

Welcome to



MACKILLOP
Catholic College

INFORMATION FOR PROSPECTIVE FAMILIES



FOUR STEPS TO ENROLMENT

1. Complete and submit documentation

For each child being enrolled, submit your **Individual Student Enrolment Application** form and the **Enrolment Agreement** form, together with other documentation as listed on the checklist on the following page, with the enrolment application fee as listed in the *fees and levies* section of this booklet.

2. We respond

We will acknowledge receipt of your application and advise you of anything else we require to assist us in considering your application.

3. An interview is arranged

All new students to MacKillop Catholic College must have an enrolment interview with the College Principal or the Principal's nominee. Your enrolment form must be completed before an interview is arranged.

4. Accept a place

If your application is successful, you will receive a *Confirmation of Enrolment* letter, welcoming your family to the College from the Principal, within two weeks of the interview date. To complete your acceptance, payment of the *Student Activity Deposit* needs to be paid to the College by the date set out in the acceptance letter.

When Can I Enrol?

Enquiries, applications and expressions of interest are welcome at any time for enrolment from the current year to 10 years ahead. Enrolment interviews for the following year normally start late in Term 1 and are finalised by around November.

What is the Orientation Process?

An orientation programme operates for new students in Year 6 entering Year 7. This is scheduled in Term 4 of the year prior to their start. Details will be sent to parents once the enrolment process is complete. There are also open days, tours and information evenings for all year levels throughout the year.

For any further information please contact MacKillop Catholic College on 08 8930 5757 or mackillopcollege@nt.catholic.edu.au

ENROLMENT APPLICATION CHECKLIST

Enrolments will be processed upon receipt of the documentation and application fee as listed below.

- ☐ Completed **Individual Student Confidential Enrolment Application Form**
- ☐ Completed **Enrolment Agreement** form
- ☐ Copy of latest **School Report Card**
- ☐ Copy of latest **NAPLAN Report**
- ☐ Copy of **Birth Certificate**
- ☐ Copy of **Immunisation Records**
- ☐ Copy of **Baptism Certificate** (*and other Sacramental Certificates, if applicable*)
- ☐ **Application Fee** (\$110.00 / student or \$200.00 / family)
- ☐ **Copies of Education Adjustment Plans** from previous school
applicable only if a student has special needs

***Thank you for your interest in our College.
We look forward to meeting you.***

WELCOME FROM THE PRINCIPAL



Dear prospective MacKillop students and families,

Thank you very much for your interest in MacKillop Catholic College and for requesting a copy of our prospectus.

It is my pleasure to provide you with the enclosed material, which outlines the College's philosophies and operation. Importantly, it also highlights the many wonderful opportunities available for MacKillop Catholic College students.

We at the College would be delighted to meet with you and discuss the programmes we offer, and to show you our College. You would be a most welcome visitor. A suitable time can be arranged by contacting the College.

Once again, I thank you for your interest in MacKillop Catholic College. I do hope that in due course I shall have the pleasure of welcoming your family into the MacKillop Catholic College Community.

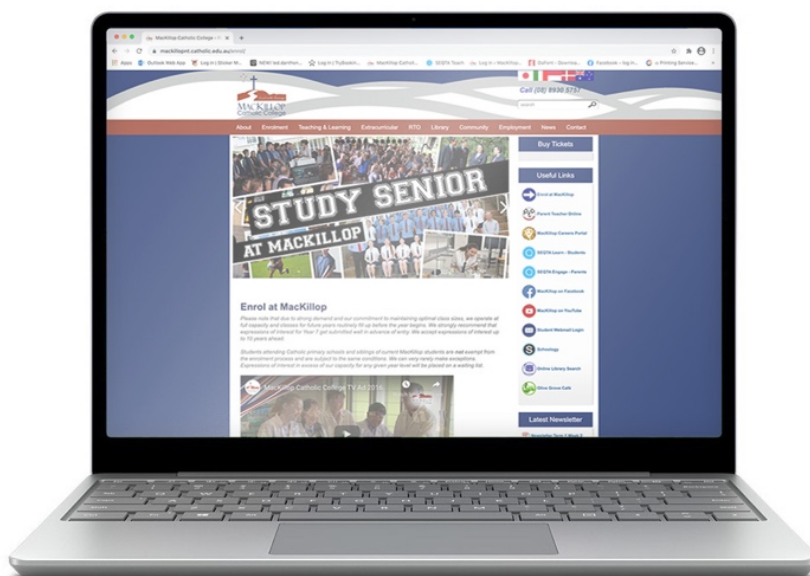
Should there be any way in which I can be of further assistance, please do not hesitate to contact me. We look forward to meeting you on the MacKillop campus.

Yours sincerely,

Lucas Hurley
Principal

Find more information at

mackillopnt.catholic.edu.au



ENROLMENT POLICY

GOSPEL VALUES:

Compassion, Service, Inclusivity and Respect

PREAMBLE:

Historically, Catholic schools in Australia were established for the specific purpose of educating students from the Catholic community. This mandate has not changed. However, changing conditions today, such as greater awareness of human dignity and human rights and a growing spirit of ecumenism are calling for changes in schools' enrolment policies. From the standpoint of faith, Christ's openness to all people, especially the disadvantaged and those subject to prejudice, is the spirit that informs decisions about enrolments.

POLICY:

MacKillop Catholic College is committed to educating students from the Catholic community of Palmerston & the rural area. These, along with members of the wider community, are welcome within MacKillop Catholic College, provided they show understanding of, and commitment to, Catholic beliefs, values and practices, as articulated in the College's Vision and Mission Statements. Enrolment is a formal agreement by the College to accept a student, and a subsequent agreement by the student and parents/guardians to respect the ethos of the school and abide by the expectations.

REFLECTION MATERIALS:

Religious Dimension of Education in a Catholic School; Congregation for Catholic Education.

The Catholic School on the Threshold of the Third Millennium: Congregation for Catholic Education, 1998.

CONSEQUENCES:

- Enrolment procedures will reflect the need to maintain the Catholic spirit and identity of the College;
- Enrolment procedures are inclusive and accepting of students with diverse needs; and,
- Enrolment numbers will be in accordance with the master plan for student population, as approved by the Catholic Education Office.

CONSIDERATION IN ENROLMENT PRIORITIES SHOULD BE GIVEN TO:

- Persons who participate regularly in the celebration of Eucharist, from Palmerston and Humpty Doo Parishes and environs;
- Siblings of past or present student members of the College;
- Participating members of other Christian churches (considering geographic location and time of application);
- Catholics who commit to the values of MacKillop Catholic College;
- Christians who commit to the values of MacKillop Catholic College; and then,
- Those persons, not affiliated with any church, who commit to the values of MacKillop Catholic College.

The Principal will have discretion to review enrolments with reference to particular community pastoral care considerations in response to community need and to make decisions within the available staff and community resource.

EVALUATION:

This policy will be reviewed annually as part of the College's five-year review cycle, in consultation with all members of the wider College community.

OUR CODE OF CONDUCT

Behaving in the Way that Reflects our Values

As a Catholic College centred on the person of Jesus Christ, every individual at MacKillop Catholic College has value and a right and a need to be treated with respect. This code of behaviour is designed to help all involved in this community to fulfil their responsibilities to each other and to promote an environment which provides the maximum opportunity for all to experience success and develop to their fullest potential, as we see through the life of our Patron, Saint Mary MacKillop.

Treat Ourselves with Respect

Every student is encouraged to maintain a healthy self-respect. No student may behave in a manner that diminishes, or is dangerous to, himself / herself.

This will be achieved through:

- Wearing uniform correctly and with pride;
- Using appropriate language and actions at all times;
- Working to the best of your ability and accepting responsibility for your own education;
- Being concerned for your health and wellbeing, avoid drugs, alcohol, tobacco and illicit substances; and,
- Taking responsibility for your own actions/choices.

Treat Others with Respect

Every student is expected to support fellow members of the MacKillop Community – no student may behave in a way that diminishes, or is dangerous to fellow students, staff or members of the community.

This will be achieved through:

- Showing courtesy and respecting the rights of others;
- Welcoming others to participate in the decision-making of the College;
- Representing my College appropriately at all times, including: when in transit to and from the College, participating in community event, and whenever representing the College;
- Respecting other people's need to socialise without being harassed or hurt and providing an environment which is free of discrimination and harassment;
- Abiding by the expectations of the College;
- Never acting in a way that may cause emotional or physical harm to another person and acknowledging that I have a responsibility to inform a teacher of any potential threat or danger to the health and safety of others;
- Actively promoting the College values of: Courage, Compassion; Inclusivity; Respect; and, Integrity;
- Being aware of visitors, new staff and students by making them feel welcome and supported;
- Engaging fully in Assembly and Liturgy, listening quietly to the speaker, participating enthusiastically in the singing, and clapping generously, as appropriate;
- Developing right relationships that emulate respect for each individual within the community; and,
- Following reasonable and clearly communicated instructions from staff.

Treat the Wider Community with Respect

Every student is expected to support the MacKillop Community at all times – no student may behave in a way that compromises the health, safety or reputation of the School and members of the Wider Community.

This will be achieved through:

- Using appropriate language;
- Working in partnership with wider community groups;
- Behaving well in the Public arena; and,
- Avoiding excessively boisterous, rude or reckless behaviour.

Treat all Property and the Environment with Respect

Every student is expected to care for the Environment and all Property at all times.

This will be achieved through:

- Respecting other people's belongings and using other students' property only with permission;
- Caring for equipment, furniture and resources;
- Reporting any damage to the office if it occurs;
- Respecting and caring responsibly for your own property;
- Showing pride in and caring for the school grounds and gardens; and,
- Keeping classrooms, buildings and grounds tidy and clean.

Treat the Learning Process with Respect

Every student is expected to support the educational process at MacKillop – no student may behave in such a way as to compromise the process.

This will be achieved through:

- Working towards one's own educational goals;
- Not compromising the educational rights of others;
- Supporting staff in maintaining good order in classrooms and during activities;
- Arriving to class prepared and on time;
- Meeting all co-curricular commitments; and,
- Making the most of educational opportunities by completing all set work.

FEES AND LEVIES

To ensure high quality and cost effective education services are provided to all students, our funding from the diocese and government is supplemented by tuition fees. Parents and caregivers have an obligation to pay fees as they fall due, however no child will be deprived of a Catholic Education because of the genuine financial difficulties of his or her family.

Fees are determined annually and billed in the first term to the parties indicated on the *Individual Student Confidential Enrolment Application Form*. If the parties decide to vary the billing arrangement made, the *Individual Student Confidential Enrolment Application Form* must be adjusted by the parties to reflect the new arrangements. Verbal advice received to vary the billing arrangements will not be considered.

All fees are due for payment 21 days after they are billed, or as agreed if an arrangement is made for payment by regular instalments. There is no GST on school fees, levies or donations to our building fund.

Summary of Fees - 2024

Enrolment Application Fee

\$110, or \$200 per family of more than one student

This non-refundable fee covers enrolment processing costs and is payable at the time of lodging your enrolment application.

Student Activity Deposit

\$300

At the commencement of the first year of enrolment, this deposit (per student) establishes an activities credit balance for each student. When students depart, the deposit is refunded to the family, less any outstanding charges not paid. Should the deposit be paid and the student's enrolment be cancelled without notification before commencing at the College, the Student Activity Deposit will be forfeited.

Tuition Fees

Years 7 – 10: \$3,126, Years 11 – 12: \$4,108

This fee, charged per student per year, covers the costs of providing tuition. Discounts, as listed below, apply if you have more than one student attending Catholic Schools in the NT. Tuition fees are determined by the Catholic Education Office and apply across all Catholic schools in the Diocese. **It is a requirement of Catholic Education NT that a new *Fee Discount Form* be completed each year, without which the discount cannot be provided.**

Tuition Fee Discounts for Multiple Enrolments: **Second child:** 10% discount **Third child:** 20% discount **Fourth child:** no tuition fee

Levies

Per Student Levies: Year 7-10: \$1,720, Years 11-12: \$1,587

Per Family Levies: \$470

Levies, charged per year, are costs in addition to tuition fees that cover costs such as camps, transportation, College activities, IT and library resources and student lockers. Further information on what is covered by these levies can be found on the following page.

Extra Fees Associated with Elective Subjects

Variable by Subject

Some elective subjects incur fees to cover the extra resources used in these subjects, or activities undertaken. This includes subjects such as Industrial Technology and Design (woodwork and metalwork), art, outdoor education or Food Technology. Further information on individual elective subjects can be found in the Subject Handbooks, which are available from the College or at mackillopnt.catholic.edu.au.

Fees Associated with Extracurricular Activities

Variable by Activity

Many options for extracurricular activities are available to students at MacKillop. Some of these, such as extracurricular instrumental music lessons or sporting club membership, incur their own fees separate from those billed by the College. Talk to the individual coordinators of these activities for further information.

Fees Associated with the Library

Variable by Material Borrowed

Any books borrowed by the student, returned with irreparable damage, or in a state which will not allow it to be borrowed again, will have their account billed for the cost of the book. Any books not returned by the end of the final Term will be billed to the student's account. Any books not returned by exiting students will be billed to their account.

Items Covered by Per Family Levies

Minor Project Levy (\$140)

The College collects a per family minor projects levy. The College decides in consultation with the College Board and Parents and Friends' Association what capital projects or maintenance works will be funded each year from this levy.

Compulsory Building Levy (\$240)

An annual levy is charged per family to contribute to the capital costs of school infrastructure. This Compulsory Building Levy is not tax deductible.

College Magazine (\$30)

The College produces a magazine each year. Every family will receive a magazine containing reports of the year's activities.

School Support Levy (\$60)

An annual levy has been determined to facilitate maintenance activities around the College. These activities greatly assist in the development and maintenance of school grounds. This levy will be credited to family accounts on participation in at least one working bee per year, or other significant voluntary contribution.

Items Covered by Per Student Levies

Years 7 – 10:

General Purpose Levy	\$300.00
Middle Years Swimming Program	\$100.00
Retreats, Camps and Carnivals	\$571.00
Classroom Resources	\$326.00
College Celebrations and Events	\$30.00
IT Resources	\$270.00
Stationary and Work Books	\$80.00
Diary/Planner	\$23.00
Locker	\$20.00

Years 11 & 12:

General Purpose Levy	\$300.00
Retreats, Camps and Carnivals	\$571.00
Classroom Resources	\$326.00
College Celebrations and Events	\$100.00
IT Resources	\$270.00
Locker	\$20.00

Payment of Fees

Preferred Methods of Payment:

- **BPAY** - See invoice for BPAY details and unique reference number.
- **Bank Transfer** - See invoice for bank details and unique family reference.

Alternative Methods of Payment (Office hours 8am-4pm)

- **Credit Card** - At the front office or by phone – 8930 5757.
- **Direct Debit** – *Direct Debit Request* forms can be obtained from the front office or from mackillopnt.catholic.edu.au/fees.
- **Cash or EFTPOS** - Paid directly at the front office.
- **Cheque** - Made payable to *MacKillop Catholic College*.

Refund Policy

Refund/credit of fees will only be considered upon receipt of a completed and signed *Student Exit Form*.

If 10 weeks of school Term time notice of student exit in writing has been received:

A maximum of 75% of the remaining school term tuition fee/s may be refunded/credited.

If less than 10 weeks of school Term time notice of student exit has been received:

A maximum of 50% of the remaining school term tuition fee/s may be refunded / credited.

Refund of Excursions/Activities

All requests for credits for non-attendance at excursion activities are to be made in writing to the Principal with accompanying documentation, e.g. medical certificate. As most excursions / activities are prepaid by the College, and costs calculated on the full attendance of all students, a credit for non-attendance will only be considered if the College has been refunded for those students who were unable to attend.

Unfortunately, due to this prepayment, refunds or credits will be unlikely. If non-attendance was because of a medical condition, please attach a medical certificate to your written request for credit through the Principal. **All credit requests are processed by the Principal – not the Finance Department. Please do not contact the Finance Department regarding credit requests, as they can only refer you to the Principal.**

Flexible Learning Programs

Flexible Learning Programs (FLP) including Vocational Educational Training (VET) pathways attract full tuition fees and levies. No pro-rata discount will be provided for the periods when the student is not attending the College. A full time place is budgeted for all students including FLPs. This allows students to return to a full time regular program at any time.

Withholding Student Reports

If school fees have not been paid nor payment arrangements made or maintained, Student Semester Reports may be withheld until such time that there is parental communication with the College Principal. Please make an appointment with the Principal as soon as you realise that there may be difficulty in meeting this commitment. It is the Diocesan policy that ***no child will be deprived of a Catholic Education because of the genuine financial difficulties of his or her family.*** We are happy to enter into arrangements with families to meet their particular circumstances. If there are genuine financial difficulties and fees cannot be paid, this **must** be discussed with the Principal as soon as possible.

Replacement Diaries

Replacement diaries and will be charged to family accounts. Where possible, families will be notified of the event.

Non-Compulsory Donations

Some families choose to make additional non-compulsory donations for things such as our building fund or specific projects.

Non-Compulsory Building Levy

In addition to the Compulsory Building Levy, families are invited to donate funds to our voluntary College Building Fund, which goes towards the construction of future infrastructure. Donations of \$2+ are tax deductible. We ask that families consider donating \$100 / term. To find out more about donation or volunteering options, speak to our finance team or go to mackillopnt.catholic.edu.au/make-a-donation.

For further information on your fees or payment plans, please contact the finance team on 8930 5716 or finance.mackillop@nt.catholic.edu.au.

You can quickly calculate the annual costs for your family with our online calculator tool: mackillopnt.catholic.edu.au/fee-calc

BYO LAPTOP/BYO DESIGNATED DEVICE PROGRAMMES

MacKillop currently operates on a BYOL system for years 7 through to year 12.

As of 2022 MacKillop is starting the transition to a BYODD programme. It is recommended to Year 7 families and those wishing to replace current devices to purchase a device from Edunet. Below is an informational PDF with all relevant information from Edunet regarding laptop/s offered.

Please keep in mind, these devices are education/commercial devices and not retail, therefore the quality is higher than your typical retail device.

Please see mackillopnt.catholic.edu.au/it for further information.

Is a BYO laptop mandatory?

Yes, for all year levels. Students must bring their laptops every day. All students are expected to follow the laptop policies and procedures which they agreed to when signing the BYOL form or Enrolment Agreement Form when they are enrolled or enrol at the College.

What laptop is recommended?

We recommend laptops with the following specifications:

- Windows 10 or 11
- 8GB RAM (Minimum 4GB)
- Wi-Fi
- Good processor – Intel Core i5 or Ryzen 5
- 3 years extended product care warranty, including battery
- 256GB of storage (minimum 128GB)
- Do not purchase software. Microsoft Office is provided by the College and Windows Defender comes installed with all Windows Operating Systems.

Where can I buy the laptop?

Parents may buy a laptop from any approved reseller. Edunet (details at mackillopnt.catholic.edu.au) and Harvey Norman are willing to assist parents/guardians from MacKillop Catholic College. Harvey Norman will offer extra support only if parents complete the voucher and take it to Harvey Norman.

What about insurance coverage? Who is responsible for this?

- Please note that accidental damage is to be covered by parents under personal contents insurance. Some vendors also provide accidental damage cover, however, this needs to be discussed with the individual vendor.
- Theft is not covered by the College, although we will actively assist students with finding lost or stolen laptops. The College provides students with a padlock and locker for their personal equipment security. Home contents insurance may cover this.

How will students connect to the internet at school?

Students connect to the NTSchools network, and are required to follow the policies in place. Students are provided with two options to connect their devices to the NTSchools network:

1. Devices purchased through Edunet will be re-imaged and sent to MacKillop - parents notified when the device is ready to collect (We plan to receive and contact families for collection prior to school starting). These devices connect to NTSchools Wifi.
2. Devices not purchased through Edunet connect to NTSchools-Guest. This does require certificates to be installed to allow websites while connected to NTSchool-Guest (does not affect non-NTSchools networks).

Please Note: Previous years devices that were re-imaged or added to the domain through Windows 10 Pro will also connect to NTSchools and continue to be supported.

What IT support is available?

The IT Resource Levy fee is calculated on an annual basis based on student numbers. This levy covers the Microsoft Office package, internet access, a range of learning programs like ClickView and the setting up of the laptop. Our technicians can assist students with installing software. The College will provide technical support only for NTSchools network connection and software issues.

Edunet devices are planned to arrive before school starts each year and IT plans to contact parents within 3 business days.

Are students allowed to have non-school related software or games installed on their laptops?

It is highly recommended that all laptops for school use is free of games or any other distractions. It is the responsibility of the parent/guardian to enforce the rules. If they have games and it is misused parents will be contacted to discuss the implications.

When will the laptops be ready for students to use?

Our technicians will work through all the laptops starting immediately at the start of the new school year. This process is completed as quickly as possible by the IT Department.

Can the laptop be recharged at school?

It is the student's responsibility to recharge their laptop at home each evening and come to school fully prepared. Limited facilities are available for recharging on the College premises.

Internet Protection at school and home:

At school internet access is protected by NT Schools restrictions and at home it is the responsibility of the parent/guardian.

Please contact the IT Department for clarification regarding our laptop programme at MK.ICT@nt.catholic.edu.au.



***Please contact us if you have any further questions,
or would like to attend a tour.***

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