



MACKILLOP
Catholic College

INFORMATION FOR PROSPECTIVE FAMILIES



Welcome from the Principal

Dear prospective MacKillop students and families,



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

We would be delighted to meet with you to show you our campus and to discuss the programmes we offer. You would be a most welcome visitor at our school. A suitable meeting 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 our 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

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 will participate in an enrolment interview with the College Principal or the Principal's nominee. Your enrolment form must be completed and signed before an interview is arranged.

4. Confirmation of Enrolment

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.

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 for students with additional needs.

If your child has an official or suspected diagnosis, please include this information in their enrolment application.

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 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.

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.

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

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 our Patron, Saint Mary MacKillop.

Treat Ourselves with Respect

Every student is encouraged to maintain a healthy level of 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 the Wider Community with Respect

Every student is expected to support the MacKillop Catholic College Community at all times – no student may behave in such 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 Others with Respect

Every student is expected to support the fellow members of the MacKillop Catholic Collge Community. No student may behave in a way that diminishes the values of the college, or is uncourteous 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 Learning Process with Respect

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

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.

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 peoples' 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.

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.

Fees Details	Year 7	Years 8-10	Years 11-12
Tuition Fee*	\$3,126	\$3,126	\$4,108
Curriculum Fee	\$1,720	\$1,640	\$1,587
Family Levy**	\$470	\$470	\$470
Total	\$5,316	\$5,236	\$6,165

*Tuition Fee Discounts: Second child: 10% discount Third child: 20% discount Fourth child: No tuition fee

** Family Levy: Minor Project: \$140 Building Levy \$240 College Magazine \$30 School Support \$60

Fees Details	Single Student	More than one student	Single student, with attending sibling/s
Enrolment Application Fee	\$110	\$200	\$90

***Additional varying fees include library fees, extracurricular fees and elective fees.**

Summary of Fees

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.

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.

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.

Payment of Fees

Preferred Methods of Payment

- **BPAY** - See invoice for BPAY detail 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 Card** - Direct Debit Request forms can be obtained from the front office or from mackillop.nt.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 Student Exit Form.

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

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

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.

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.

Other Payment Information

Replacement Diaries

Replacement diaries 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**

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

Bring Your Own Device

Mackillop Catholic College currently operates on a BYOD (Bring Your Own Device) system.

It is recommended to families of new students and those wishing to replace current devices to purchase a device from **Edunet**. Please keep in mind, these devices are education/commercial devices and not retail, therefore the quality is higher than your typical retail device.

FAQ'S

Is a BYO Device mandatory?

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

What laptop is recommended?

We recommend laptops with the following specifications:

- Windows
- 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)

Important note: 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 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.

Internet protection at school and home:

School internet access is protected by NT Schools restrictions. This might mean that certain non-educational sites are blocked for usage at school. At home, it is the responsibility of the parent/guardian to organise network protection for your child's device.

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 will be 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).

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 scheduled to arrive before the beginning of each school year. IT plans to contact parents within 3 business days of the device's arrival.

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.

Travel Information

Bus Travel

Multiple buses are available for students to travel to and from school. These buses connect to all Palmerston and surrounding suburbs, including the Palmerston Interchange.

Early Bus

Bus 426 travels express fromv Farrar Boulevard to Humpty Doo Park & Ride, which departs the college premises at 2:50pm. Only students who need to make a connection to a further rural route will be dismissed early to travel on this bus. Parents of these students are asked to **complete an Early Bus 426 form** and have your child return it either in person or via email. These students will be issued with an Early Bus Pass to leave class at 2:40pm and walk to the stop on Farrar Boulevard under supervision of the duty teacher.

Please note that students who live in closer rural locations all have alternative bus services to those areas.

For bus timetables, maps and forms, please visit: **mackillopnt.catholic.edu.au/bus-route**

Senior Car Travel

MacKillop Catholic College recognises that some parents allow their son/daughters to drive to school. As the safety of all students is important, there are conditions placed on MacKillop student drivers and their passengers. Student drivers are to submit the Student Driver Registration Form to the MacKillop Catholic College Office.

The regulations are as follows:

1. Cars must not be accessed or used during the school day for any reason without having completed a Flexible Study Hours Form or first showing written parental consent.
2. Cars and the parking area are out of bounds during the school day, including lunch breaks.
3. Students are required to adhere to all road rules and to drive in a safe and responsible manner.
4. Students are not permitted to park in the staff car park or visitor parking areas.
5. Drivers must not carry passengers (including siblings) who have not lodged a Student Passenger Registration Form with the MacKillop Catholic College Office.

Contact

Please see the following comprehensive contact list for each department of the school:

General

mackillopcollege@nt.catholic.edu.au
(08) 8930 5757
285 Farrar Boulevard, Johnston NT 0832

Enrolments

mk.enrolments@nt.catholic.edu.au
(08) 8930 5713

Information Technology

mk.ict@nt.catholic.edu.au

Inclusion Support

mk.inclusionsupport@nt.catholic.edu.au

Finance

finance.mackillop@nt.catholic.edu.au

Olive Grove Cafe

(08) 8930 5760

VET / Careers

(08) 8930 5725



College Hymn - A Cross of Stars

Across this great land she brought the good news
with courage and love in her heart
That faith, that hope, that love may live
Beneath her cross of stars
Beneath her cross of stars

Early in life she heard God's call
The call of Christ to stand with the poor
To serve like Joseph, to serve in deed
To teach, to love, to answer a need

Across this great land she brought the good news
with courage and love in her heart
That faith, that hope, that love may live
Beneath her cross of stars
Beneath her cross of stars

Soon others saw Mary's shining light
They came from far and they came from wide
To stand with the poor, to teach with the young
To see that Christ's song would one day be sung

Across this great land she brought the good news
with courage and love in her heart
That faith, that hope, that love may live
Beneath her cross of stars
Beneath her cross of stars

"Have courage no matter what your crosses are"
This Mary knew when times were hard
She trusted in God, and God did provide
And Mary's love travelled far and wide

Across this great land she brought the good news
with courage and love in her heart
That faith, that hope, that love may live
Beneath her cross of stars
Beneath her cross of stars

Across a vast land from North to South
And to The Land of the Long White Cloud
She carried her dream, she followed her call
So that our faith would live in us all

Across this great land
she brought the good news
with courage and love in her heart
That faith, that hope, that love may live
Beneath her cross of stars
Beneath her cross of stars

