

ENROLMENT INFORMATION

2018



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 \$60 (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. Text Book Levy
5. Capital Levy; *and*
6. 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 \$60.00 (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 \$450.00 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.

Book Hire Levy is a contribution by all families for each student. This levy will be used to offset the costs of maintaining the Textbook Hire Scheme and ensuring that students have the most up-to-date texts available and to allow for the digitisation of texts. Damaged or lost textbooks will require replacement costs in addition to the fee. Lost or damaged textbooks will be charged to your account accordingly.

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 enables the parent body to actively participate in the resourcing of the College.

College Activities and Miscellaneous Charges

The College charges separately on your family fee account the cost of year level camps and retreats, Community Week and end of year 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 Flexischools 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, Direct Debit, Centrepay deductions or Direct Deposit. Where you may wish to make payment via a periodic payment on a weekly, fortnightly or monthly basis, the necessary Direct Debit 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.

2018 Fees & Levies

Single Student or Eldest Child

Year 7-10	Item	Per Term	Per Annum
	Tuition Fee	527.00	2108.00
	College Levy	354.00	1416.00
	Technology Levy	160.75	643.00
	Text Book Levy	13.75	55.00
	Capital Levy	168.75	675.00
	P&F Association Levy	45.00	180.00
	Total Fees & Levies	1269.25	5077.00

Year 11	Item	Per Term	Per Annum
	Tuition Fee	568.00	2272.00
	College Levy	365.00	1460.00
	Technology Levy	160.75	643.00
	Text Book Levy	13.75	55.00
	Capital Levy	168.75	675.00
	P&F Association Levy	45.00	180.00
	Total Fees & Levies	1321.25	5285.00

Year 12	Item	Per Term	Per Annum
	Tuition Fee	568.00	2272.00
	College Levy	377.00	1508.00
	Technology Levy	160.75	643.00
	Text Book Levy	13.75	55.00
	Capital Levy	168.75	675.00
	P&F Association Levy	45.00	180.00
	Total Fees & Levies	1333.25	5333.00

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 \$41.00 per term or \$164.00 per year is payable.

The Capital and P&F Association Levies are also applied on a per family basis. The College, Technology and Text Book Levies 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	843.20	843.20	843.20	843.20	908.80	908.80
3rd Child	632.40	632.40	632.40	632.40	681.60	681.60
4th Child	421.60	421.60	421.60	421.60	454.40	454.40
Additional Child	0.00	0.00	0.00	0.00	164.00	164.00
<i>The College Levy, Technology Levy and Text Book Levy are applied on a per student basis and are not discounted.</i>						
College Levy, Technology Levy, Textbook Levy	2114.00	2114.00	2114.00	2114.00	2158.00	2206.00

Example 1		
<i>Eldest</i>	Year 11	5285.00
<i>2nd Child</i>	Year 9	2957.20

Annual Fees: \$ 8242.20

Fees per term: \$ 2060.55

Example 2		
<i>Eldest</i>	Year 11	5285.00
<i>2nd Child</i>	Year 9	2957.20
<i>3rd Child</i>	Year 7	2746.40

Annual Fees: \$ 10988.60

Fees per term: \$ 2747.15

ADDITIONAL CHARGES (These charges are separate to your family account and are payable regardless of attendance)	
Year 7 Camp	Year 11 Leadership Day
Year 8 Camp	Year 12 Retreat
Year 9 Camp	Community Week (Yrs 7-12)
Year 10 Camp	End of Year 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, Civics & Citizenship
English	Business Principles
Mathematics	Information technology
Science	Home Economics
Health and Physical Education	Music
	Visual Art
	Drama
	LOTE—Spanish
	Enhancement Studies

Year 9 & 10

Subject Selection	
Core Subjects	Other Subjects
Religious Education	History
English	Drama
Mathematics	Business Principles
Science	Information Technology
Health and Physical Education	ICT10115 Cert 1 in Information, Digital Media & Technology
	Home Economics
	Music
	Visual Art
	LOTE—Spanish

Senior Curriculum - the following subjects are currently available to students, however new senior assessment and tertiary entrance systems are being developed and will begin in Queensland with students entering Year 11 in 2019.

Year 11 & 12

Authority Subjects	
Study of Religion	Home Economics
English	Physical Education
Mathematics A, B & C	Health
Chemistry	Drama
Biology	Visual Art
Physics	Accounting
Modern History	Legal Studies
Music	

Authority Registered Subjects	
Religion and Ethics	English Communication
Prevocational Mathematics	Creative Arts—Music Studies
Creative Arts—Visual Arts Studies	Early Childhood Studies
Hospitality	

Stand Alone VET	
Nationally recognized certificates include:	
Cert. I in Information, Digital Media and Technology (ICT10115) (RTO Code 30521)	
Cert. II in Hospitality (SIT20213) (RTO Code 30521)	Cert. II in Hospitality (SIT20216) Australian Hospitality Skills Recognition Pty Ltd (RTO Code 32217)
Certificate III in Business (BSB30115) Binnacle Training (RTO Code 31319)	Certificate III in Sport and Recreation (SIS30513) Binnacle Training (RTO Code 31319)
Students can also complete Certificate II and III courses through TAFE Brisbane while still at school.	
Traineeship options are also available.	

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:

Bands & Ensembles	Benenson Society	Cheer Squad
Choir	Dance Squad	Debating
Environment Committee	Future Problem Solving	Gardening
Homework Centre	Liturgy	Magazine
Peer Support	Photography	Cultural Dancing
Public Speaking	Recycling	Tournament of Minds
St Vincent de Paul	Student Representative	

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 Tuesday morning between 7.30am - 9.30am during term time. During peak periods, the uniform shop will be open extra days and hours which will be advertised.

Should you have any queries regarding your daughter's uniform needs, please contact the Uniform Shop via email: uniformshopourladys@gmail.com.



OUR LADY'S COLLEGE

UNIFORM SHOP PRICE LIST 2018

Open Tuesday mornings 7.30am – 9.30am Term Time

Email: uniformshopourladys@gmail.com

Uniform Shop is Located behind the Canteen area

Uniform Supplier : L J APPAREL abn 84 077 297 271

On line ordering is available through Flexischools – You must have a login to complete transaction.
CASH/ CREDIT CARD/ EFTPOS is also available over counter sales.

STUDENT NAME: Contact Number:	Class				
COMPULSORY ITEMS	SIZE	QTY	PRICE		TOTAL
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		\$ 87.00		
SPORT BUCKET HAT	ONE SIZE		\$ 12.00		
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		\$160.00		
COLLEGE SCARF			\$ 22.00		
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		
			TOTAL		

Public Transport

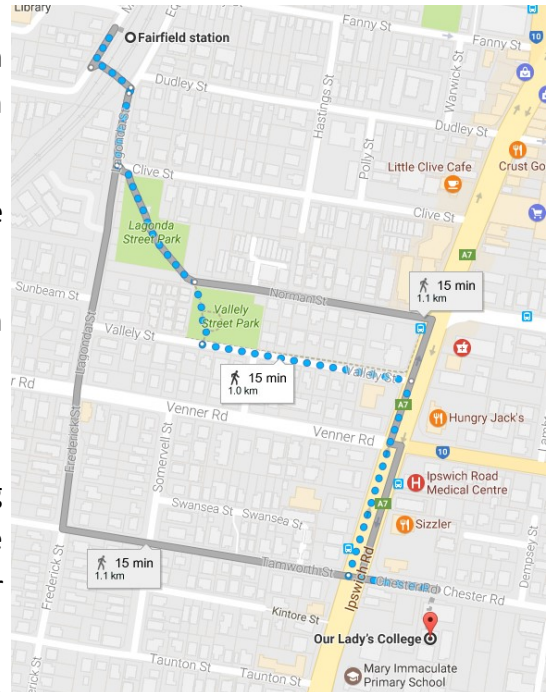
Our Lady's College is situated in Annerley which is approximately 7 minutes from Brisbane CBD. The College is situated just off Ipswich Road which is serviced well by public transport.

Travelling by Train

Students travelling from **Ipswich area**, catch the Ipswich train to Roma Street station and transfer to the Beenleigh line to Fairfield Station.

Students travelling from **Logan and Beenleigh** catch the Beenleigh train to Fairfield Station.

Fairfield Station is approximately a 15 minute walk from Our Lady's College.



Travelling by Bus

There are a number of bus routes that service surrounding suburbs that stop on nearby Ipswich Road. Visit the Translink Journey Planner at www.jp.translink.com.au or call Translink on 13 12 30.

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

Call (07) 3802 1233 for more information or visit www.busqld.com.au

Our Lady's 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	4:10pm
St Mark's Inala	7:30am	4:00pm
OLSH Darra	7:45am	3:45pm
St Joseph's Corinda	8:05am	3:25pm
St Sebastian's Yeronga	8:20am	3:10pm
Our Lady's College	8:30am	3.00pm

BUS 2

School	Morning	Afternoon
St Agnes' Mt Gravatt	8:05am	3:10pm
St Joachim's Holland Park	8:15am	3:20pm
St Elizabeth's Tarragindi	8:20am	3:25pm
Our Lady's College	8:30am	3:00pm

The cost of the College Bus Service is \$18.00 per week or \$170 per term. Tickets are to be purchased in advance through the College Office.

Term Dates

2018	
Term 1	Tuesday 23 January—Thursday 29 March (10 weeks)
Term 2	Tuesday 17 April—Friday 29 June (11 weeks)
Term 3	Monday 16 July—Friday 21 September (10 weeks)
Term 4	Monday 8 October—Friday 7 December (9 weeks)
Pupil Free Day	Monday 22 October

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

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 2018 -

- Term 1 2 February 2 March
- Term 2 20 April 4 May 1 June
- Term 3 20 July 3 August 7 September
- Term 4 12 October 2 November

There will be 2 Open Days in 2018 -

- Open Day—Saturday 19 May, 10am—1pm
- Twilight Open Day—Tuesday 14 August, 4pm-6pm



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Email: sannerley@bne.catholic.edu.au

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