

ENROLMENT INFORMATION

2019



Inspiring young women since 1964



Enrolment Procedure

For the College to consider an enrolment application, it is necessary to lodge the completed and signed application form together with copies of supporting documentation—

- Birth Certificate
- Australian Citizenship Certificate or Visa documentation (if student and/or both parents born overseas)
- Baptism and Sacramental Certificates (where possible)
- Last 2 school reports and NAPLAN report (if applicable)
- Any medical or learning reports
- Any legal documentation i.e. Court or Custody Orders (if applicable)
- Enrolment application Fee of \$75 (non-refundable) is to be paid at the time of lodgement.

Once all the necessary paperwork is received, the application is 'complete' and the application will then be recorded and processed.

Please note, submission of an application does not guarantee enrolment.

It is important that all documentation be provided to allow full consideration of the application.

The enrolment process is -

- Lodgement of the fully completed and signed enrolment application together with all the necessary supporting documentation and Application Fee payment
- Attending an interview with your child
- A successful interview with the Principal or a member of the Administration Team and position offered
- Completion and return of Confirmation of Enrolment documentation together with payment of \$500 Acceptance Fee (non-refundable).

Please contact the Enrolment Secretary on 3426 8009 for further information.

Enrolment Policy

Rationale

The Archdiocese of Brisbane Catholic Education Council provides a clear policy on the Enrolment of Students in Catholic Schools (July 2012). It states that schools in the Archdiocese give priority in the enrolment of students who are baptised Catholics. Schools may also enrol students from other faith traditions whose families demonstrate that they share in the expressed values of the school. In such instances schools embrace church teachings regarding respect for the faith journey of individuals within the religious dimension of the school life.

Introduction

Our Lady's College is committed to the provision of high quality, inclusive and affordable Catholic education. It has an important partnership role with parents from surrounding parishes, in the provision of a secondary education for Catholic families and for those families who share in its values. The College invites enrolments from all who profess to share in the college spirit, ethos and values and who can demonstrate such support through the ways in which they currently interact within their existing parishes, religious communities, local communities and primary schools.

Guidelines

1. The process of enrolment is guided by principles of justice and equity, which is reflective of our catholic ethos and vision.
2. Enrolments are accepted up to four years in advance. That is, applications can be made in the year in which the student is in Year 3 for Year 7.
3. Interviews are conducted generally when the student is in Year 3, but may occur at any time prior to commencement given individual circumstances.
4. As part of the interview process, families will be required to present information regarding their:
 - Church affiliation (Sacramental certificates)
 - Community related activities
 - Parental expectations for their daughter at the college
 - Child's participation in her current school, progress to date and other relevant data which will provide information on support needs
 - Willingness to support the values and ethos of the College
5. Enrolment decisions are made by the Principal taking into account the needs of each student and place availability, operating in accordance with the Enrolment Policy of Brisbane Catholic Education. Preference will be given as follows:
 - Baptised Catholics
 - Those christened into other Christian faiths
 - Those of other faiths who demonstrate a willingness to support Catholic values and ethos
6. The College adheres to the requirements of the following policies: Disability, Financial Accessibility, Applications Support Procedures and Out of Home.

Date of Endorsement: 7/3/17

Date of Review: 7/3/22

Annual School Fees and Levies

School Fee Information

Fees and levies at Our Lady's College are set on an annual basis. Parents are notified through the newsletter and College website. Fee components are set by Brisbane Catholic Education and fees and levies are reviewed each year in light of current economic trends. As an Archdiocesan College, the need to keep fee structures at an attainable level is recognized.

Families are charged an overall amount which covers the College's financial need. This overall fee is made up of:-

1. Tuition Fee
2. College Levy
3. Technology Levy
4. Capital Levy; *and*
5. Parents and Friends Association Levy

The fees and levies paid to Our Lady's College provide essential resources for the education of all students.

- They provide teaching, administrative and ground staff.
- Provide essential resources, materials, facilities and equipment.
- Maintain buildings, grounds and other facilities.

Enrolment Fees

A non-refundable enrolment application fee of \$75.00 (including GST) per student, is payable when an application form is lodged.

At the time of acceptance of an enrolment offer, a non-refundable Confirmation of Enrolment fee of \$500.00 is required. No GST applies to this fee.

General Fee and Levy Information

Tuition Fees and College Levies cover the costs of all curricular activities and include the cost of all consumables, activities and excursions for each subject in which the student is enrolled. The levy covers all expenses associated with co-curricular activities, administration, library and other resources.

The Technology Levy meets the cost of all general technology including but not limited to the provision and sustainment of hardware, software, wireless communications, fibre-optic cabling, site licences, maintenance, insurance, backup and recovery services.

The Capital Levy is a contribution towards the ongoing provision and maintenance of the buildings and ground enhancements. The Capital Levy is not a voluntary donation therefore does not qualify as a tax deduction.

The Parents and Friends Association Levy is in lieu of major fund raising activities which provide direct support to the College Community. Some other minor fund raising activities may also be conducted. Parent support of the P & F Association through this levy is a condition of enrolment.

College Activities and Miscellaneous Charges

The College charges separately on your family fee account the cost of year 7, year 8 and year 10 Camps, year 11 and year 12 Retreats, Community Week and final week excursions. These charges are payable by each student regardless of attendance.

All 'optional' activities such as the cost of year 11 Social, year 12 Formal and year 12 Jerseys are ordered and paid for through our 'on-line' payment system by the nominated due date.

Issuing of Accounts

Tuition Fees and Levies will be invoiced in equal instalments in advance over the four terms of the year and are payable within 14 days of the invoice date.

The family fee statement will be itemised to show the amount charged by each fee and levy type. The account, where written consent is supplied, can be split between a number of persons whom may be responsible for the payment of the account.

Methods of Payment

Payments can be made by cash, credit card, BPay, Bank Direct Debit, Centrepay Direct Deposit or EFTPOS through the office. Where you may wish to make payment via a periodic payment on a weekly, fortnightly or monthly basis, the necessary authority form will be included with the term fee statement.

Parents are asked to pay their account by the due date which is 14 days after the invoice date.

Payment Difficulties

If you are experiencing difficulty paying your account, please contact the Business Manager as soon as possible. Arrangements can then be made to assist you to meet your commitment.

Withdrawal of a Student

The College requires at least a full term's written notice in the event of a student being withdrawn from the College. Where a full term's written notice is not given, the Fees and Levies payable for the following term will be payable.

Fees will not be refunded where a student is suspended or expelled for misbehaviour or for other reasons. Please contact the College Business Manager on 3426 8000 during business hours to discuss this issue.

Concessions

In case of financial hardship, the College will consider offering a concession. Concession applications are accepted at the commencement of each year or when the hardship within the family occurs. **Concessions on fees are not ongoing and applications must be resubmitted at the commencement of each new school year.**

Concessions are means tested in line with Federal Government Poverty Guidelines. The assessment process takes all cashflows into consideration including but not limited to, wages, Austudy, Family/Stay at Home Allowance, Child Support Payments. Any change to your circumstances should be advised to the Business Manager within 14 days of the change.

Overdue Accounts

Parents who have unpaid invoices at the due date will be sent a statement. All outstanding statements, at this time, are followed up with parents by our Fee Administrator. Where accounts remain outstanding and a payment plan has not been mutually agreed, the College may instigate other activities to recover the outstanding amount. It is unreasonable and unjust to other families to ignore fee statements or to fail to contact the College when problems affecting payment may arise.

Where the College is reluctantly forced to engage the services of a professional debt collection agency the administration and legal costs involved in any collection process will be added to the outstanding amount.

Further Information

If you require further information, please feel welcome to contact the College Business Manager on 3426 8000 during business hours.

2019 Fees & Levies

Single Student or Eldest Child

Year 7-10	Item	Per Term	Per Annum
	Tuition Fee	543.00	2172.00
	College Levy	377.00	1508.00
	Technology Levy	164.75	659.00
	Capital Levy	173.50	694.00
	P&F Association Levy	46.25	185.00
	Total Fees & Levies	1304.50	5218.00

Year 11	Item	Per Term	Per Annum
	Tuition Fee	585.00	2340.00
	College Levy	388.00	1552.00
	Technology Levy	164.75	659.00
	Capital Levy	173.50	694.00
	P&F Association Levy	46.25	185.00
	Total Fees & Levies	1357.50	5430.00

Year 12	Item	Per Term	Per Annum
	Tuition Fee	585.00	2340.00
	College Levy	401.00	1604.00
	Technology Levy	164.75	659.00
	Capital Levy	173.50	694.00
	P&F Association Levy	46.25	185.00
	Total Fees & Levies	1370.50	5482.00

Family Tuition Fees and Levies

The College offers a Tuition Fee Family Discount where there are two (2) or more students enrolled at the College.

A 2nd child tuition fee will be charged at 40% of the first child fee, the 3rd child at 30% of the first child, the 4th child at 20% of the first child and for additional children, there will be no tuition fee payable.

In addition to the Family Fee, for each Year 11 & 12 student, an additional tuition fee of \$42.00 per term or \$168.00 per year is payable.

The Capital and P&F Association Levies are also applied on a per family basis. The College and Technology Levy are applied on a per student basis.

Annual Tuition Fee of additional child/ren taken from first child fee	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
2nd Child	869.00	869.00	869.00	869.00	936.00	936.00
3rd Child	652.00	652.00	652.00	652.00	702.00	702.00
4th Child	434.00	434.00	434.00	434.00	468.00	468.00
Additional Child	0.00	0.00	0.00	0.00	168.00	168.00
<i>The College Levy and Technology Levy are applied on a per student basis and are not discounted.</i>						
College Levy and Technology Levy	2167.00	2167.00	2167.00	2167.00	2211.00	2263.00

Example 1		
<i>Eldest</i>	Year 11	5340.00
<i>2nd Child</i>	Year 9	3036.00

Annual Fees: \$ 8376.00

Fees per term: \$ 2094.00

Example 2		
<i>Eldest</i>	Year 11	5340.00
<i>2nd Child</i>	Year 9	3036.00
<i>3rd Child</i>	Year 7	2819.00

Annual Fees: \$ 11195.00

Fees per term: \$ 2798.75

ADDITIONAL CHARGES	
(These charges are separate to your family account and are payable regardless of attendance)	
Year 7 Camp	Year 11 Retreat
Year 8 Camp	Year 12 Retreat
Year 9 Camp	Community Week (Yrs 7-12)
Year 10 Camp	Final Week Excursions (Yrs 7-12)

Curriculum

The curriculum at Our Lady’s College is designed to maximise opportunities for our students and is centred on the Brisbane Catholic Education Learning and Teaching Framework. Developing the whole person is a priority and our curriculum, targeted to inspire young women, is designed to develop learners who are empowered to shape and enrich our world.

Junior Curriculum—the following subjects are currently on offer at Our Lady’s College.

Year 7 & 8

Subject Selection	
Core Subjects	Other Subjects
Religious Education	History & Geography
English	Economics & Business
Mathematics	Information & Communication Technologies
Science	Design Technology
Health and Physical Education	Music
	Visual Art
	Drama
	LOTE—Spanish

Year 9 & 10

Subject Selection	
Core Subjects	Other Subjects
Religious Education	Geography
English	Economics & Business
Mathematics	Design Technology
Science	Information Technology
History	Drama
Health and Physical Education	Music
	Visual Arts
	LOTE - Spanish

Senior Curriculum

Students in Queensland are issued with a Senior Education Profile (SEP) upon completion of senior studies. This profile may include a:

- Statement of results
- Queensland certificate of Education (QCE)
- Queensland Certificate of Individual Achievement (QCIA)

Senior Subjects

At Our Lady's College, we have two main pathways: **Academic** leading to an ATAR and University or TAFE study, and **Vocational** leading to further study (usually TAFE, an apprenticeship or a traineeship) or work.

The QCAA develops four types of senior subject syllabuses - General, Applied, Senior External Examinations and Short Courses. Results in General and Applied subjects contribute to the award of a QCE and may contribute to an Australian Tertiary Admission Rank (ATAR) calculation.

General syllabuses

General subjects are suited to students who are interested in pathways beyond senior secondary schooling that lead primarily to tertiary studies and to pathways for vocational education and training and work. General subjects include Extension subjects.

Applied syllabuses

Applied subjects are suited to students who are primarily interested in pathways beyond senior secondary schooling that lead to vocational education and training or work.

Senior External Examination

The Senior External Examination consists of individual subject examinations provided across Queensland in October and November each year by the QCAA.

Vocational Education and Training (VET)

Students can access VET programs at Our Lady's College via:

- Binnacle Training at the College
- TAFE Study
- A school-based apprenticeship or traineeship

QCAA senior syllabuses

Year 11 & 12

General Subjects	
Study of Religion	Chemistry
English	Physics
General Mathematics	Legal Studies
Mathematical Methods	Modern History
Specialist Mathematics	Drama
Biology	Music
	Visual Art

Applied Subjects	
Religion & Ethics	Hospitality Practices
Essential English	Sport and Recreation
Essential Mathematics	

Languages - Senior External Examination only	
Arabic	Modern Greek
Chinese - full form characters	Polish
Indonesian	Punjabi
Korean	Russian
Latin	Vietnamese

Vocational Education and Training (VET)
Cert. III in Business (BSB30115) - Binnacle Training (RTO Code: 31319)

Laptop Program

Our Lady's College implements a one-to-one laptop program for all students. These laptops remain the property of the college. The students, as part of this program, will be permitted to use these laptops both at the college and at home.

The College has an extensive wireless network that enables access across the entire campus and all classrooms are equipped with built-in audio-visual technology. The One to One Laptop program operates across all year levels and allows students immediate access to their learning anywhere, anytime.

Learning Enrichment

At Our Lady's College every student is supported to fulfil their potential. This includes the gifted, English as Second Language students and students with learning needs. Our inclusive model of support and enrichment provides students with the opportunity to progress through core curriculum in accordance to their needs. Programs are written to target particular strengths and weaknesses of students.

Instrumental Music Program

The Instrumental Music program at Our Lady's College offers professional quality tuition for keen and committed students in any year level. The aim of the instrumental program is the development of the student's musical, social and personal awareness through participation in instrumental music instruction, ensembles, rehearsals and performances. Tuition is available to students in all of the following orchestral instruments and voice:

- Strings—violin, viola, cello, double bass, guitar and bass guitar
- Woodwind—flute, clarinet, saxophone
- Brass—trumpet, trombone, euphonium
- Percussion—drums, tuned and untuned percussion and piano
- Voice—classical and modern voice.

Lessons are offered as private, shared private or group lessons (except for piano) with some instruments also being available for hire.

Any student learning an instrument can join one of the Our Lady's College ensembles—concert band or string ensemble.

Co-Curricular Activities

Sport

Our Lady's College is a member of the Catholic Secondary Schoolgirls' Sports Association (CaSSSA) consisting of 13 catholic girls' schools. All students at Our Lady's College have the opportunity to represent the school at an interschool level in the Swimming, Cross Country and Athletics carnivals, Saturday Tennis fixtures and in a diverse range of sporting disciplines on a Wednesday afternoon. Sports include: AFL, Volleyball, Indoor Cricket, Netball, Soccer, Touch and Basketball.

Girls are given the opportunity to excel through these sporting bodies and be selected for Composite District teams with the opportunity to go through to the Met East Regional level and State levels of competition.

Extra-Curricular

Our Lady's College offers a wide range of extra-curricular activities, conducted to provide the girls with ample opportunity to broaden their experiences and education. Girls may choose to become involved in clubs such as:

A Capella Group	Bands & Ensembles	Benenson Society
Big Sisters' Club	Choir	Cultural Dance Groups
Drama Club	H.E.A.R.T (Homework) Club	Immersion Tours
Instrumental Music Program	Modern Marys	Musical Productions
Public Speaking	Readers Cup	Robotics & Coding Club
Rosies Outreach	Science & Engineering Challenges	STEM Cell
St Vincent De Paul	Student Representative Council	

Cultural

Our Lady's College offers a broad range of Cultural activities throughout the year, giving all students the opportunity to develop their skills and talents.

Students are encouraged to take part in Debating, Tournament of Minds, Japanese Club and Maths Club whilst also being given the opportunity to participate in cultural activities such as the African, Polynesian, Asian, Bollywood and Latin Cultural Dance Groups.

As a College, we offer an outstanding and dynamic music program. Exceptional musical talent and performance skills are fostered in all year levels. The Music Program includes the:

- Strings Program
- Instrumental Music Program
- Vocal Program
- Non-auditioned College Choir (Vocalise)
- Auditioned Performance Choir (Minor Details)
- College Band
- Music Ministry Band

Students compete in Music competitions, perform for community events and work alongside industry professionals.

Uniform Shop

The College Uniform Shop is open for trade every Wednesday morning between 7:45am - 9:00am during term time. During peak periods, the uniform shop will be open extra days and hours which will be advertised.

On line ordering is available through the Our Lady's Online Shop. You must have a login to complete transactions. Credit Card/EFTPOS is available for over counter sales. **No Cash Sales.

COMPULSORY ITEMS	SIZE	PRICE
JUNIOR DRESS	G4 G6 G8 G10 G12	\$ 70.00
SENIOR DRESS	A6-A8-A10-A12-A14 A16-A18-A20-22-24-26	\$ 75.00
JUNIOR TIE (Cross over)	ALL	\$12.00
SENIOR TIE (Straight)	ALL	\$ 15.00
JUMPER (Bottle Green Poly Cotton) With school logo	10-12-14-16-18 20- 22	\$ 65.00
SPORT POLO	3XS – 3XL	\$ 40.00
SPORT SHORTS (WITH LOGO)	8- 10 XS/S/M/L/XL/XXL	\$ 27.00
FORMAL COLLEGE HAT	S/M/L/XL	\$ 88.00
SPORT BUCKET HAT	ONE SIZE	\$ 15.00
SPORT CAP	ONE SIZE	\$ 20.00
COLLEGE BADGE		\$ 6.00
COLLEGE BACKPACK	Either style of bag	\$ 62.00
COLLEGE CARRY BAG	Either style of bag	\$ 60.00
BROWN ROC FORMAL SHOES	ALL SIZING	\$ 90.00
CLARKE'S BROWN FORMAL SHOES	ALL SIZING	\$105.00
LANYARD		\$ 4.00
HOME ECONOMIC APRON	BOTTLE GREEN	\$ 15.00
SOCKS (SCHOOL LOGO)	2-8 7-11	\$8.50 PR
LOCKER LOCK (COMBINATION) Yr 7	Ask at uniform shop	\$20.00

OTHER ITEMS		
BLAZER (COMPULSORY YEARS 10-11-12)	LADIES SIZE 9 - 26	\$170.00
COLLEGE SCARF		\$ 25.00
HOSPITALITY APRON (WHITE)		\$ 20.00
SWIMMERS (SCHOOL COLOURS)	ALL SIZES	\$ 70.00
SWIM CAP (OUR LADY LOGO)	RUBBER	\$ 8.00
SWIM CAP (OUR LADY LOGO)	SILICONE	\$ 18.00
SOCCER SOCKS		\$ 10.00
SPORT SINGLET	6-18	\$ 37.00
SPORT RUNNING SHORTS	6-18	\$ 37.00
NETBALL DRESS	6-18	\$ 70.00
HOUSE COLOUR SWIM CAP	RUBBER	\$ 5.00
OLC KEEPCUP		\$ 15.00

Public Transport

Our Lady's College is situated in Annerley which is approximately 7 kilometres from Brisbane CBD. The College is situated just off Ipswich Road which is serviced well by public transport.

Our Lady's College Bus Service

The College offers a bus service which picks up and drops off at some of the following local Catholic Primary Schools.

BUS 1

School	Morning	Afternoon
Forest Lake Shopping Centre (Forest Lake Blvd bus stop)	7:20am	4:00pm
St Mark's Inala	7:30am	3:50pm
OLSH Darra	7:45am	3:35pm
Our Lady's College	8:10am	-
St Elizabeth's Tarragindi	8:20am	3:10pm
Our Lady's College	8:30am	3:00pm

BUS 2

School	Morning	Afternoon
St Joseph's Corinda	7:50am	3:25pm
St Sebastian's Yeronga	8:05am	3:10pm
Our Lady's College	8:15am	3:00pm

Brisbane City Council Bus Services

There are a number of Brisbane City Council bus routes that service surrounding suburbs that stop on nearby Ipswich Road. Students using the Brisbane City Council bus service will require a Go Card. Visit the TransLink Journey Planner at www.jp.translink.com.au or call TransLink on 13 12 30.

Park Ridge Transit

Park Ridge Transit runs a charter bus from Jimboomba stopping at Munruben, Park Ridge, Browns Plains, Calamvale, Acacia Ridge, Sunnybank Hills, Wooloongabba and Annerley.

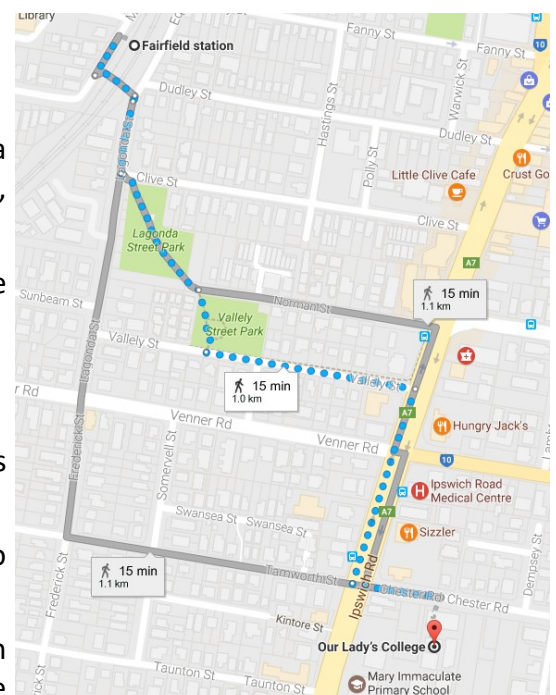
Visit www.busqld.com.au or call (07) 3802 1233 for more information.

Queensland Rail Service

Fairfield Train Station, located on the Beenleigh Line, is approximately a 15 minute walk from Our Lady's College.

Students travelling from Logan area catch a Beenleigh Train to Fairfield Station.

Students travelling from the Ipswich area, catch an Ipswich train to Roma Street Station and transfer to the Beenleigh Line to Fairfield.



Term Dates

2019	
Term 1	Tuesday 30 January—Friday 5 April (10 weeks)
Term 2	Tuesday 23 April—Friday 28 June (10 weeks)
Term 3	Monday 15 July—Friday 20 September (10 weeks)
Term 4	Monday 8 October—Friday 6 December (9 weeks)
Pupil Free Day	Monday 21 October

2020	
Term 1	Wednesday 29 January—Friday 3 April (10 weeks)
Term 2	Monday 20 April—Friday 26 June (10 weeks)
Term 3	Monday 13 July—Friday 18 September (10 weeks)
Term 4	Monday 6 October—Friday 4 December (9 weeks)
Pupil Free Day	Monday 19 October

College Tours & Open Days

The College holds tours on the first Friday of each month during term time, commencing at 8.00am. The tour runs for approximately half an hour. Please phone the College on 3426 8009 to register.

Tour dates for 2019-

- Term 1 1 February 1 March 5 April
- Term 2 3 May 7 June
- Term 3 19 July 2 August 6 September
- Term 4 11 October 1 November

There will be 2 Open Days in 2019 -

- Twilight Open Day—Tuesday 19 March, 4pm - 6pm
- Open Day—Saturday 18 May, 10am - 1pm



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