ENROLMENT PROCEDURES

Enrolment Period June – September 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 June</td>
<td>Introduction to Senior Schooling beginning at 7.30 pm in St Patrick’s Hall. All prospective Year 11 students, accompanied by at least one parent, are strongly advised to attend. Enrolment forms and information and Choosing Subjects books will be distributed at this meeting.</td>
</tr>
<tr>
<td>16 July</td>
<td>Subject Selection Evening from 3:30 pm – 6:30 pm in St Patrick’s Hall. Attend at a time to suit your family.</td>
</tr>
<tr>
<td>24 July</td>
<td>Due date for Enrolment and Subject Selection forms to be returned to St Patrick’s College</td>
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<tr>
<td>10 August</td>
<td>Notification of enrolment interview date posted in week beginning 10 August</td>
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<tr>
<td>17 August</td>
<td>Formal enrolment and subject advisory interviews with a member of the college leadership team will begin during the week of 17 August.</td>
</tr>
<tr>
<td>End term 3</td>
<td>Notification of acceptance</td>
</tr>
<tr>
<td>26 November</td>
<td>Orientation Day</td>
</tr>
</tbody>
</table>

Enrolment at other times

- Contact the college to obtain an enrolment package.
- Return forms to the college and interview time will be arranged.
- You should bring to the interview:
  - Completed enrolment form
  - Subject selection sheet [completed if possible]
  - Copy of most recent school report
  - Required documentation from enrolment pack
- Notification of acceptance should be possible within 2 – 3 days.
TERM DATES FOR 2016

Term One:

Monday 25 January to Thursday 24 March

Term Two:

Monday 11 April to Friday 24 June

Term Three:

Monday 11 July to Friday 16 September

Term Four:

Tuesday 4 October to Friday 2 December **

** Year 12 finish Friday 18 November 2016
Year 11 finish Friday 25 November 2016

Please make a note of term dates
GENERAL INFORMATION & PROCEDURES

Our expectation is that parents / guardians who enrol their children at the college will assist us in following these policies and procedures.

ABSENCE FROM SCHOOL : PRIOR KNOWLEDGE

Parents / guardians should contact the Assistant to the Principal Curriculum to negotiate a planned absence from school. In seeking students’ absence from school parents should be aware:

- there are minimum time requirements for senior subjects. If students are absent for more than 10% of scheduled class time they may be disqualified from enrolment in any subject concerned.
- that it is not acceptable to be absent to allow for an early start to holidays
- that it is not acceptable to be absent to complete an assignment or prepare for assessment
- if absence involves assessment, results could be invalidated
- absence due to sickness requires a medical certificate
- absence due to sickness requires a medical certificate for all exams
- changing exam times is NOT possible

ABSENTEE PROCEDURE

If a student is absent on any day, it is requested that one of the parents or the guardian phone the college before 10.00 a.m. indicating the reason for the absence. The student is also required to bring a signed, dated note to his/her teacher in the first lesson on the next occasion he/she attends school. If assessment is due on that day arrangements for that must also be made. A medical certificate will be required. No one is permitted to be absent from an exam except in exceptional circumstances. (Paper work must be submitted).

ALCOHOL / DRUGS

The use or possession of alcohol by students, even if aged 18 or over, on any occasion when they can be reasonably deemed to be participating in college activities (e.g. when in uniform, travelling to and from school, at school related functions etc.) is strictly prohibited, as is attendance at any college-related activity while affected by alcohol. Students failing to observe this prohibition may be suspended or excluded from the college.

The use or possession of non-prescribed drugs, the possession of implements to use drugs, the selling of drugs, encouragement of others to use drugs, and boasting of drug use is strictly prohibited. Students failing to observe these prohibitions are likely to be suspended or excluded from the college.

The prohibition applies to any occasion when students can be reasonably deemed to be participating in college activities.

Senior students are reminded if 18 criminal charges apply and university enrolment invalidated.

BYOD (BRING YOUR OWN DEVICE)

In 2016 we want all students to bring a device to school. Our recommendation is that it would be a tablet form with Wi-Fi (5GHz, to connect to the college Wi-Fi network) and a minimum of 8 hours battery life. Some students may choose to bring notebook computers. Students will use these devices in their reading lessons to access Reading Plus. Some of their text books will be available in electronic format. It is important that the device is lightweight. Students may already have an acceptable device. Contact the college’s IT department if you need further clarification. The college has laptops available for student use in classrooms and for overnight loans in emergencies. Students will usually need to have access to a computer at home to do assignments.
**CARS**

Students who drive cars to and from school are required to register with the Assistant to the Principal: Student Welfare. Registration is by means of a proforma to be signed by the student’s parents. Students will not have access to cars during school hours. Students travelling with these students will also need written permission.

**COMPLAINTS PROCEDURE**

Concerns about the manner in which the college conducts its responsibilities can be addressed in the following procedure:

- communicate directly with the staff member immediately involved
- communicate with the relevant Coordinator or Head of Department or member of the Leadership team of the college
- communicate with the Principal

If the matter is not resolved, formal written contact with the principal could be initiated. Further resolution could be sought with the supervisor of Mackay schools at the Rockhampton Diocesan Catholic Education Office (Phone 4931 3600).

**DRAFTING**

It is important that during the correction and providing of feedback to students that we maintain integrity across all subjects. The focus should always be about assisting students to submit their very best work NOT about reworking, rewriting or restructuring the draft so the issue of student authorship arises.

Teachers may indicate what needs to be corrected, changed, added to, expanded, reshaped and so on – NOT to do it for the student. Part of the drafting process is for students to reflect on their work and come up with strategies to improve it. Feedback should be timely but this may depend on individual teacher’s timetables – (eg. Staff with 4 classes of 26 students doing the same assignment may have different time restraints than a teacher with 1 class of 20 students) Do not email assignments to staff unless this has been organised and DO not email them at inconvenient times.

**Students should not go to several staff and have the assignment read and several amounts of feedback provided – the class teacher is always the first point of reference.**

Year 11 students may need the most support and this should slowly decrease so that in Semester 4 students are only receiving verbal feedback and/or minimal written corrections. This is in line with the QCAA principle of ‘increasing independence of the student’ and ‘increasing complexity of the task’.

Students should hand in drafts in a reasonable condition (eg. stapled, in a plastic sleeve etc.) and at an appropriate time (not when the teacher may be unable to store the draft safely eg. yard duty). The idea of giving feedback on drafts is for students to make final improvements on an assignment that has already been a significant part of the teaching and learning process. It is not intended to replace the teaching of that unit in class and the learning (homework and other research) required of the student. It is still an assessment task to test the learning required of that unit by the student.

**Students should not hand in any draft without keeping a copy.**

Drafting is a consultation process and not a marking process. Staff should not give a mark to a draft – this is inconsistent with QCAA policy.

**DETENTIONS**

For failure to comply with school regulations, students may be placed on a detention which is usually after school between 3.00 p.m. and 4.00 p.m. on school days (mainly Wednesdays). Parents will be informed in writing of the circumstances and requirements of the detention. If student does not appear for a detention or it is of a more serious nature, a Friday afternoon or Saturday morning detention may be given.
EXAMS

Exam procedure must be followed at all times in exam block. (See separate sheet)

GUM

Gum is not permitted on college property at any time. It damages property and could result in a detention. Please take note of this requirement.

LATE ARRIVAL / EARLY DEPARTURE

A note of explanation from a parent, either on the student’s arrival or the next day, is required should a student arrive late to school. Continual lateness for whatever reason is unacceptable.

LEAVING THE GROUNDS

Students wishing to leave the grounds during the school day, including lunch break, must present a note, collect a pass and sign out/in on departure and return.

LOCKERS

There are a limited number of lockers available for student use. Students provide their own combination padlock. Lockers will be allocated from the office.

PHONE USE

There is a phone in the office available for student use at lunch breaks or out of school hours. Mobile phones seen in class time will result in confiscation of the phone for 24 hours (ie to be not only off but out of sight). Students are not to use their mobile phone to call parents when problems arise – they must report to the office and use the college phone.

SICK STUDENTS / SICK ROOM

Students who are ill may go to the sick room with the permission of the teaching staff and the knowledge of the office staff. If warranted, office staff will contact the student’s parents. Students are not to contact parents independently and are not to leave the college grounds without following the appropriate procedures (ie use the student’s mobile phone to call a parent – the college has a duty of care) as this can cause difficulties when the college is unaware of a problem.

SMOKING

Smoking or possession of tobacco at any college-related function is not permitted.

SUBJECT CHANGES

Please be aware that very few subject changes are allowed in senior schooling. These can only be made at the END of each semester – with rules applying. Choose wisely!

STUDENT DIARY

Students are supplied with a St Patrick's College student diary. Students are not to use other homework diaries. Diaries may be checked periodically for appropriate information. (These are public documents and are not for private entries). The diary is required in ALL classes, but particularly the student’s mentor class.

UNIFORM

Students are to be in uniform when on site at any time during school hours – this is a security issue. Please be aware of when formal, full formal or PE uniform is required.
ST PATRICK’S COLLEGE

EXAM PROCEDURE – STUDENTS

1. Read your exam timetable carefully and note all exams. This is YOUR responsibility.
2. Turn up in plenty of time – half hour before most exams or at 8.25 am for morning exams.
3. Wear academic uniform correctly (in correct uniform or detention).
4. Phone the college if you are going to be late or are ill. Illness will usually require a medical certificate to be presented when you return to school. You will still be required to complete the exam.
5. Bring all necessary equipment – spare pens, calculators, rulers, erasers, extra batteries etc in a clear container. You will not be allowed to borrow anything during the exams. Do not bring other materials into the exam.
6. When called over the PA, line up in classes in alphabetical order so that rolls can be marked. This order is also the order that you will sit in for the exam. Follow teacher directions.
7. Dispose of any study notes before you enter the exam room.
8. Once you enter the exam room you must remain silent and not communicate with any other student in any way. TO DISRUPT AN EXAM IS A SERIOUS BREACH OF THE COLLEGE BEHAVIOUR CODE.
9. During perusal, you may not write your answers, but, in some subjects, you may be able to write notes on the exam. Remember perusal means read thoroughly, not skim.
10. Read the whole paper during perusal and ask questions at that time.
11. Do not ask teachers how to answer questions – they cannot tell you and it wastes your valuable time.
12. At St Patrick’s you may not leave the exam room until the set time, ie the end of the exam.
13. No food is to be taken into exam rooms and water bottles must be kept on the floor.
14. If you wish to speak to a supervisor you must stand in your place. Do NOT raise your hand.
15. MP3s, iPods, Mobile Phones etc are strictly forbidden in the exam room at all times.
16. We are under State and National requirements for the qualifications gained by senior assessment including exams – these require the college to conduct exams under strict, secure, ethical conditions.
17. Rearranging an exam can only be done under very exceptional circumstances which MUST be disclosed to the Administration of the college – it is not desirable because of the reasons stated above.
18. SCHOOL NOTICES will be posted on noticeboards each day. Please check these for any important information.
19. If cheating occurs during the exam the student will be removed from the room immediately and paper invalidated.
20. If a breach is discovered after the exam the paper will be invalidated.
ST PATRICK’S COLLEGE
UNIFORM AND GROOMING

Please read the following information very carefully.

ONLY OUR SUPPLIERS HAVE THE CORRECT UNIFORM. (These are standard sizes and so alterations may be required to achieve the correct length, fit etc). Our uniform supplier in town is Uniform Solutions, Corner Alfred and Sydney Streets. Our uniform supplier in Canelands is Lowes.

Please purchase your WINTER uniform ahead of time – ORDER YOUR JUMPER AT THE BEGINNING OF THE YEAR. You must have a winter uniform.

FEMALE ACADEMIC UNIFORM

- Academic dress to be covering the knee
- Shirt covering midriff
- Tie at top of shirt collar with all buttons done up
- Skirt to be on the waist and covering the knee
- Jumper / track top / blazer
- Standard short white socks - NO ankle socks
- Blue or black stockings / tights may be worn
- Black leather lace-up traditional school shoes (no joggers; slip-ons; Mary Janes etc) – Workplace Health & Safety / School rule
- Hat – to be worn to and from school and class as well as anytime student is in the sun
- One pair of small matching ear rings may be worn – one in each ear lobe
- No other piercing including tongue rings
- A simple Christian symbol on a plain chain may be worn inside the shirt
- A watch, a plain ring, a plain metal bracelet (no plastic bands)
- No makeup or coloured nail polish
- No tattoos of any kind
- Hair to be neat / adornments to be in college colours (ie white, gold, light blue, red, silver, yellow, orange, dark blue, black, cream), cut / colour to be conservative and not to draw undue attention

MALE ACADEMIC UNIFORM

- Shirt tucked in at all times
- Tie at top of shirt collar with all buttons done up
- Shorts / Long grey trousers (for winter and formal occasions) to be worn appropriately
- Black leather belt
- Jumper / track top / blazer
- Long blue socks to be worn up at all times with shorts (under knee, not mid-calf)
- Short black socks to be worn with long grey trousers
- Black leather lace-up traditional school shoes (no joggers, slip-ons etc)
- Hat – to be worn to and from school and class as well as anytime student is in the sun
- No piercing of any kind including tongue rings
- A simple Christian symbol on a plain chain may be worn inside the shirt
- A watch, a plain ring, a plain metal bracelet (no plastic bands)
- No tattoos of any kind
- Hair to be neat. Long hair must be tied back. Cut / colour to be conservative and not to draw undue attention. Face needs to be clean shaven.

Senior students wear their academic uniforms for two full school years – they attend functions, mass, job interviews and senior graduation in these uniforms (it may be appropriate to have several).

FEMALE / MALE PE UNIFORM

Only students doing Physical Education / Recreational Pursuits need this uniform when doing practical work only.

- Shirt (females may select loose or fitted)
- Shorts on waist – females are not to alter these shorts
- White sports socks’ – need to be visible; NO ankle socks
- Hat
- Sports’ shoes (cross trainers – no volleys, high tops, overly bright colours etc - these to be appropriate footwear – the PE Coordinator reserves the right to refuse any footwear deemed to be inappropriate). Shoes will be checked when the students begin the subject to ensure Workplace Health & Safety requirements have been met.) Do not purchase expensive inappropriate shoes.

IN ALL MATTERS OF UNIFORM AND GROOMING THE COLLEGE RESERVES THE RIGHT TO ASK STUDENTS TO CHANGE OR ADJUST ASPECTS OF DRESS AND GROOMING.

St Patrick’s College – updated April 2015
FINANCIAL INFORMATION

FEES & LEVIES

It is the policy of the Rockhampton Diocese to keep fees as low as possible. Fees for 2015 are shown below. We expect there could be a slight increase in the Tuition fee for 2016.

<table>
<thead>
<tr>
<th></th>
<th>Per Term</th>
<th>Per Annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$597.50</td>
<td>$2390.00</td>
</tr>
<tr>
<td>General Levy</td>
<td>$149.00</td>
<td>$596.00</td>
</tr>
<tr>
<td>Subject Levy</td>
<td>$180.00</td>
<td>$720.00</td>
</tr>
<tr>
<td>P &amp; F Levy per family</td>
<td>$25.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Building Fund Levy</td>
<td>$115.00</td>
<td>$460.00</td>
</tr>
<tr>
<td>Technology Levy</td>
<td>$25.00</td>
<td>$92.50</td>
</tr>
<tr>
<td></td>
<td>$17.50</td>
<td>$40.00</td>
</tr>
<tr>
<td>Administration Levy</td>
<td>(waived if fees paid on time)</td>
<td></td>
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</tbody>
</table>

General Levy

Rather than charge through the year for services and goods that students incur in whole of school or whole of year activities, a general levy is set. This covers QCS preparation, exam paper, transport to whole school events e.g. mass, athletics, swimming, triathlon, diary, ID card, internet access, printing, database access, use of school bus, valedictory, counselling, cultural/subject presentations, extracurricular expenses, retreats. The levy also includes an insurance cover for all school related activities.

Subject Levy

This levy covers consumables used with subjects studied e.g. photocopying, chemicals, art materials, etc.

Parents & Friends Levy

In lieu of fund raising by the P & F Association, a donation is requested of each family. Parents may choose to volunteer for the tuck shop, library roster etc instead of making this donation. This is calculated every term.

Building Fund Levy

Building Fund Levy is charged as a family levy across all Diocesan schools and colleges. If there are siblings at other catholic schools or colleges in Mackay, no Building Fund Levy will be charged at St Patrick’s College.

Tuition Discount

Many families residing within the Diocese of Rockhampton qualify for a discount on tuition fees as outlined below.

Tuition fee discounts are provided for families if they have two or more students attending diocesan Catholic schools from Year P - 12 irrespective of the level at which they are enrolled. The discount is set by the Diocesan Office and in 2015 will be set at the following level. (Tuition discount is only given on the Tuition component of the fees).
DISCOUNTS ON TUITION ONLY

<table>
<thead>
<tr>
<th>Students in Diocesan Schools</th>
<th>One</th>
<th>Two</th>
<th>Three</th>
<th>Four</th>
<th>Five</th>
<th>Six</th>
<th>Seven</th>
<th>Eight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount Percentage</td>
<td>0%</td>
<td>12.5%</td>
<td>35%</td>
<td>50%</td>
<td>60%</td>
<td>70%</td>
<td>80%</td>
<td>85%</td>
</tr>
<tr>
<td>Upper Secondary per term</td>
<td>$74.70</td>
<td>$209.15</td>
<td>$298.75</td>
<td>$358.50</td>
<td>$418.25</td>
<td>$478.00</td>
<td>$507.90</td>
<td></td>
</tr>
<tr>
<td>Upper Secondary per year</td>
<td>$298.80</td>
<td>$836.60</td>
<td>$1195.00</td>
<td>$1434.00</td>
<td>$1673.00</td>
<td>$1912.00</td>
<td>$2031.60</td>
<td></td>
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</table>

Information used to calculate the discount is ascertained from the information sheet completed at the beginning of each school year. There is an extra change in Term 3 for the college magazine.

Total fees per term / per year

Terms 1, 2 and 4 – no siblings, including Building Fund Levy: $1101.50
Term 3 – no siblings, including Building Fund Levy: $1127.00
Full year fees for 2015 – no siblings, including Building Fund Levy: $4439.00

FINANCIAL HARDSHIP

In cases of financial hardship, parents who desire special consideration should complete an application form which can be collected from the college bursar and returned within the first four weeks of Term 1.

TUITION FEE ACCOUNTS

Payment
Cash, cheque or EFTPOS facilities available (Mastercard or Visa). Cash payments should be made directly to the Finance Office between the hours of 8.30 am and 3.30 pm. Payment by direct debit is available on request to the finance officer. This can be made by the week, fortnight, month or term as suited. Fees may also be paid by monthly credit card deductions (available on request).

Receipts
Available from the Finance Office on request. Receipts are not issued for direct debits.

Accounts
Accounts are usually emailed in the first two (2) weeks of term and are payable within 30 days. After a second reminder unpaid accounts may be placed in the hands of the collection agency engaged by the college.

OTHER CHARGES

Bus fares are charged when students travel to sporting venues, concerts, field visits, etc. There are occasional charges for musical performances and other educational excursions.

BOOK HIRE SYSTEM

All text books are hired to students by the college. This represents a considerable saving to parents. Books remain the property of the college and must be adequately cared for by students. Students are expected to replace books which become lost or damaged. The college reserves the right to withhold a student’s results, reports and references until outstanding texts are paid for in full or returned in good condition. Some subjects may suggest extra optional textbooks (eg dictionary) – these may be owned already by the student.

QCS Handbook MUST be purchased from the college office during week one of Year 12.

SUBSIDIES FOR BUS TRAVEL

There are a number of subsidies available for bus travellers including conveyance allowance and safety net funding. The Queensland Catholic Education Commission administers this allowance and parents / guardians apply for this online in May and October each year. Further information is also available from the public transport section of Queensland Transport in Endeavour Street, Mackay - phone 4951 8313.