment interview
 - o Your child must be accompanied by one or both parents/carers
 - o Please bring along NAPLAN and school reports
 - o If your child has special needs, please supply reports and diagnoses
 - o If offered a place, accept the enrolment offer online and complete the direct debit form

Codes of
Conduct



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 Victorian Catholic Education Multi-Enterprise Agreement 2018 (VCEMEA 2018) as approved by the Fair Work Commission. 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 \$250 to hold a place on the waiting list.
- ☐ Request all enrolment information 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.

Learning Diversity



Family Support

The College 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 regarding any finance-related matter. Your key contacts are Mr Seppe Marsili, 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 Checklist

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. Copy of court orders and/or parenting plans (if applicable)
7. Copies of previous school reports

STEP 3

RETURN

Return to the College Registrar.

STEP 4

ENROLMENT INTERVIEW

The next step is an **enrolment interview** where we meet the student.

STEP 5

OFFERS

An **Enrolment Offer** will be made once the interview is completed and approval given by the Principal.

STEP 6

ACCEPT

Accept **Enrolment Offer** by completing and returning **Enrolment Acceptance** and **Direct Debit** forms to the College Registrar.

YEAR 7 2024 ENROLMENTS CLOSE: Friday 12 May 2023

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.

Enrolment 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, 2024

To confirm your acceptance of an offer, please complete the online **Confirmation of Enrolment Acceptance** prior to **Friday 23 June 2023**. 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 enrolment@cmc.vic.edu.au.

Year 7, 2024 Checklist

Online forms to be completed and returned by **Friday 23 June 2023**.

- ☐ Complete Enrolment Acceptance online
- ☐ Complete and **upload the Direct Debit** PDF Form

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

- ☐ Copy of Birth Certificate
- ☐ Copy 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 online Enrolment Acceptance and Direct Debit Forms

Enrolment throughout the year Checklist

- ☐ Complete Enrolment Acceptance Form online
- ☐ Complete the Direct Debit Form
- ☐ \$250 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

An enrolment deposit of \$250.00 is payable and will be deducted from your nominated payment method detailed in the enrolment acceptance form. This amount will be credited to your 2024 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

Enrolment Interview

All families seeking enrolment for Year 7 2024 will be required to attend an Enrolment Interview with their child. This includes new and returning families. This is an opportunity to discuss the aspirations both you and your child have for their education and the ways in which we aim to cater for each individual's goals and support them to reach their full potential.

Enrolment Interview bookings open on Friday 19 May 2023. Interviews will be held from Monday 29 to Thursday 1 June 2023. Please bring your child's most recent reports, including NAPLAN, if they haven't already been uploaded.

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.

Data & Testing



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. Where possible we ask Bendigo Catholic Primary Schools to share their data so that students do not need to complete testing twice.

Students with additional learning needs

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

A session for parents and carers of a child with additional learning needs starting in Year 7 2024 will be held on Tuesday 2 May 2023 at the Coolock Library.

Year 7 Parent Information Evening

A Parent Information Evening will be held on Monday 4 December 2023. At this evening we will provide valuable information about Year 7 transition and it is an opportunity to meet staff and ask questions.

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 Tuesday 5 December 2023 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.



5. Familiarisation

Curriculum

Coolock Learning



For Year 7 2023, the core program and options are outlined below.

7/8 Core			7/8 Options
English	Veritas Religious Education Humanities	Health and Physical Education	* Languages <ul style="list-style-type: none">Year 7 students study Indonesian and French.Year 8 students select Indonesian or French ** Music <ul style="list-style-type: none">Music is undertaken in Year 7Year 8 can select to include Music in place of an Art/Technology subject
Mathematics			
Languages*	Technology Agrifutures Food Technology Product Design (Textiles) Product Design (Resistant Materials)	Arts Art Design Drama Music**	
STEAM Science Technology Engineering Arts Maths			

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 various directions. Many students utilise these trails. Our central St Mary's location also allows Year 10-12 students to ride to school. 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.

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.

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



Canteen

Canteen facilities are available at both the Coolock and St Mary's campuses. The canteen menu and instructions on how to order are available in PAM.

Canteen



At Coolock Campus there is a [Flexischools cashless, online ordering option](#).

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

Keeping Connected – College Communication



MOBILE APP

The Catherine McAuley College App is a great tool to be able to access everything from one place and receive important notifications.

Parent Access Module

- Timetable
- Excursions
- Correspondence
- Bookings



Publications

What do you want to see

Notifications

Personalise – Year level &/or Campus



Socials

- Facebook
- Instagram
- Twitter

News

Rolling news feed of latest articles



Settings

Customise your experience

www.cmc.vic.edu.au



In addition to notifications via the Mobile App and the Parent Access Module (PAM) we may communicate via the methods below.



EMAIL

- Activity Permissions
- Reminders



PHONE

- 5445 9100



TEXT

- Absences
- Weather event
- Reminders

Key Dates 2023

- **Open Day:** Wednesday 29 March 2023
- **Enrolments Open:** Wednesday 29 March 2023
- **'Discover CMC' Day:** Monday 1 to Friday 5 May 2023 (for Grade 6 students at the Coolock Campus)
- **Information Evening for Parents & Carers of a Child with Additional Learning Needs:** Tuesday 2 May 2023
- **Enrolments Close:** Friday 12 May 2023
- **Enrolment Interview Bookings Open:** Friday 19 May 2023
- **Enrolment Interviews:** Monday 29 May – Thursday 1 June 2023
- **Enrolment Offers sent:** Friday 9 June 2023
- **Offer Acceptance Year 7 2024 Deadline:** Friday 23 June 2023
- **Year 7 2024 Testing Online:** Monday 14 – Friday 18 August 2023
- **Year 7 Parent Information Evening:** Monday 4 December 2023
- **Year 7 Orientation Day:** Tuesday 5 December 2023



Term Dates and Lesson Times 2023

Term Dates &
Lesson Times





Coolock Campus

(Years 7-9)

1 St Vincent's Road
Junortoun 3551



St Mary's Campus

(Years 10-12)

164 Barkly Street
Bendigo 3550

 5445 9100

 www.cmc.vic.edu.au

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