



COLLEGE  
BENDIGO



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**ENROLMENT HANDBOOK**

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# Principal's Welcome

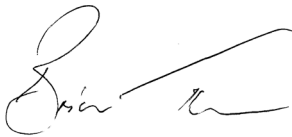
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We hope this handbook will assist in walking you through the four phases of enrolment: **research, enrolling, accepting and familiarisation.**

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

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

- ❑ **Explore** the CMCB 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 Bendigo 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 & Community

Catherine McAuley College Bendigo 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 Bendigo  
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

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## 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 2025 students, Mrs Audra Petri will write to advise families if an enrolment interview is required, in line with the College's Enrolment Criteria.
- For Years 8 – 12 students, an enrolment interview is required.
- When attending an enrolment:
  - 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 additional needs, please supply reports and diagnoses
  - o If offered a place, accept the enrolment offer online and complete the direct debit form



## Enrolment Policy

Catherine McAuley College Bendigo strives for strong partnerships with the families and the parishes it serves. Families who choose to enrol their children at Catherine McAuley College Bendigo 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 Criteria

Numbers for each class are set by the College administration in accordance with the Victorian Catholic Education Multi-Enterprise Agreement 2022 (VCEMEA 2022) 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 Bendigo 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 Ms Nicki Waters, Finance 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.



## Enrolment Checklist

<b>STEP 1</b>	<b>COMPLETE</b> Complete the <b>Enrolment Application</b> online.
<b>STEP 2</b>	<b>INCLUDE</b> <ol style="list-style-type: none"><li>1. Completed and signed Enrolment Application</li><li>2. Photocopy of Birth Certificate</li><li>3. Photocopy of Baptism Certificate</li><li>4. Immunisation History Statement</li><li>5. Visa, Immigration and Citizenship Documentation</li><li>6. Copy of court orders and/or parenting plans (if applicable)</li><li>7. Copies of previous school reports</li></ol>
<b>STEP 3</b>	<b>RETURN</b> Return to College Registrar
<b>STEP 4</b>	<b>ENROLMENT INTERVIEW</b> The College Registrar will write to advise families if an enrolment interview is required, in line with the College's Enrolment Criteria.
<b>STEP 5</b>	<b>OFFERS</b> An <b>Enrolment Offer</b> will be made once the interview is completed (if required) and approval given by the Principal.
<b>STEP 6</b>	<b>ACCEPT</b> Accept <b>Enrolment Offer</b> by completing and returning <b>Enrolment Acceptance</b> and <b>Direct Debit forms</b> to the College Registrar.

**YEAR 7 2025 ENROLMENTS CLOSE:** Friday 10 May 2024



## Enrolment of Students During the School Year

Catherine McAuley College Bendigo 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.



# 3. Accepting a Place

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## Acceptance - Year 7, 2025

To confirm your acceptance of an offer, please complete the online **Confirmation of Enrolment Acceptance** prior to **Friday 21 June 2024**. 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](mailto:enrolment@cmc.vic.edu.au).

### Year 7, 2025 Checklist

Online forms to be completed and returned by **Friday 21 June 2024**.

- Complete Enrolment Acceptance online
- Complete and **upload the Direct Debit** PDF Form
- \$250 enrolment deposit

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 2025 fee account.

We welcome enrolment applications from all families in our region. Please do not let finance prevent you from considering enrolment at Catherine McAuley College Bendigo. Assistance is available where genuine need exists. 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 or email [fees@cmc.vic.edu.au](mailto:fees@cmc.vic.edu.au).

# 4. Getting Started

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## Enrolment Interview

The College Registrar, Mrs Audra Petri will write to advise families if an enrolment interview is required, in line with the College's Enrolment Criteria.

## 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 Bendigo, 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 2025 will be held on Tuesday 7 May 2024 at the Coolock Library.

## Year 7 Orientation Day

On Tuesday 10 December 2024 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 Bendigo.



# 5. Familiarisation

## Curriculum

Coolock Learning



For Year 7 2025, the core program and options are outlined below.

### YEARS 7/8 CORE SUBJECTS

- Arts - Art Design, Drama, Music\*
- English
- Health and Physical Education
- Humanities
- Languages\*
- Mathematics
- Religious Education
- STEAM (Science Technology Engineering Arts Mathematics)
- Technology - Agrifutures, Food Technology, Product Design (Textiles) Product Design (Resistant Materials)

### YEARS 7/8 OPTIONS

#### \*Languages

- Year 7 students study Indonesian and French.
- Year 8 students select Indonesian or French.

#### \*\*Music

- Music is undertaken in Year 7.
- Year 8s can select to include Music in place of an Art/Technology subject.



## Transport

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



## 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 Bendigo has Uniform and Dress Code expectations, which cover correct wearing of uniform and accessories, hair, jewellery and makeup.



## 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 Bendigo hosts immunisations for Year 7 (Term 1 and Term 3) and Year 10 (Term 3) students. The City of Greater Bendigo runs these vaccinations programs. Click for more information from the City of Greater Bendigo.



## 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.

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



### 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](http://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 2024

- **Open Day:** Wednesday 20 March 2024
- **Enrolments Open:** Wednesday 20 March 2024
- **'Discover CMCB' Days:** Monday 6 to Friday 10 May 2024 (for Grade 6 students at the Coolock Campus)
- **Information Evening for Parents & Carers of a Child with Additional Learning Needs:** Tuesday 7 May 2024, 5.00 – 6.00pm. [Register online.](#)
- **Enrolments Close:** Friday 10 May 2024
- **Enrolment Interviews:** The College Registrar, Mrs Audra Petri, will advise families if an enrolment interview is required, in line with the College's Enrolment Criteria.
- **Enrolment Offers sent:** Friday 7 June 2024
- **Offer Acceptance Year 7 2024 Deadline:** Friday 21 June 2024
- **Year 7 2024 Testing Online:** Monday 2 September – Friday 13 September 2024
- **Year 7 Orientation Day:** Tuesday 10 December 2024



## Term Dates and Lesson Times 2024

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](http://www.cmc.vic.edu.au)