Nagle Catholic College

Enrolment Pack

Application Checklist

Before returning your application check you have included:

- Latest school report
- Baptism Certificate (if applicable)
- Payment of $110
- All documents posted or emailed to enrolments@ncc.wa.edu.au
- Payment option chosen and emailed to enrolments@ncc.wa.edu.au

Application Fee

Application fee payment can be made either by cash, cheque or EFT via the following details

Account Name: Nagle Catholic College
BSB: 016650
ACC Number: 199834909
Description: Childs name
Amount: $110 (per application)

If you choose the option to make payment via EFT please ensure you contact our Enrolments Officer to advise how payment has been made, either via email: enrolments@ncc.wa.edu.au or telephone (08) 99200 509.
1. The College collects personal information, some of which may be considered sensitive, about pupils and parents or guardians before and during the course of a pupil’s enrolment at the College. The primary purpose of collecting this information is to enable the College to provide education for your son/daughter.

2. Some of the information collected is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.

4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

5. The College from time to time discloses personal and sensitive information to others for administrative, educational, research and counsellor purposes. This includes other schools, government departments, the Catholic Education Office, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.

6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, activities of pupils and former pupils, social and career developments and other news is published in College newsletters, magazines and on our website.

8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College’s duty of care to the pupil, or where pupils have provided information in confidence.

9. The College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College’s fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

10. We may include your contact details in a class list and College directory. If you do not agree to this you must advise us now.

11. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

12. Photographic images may be taken and printed in College related productions. If you do not agree to this, you must advise the College.
RATIONALE
Nagle Catholic College exists to further the mission of the Church. Nagle Catholic College is privileged to play a part in the process, mandated by the Bishops of Western Australia, by which the Catholic Education Commission makes Catholic school education available to all Catholic children as far as this is possible.

PRINCIPLES
1. Nagle Catholic College recognises the uniqueness of each student.
2. Nagle Catholic College has a preferential option for the poor and marginalised.
3. Nagle Catholic College fulfills its mission in partnership with parents, who are the first educators of their children.
4. Nagle Catholic College has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations.
5. Nagle Catholic College shall accept all applications for enrolment.
6. The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
7. Enrolment at Nagle Catholic College shall be offered only where the school has age-appropriate accommodation and the requisite resources to respond to any specific needs of the students.
8. Enrolment at Nagle Catholic College does not guarantee enrolment at any other Catholic school.

PROCEDURES
1. Priority in offering places at the College is as follows:
   1.1 practising Catholics from the parishes;
   1.2 Catholic students from Catholic primary schools, with a Parish Priest's reference;
   1.3 Catholic students from other primary schools, with a Parish Priest's reference;
   1.4 other students from Catholic primary schools;
   1.5 students from other Christian denominations;
   1.6 other students.
   In exceptional circumstances the Principal may vary the above priorities to suit particular local circumstances prevailing at the time.
2. Application is made on the form, Application for Admission, which is sent to the College with an application fee of $110, a photocopy of the student's Baptismal Certificate and a copy of the most recent school Report.
   If your child's application is unsuccessful and you wish to remove your child's name from the Waiting List, 50% of the application fee will be refunded, upon request.
3. The College will immediately post to parents an Acknowledgement of Receipt of Application for Admission. This acknowledgement is not an indication that the application has been successful.
4. Early in the year prior to the date of entry, parents who may be offered a place will be asked to complete an Enrolment Application Form, submit a reference from their Parish Priest, and to arrange an interview with the Principal. (The Enrolment Application Form contains all the information required under the CECWA policy, Student Enrolment.)
5. As soon as possible after the completion of the interview process, parents will be advised of the outcome of the application.
6. Once a student has commenced at the College, parents are asked to give a full term's notice in writing of their intention to remove the student from the College or Boarding House. Parents are advised that the Boarding Fee is an annual fee and, in the case where a student is in Year 11 and Year 12 and finishes school earlier in Term 4, there will be no refund of fees. If at some later date a parent chooses to remove a child from the Boarding House, then they are advised that the child’s place at the College is not guaranteed. Parents are liable for all commission and recovery costs if their school fees’ account is placed with a Debt Collection Agency. The fee schedule and payment policies are included in the College Prospectus.
7. The withholding of information relevant to the interview process, especially in relation to the student's needs, medical condition, health care requirements and/or parenting orders, constitute a breach of enrolment, and the enrolment may be refused or terminated on this ground.
8. When accepting a place at the College, the potential student and the parents accept the obligation that the student will abide by the College rules and standards of conduct and behaviour.
9. In accepting a place for their child at Nagle Catholic College, the parents undertake to be supportive of the aims and programs of the College, and to participate in the functions organised from time to time for the full College community.
10. All students are required to complete the College's Service Learning Program.
SCHOOL SCHEDULE OF FEES AND CHANGES 2015

One Fees Account will be sent out in February for the entire year.

Tuition Fees (per year)

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7, 8, 9, 10</td>
<td>$3,270</td>
</tr>
<tr>
<td>11, 12</td>
<td>$3,530</td>
</tr>
</tbody>
</table>

Holders of a means-tested Health Care Card and certain Pensioner Concession Card holders are eligible for an automatic discount. Details of this scheme are available from the College Office.

Discounts from Tuition Fees

- Health Care Card: See above
- Second child: 20%
- Third & subsequent child: 40%
- Prompt payment: 5% (if paid in FULL by 28/02/15)

Health Care Card holders and certain Pensioner Concession Card holders enjoy the sibling and prompt payment discounts in addition to their reduced fees.

Building Levy

- $377 per family per year

Information Technology Levy

- $120 per student per year Years 7 - 10
- $210 per student per year Years 11 & 12

Book Hire

- $75 per student per year

P & F Levy

- $100 per family per year

The Book Hire Charge is for class sets of novels and texts and for locker combination locks.

Booklists are items of stationery and reference books relevant to the students’ course selections which they buy and retain for all school years - eg. Atlas, thesaurus, dictionary etc.

Option Fees

Levies are charged to offset the additional expense of some courses such as Art, Woodwork and Physical Education. Course levies vary depending on the course and the Year level. For course levies for Years other than 7, please contact the College Office.

Year 7 Option and Health & Physical Education charges for the 2015 school year are as follows:

<table>
<thead>
<tr>
<th>Option</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>$20</td>
</tr>
<tr>
<td>Design Graphics</td>
<td>$20</td>
</tr>
<tr>
<td>Woodwork</td>
<td>$15</td>
</tr>
<tr>
<td>Metalwork</td>
<td>$20</td>
</tr>
<tr>
<td>Food and Nutrition</td>
<td>$25</td>
</tr>
<tr>
<td>Apron and Bandanna</td>
<td>$15</td>
</tr>
<tr>
<td>Textiles</td>
<td>$25</td>
</tr>
<tr>
<td>Japanese</td>
<td>$10</td>
</tr>
<tr>
<td>Health &amp; Physical Education</td>
<td>$80</td>
</tr>
<tr>
<td>Drama</td>
<td>$10</td>
</tr>
<tr>
<td>Computer and Reading</td>
<td>$10</td>
</tr>
<tr>
<td>French</td>
<td>$10</td>
</tr>
<tr>
<td>Maths</td>
<td>$4.50</td>
</tr>
<tr>
<td>Science</td>
<td>$2.50</td>
</tr>
<tr>
<td>Media Studies</td>
<td>$10</td>
</tr>
<tr>
<td>Design Tech Graphics</td>
<td>$15</td>
</tr>
<tr>
<td>Music</td>
<td>$10</td>
</tr>
<tr>
<td>Specialised Sport</td>
<td>$25</td>
</tr>
</tbody>
</table>

Sundry Fees

- Student Excursion Fee: $25 per student per year
- Year 12 Retreat: $240 per Year 12 Student
- Leavers Jumper: $90 per Year 12 student
- Student Diary: $15 per student per year
- School Insurance: $17 per student per year
- School Annual: $35 per family

Outstanding Fees

If an account for Outstanding Fees is placed with the College Debt Collection Agency it will incur a commission fee of (up to 20%) and other legal fees, these will be charged to your school fees account.

Both parents are required to sign the student’s acceptance form and are equally responsible for the payment of the school fees.

*** PLEASE NOTE THAT UNLESS YOU PAY YOUR FEES ACCOUNT IN FULL BEFORE 28 FEBRUARY, YOU MUST CHOOSE AND FILL OUT A PAYMENT OPTION FORM AND DIRECT DEBIT OR CREDIT CARD REPAYMENT AUTHORITY ***
Nagle Catholic College provides a Christian education, founded in the teachings and traditions of the Catholic Church. The formal curriculum and the less formal experiences of students at the College are designed to address the academic, spiritual, social, cultural and physical needs of each student.

All students in the College are required to take courses in Religious Education and English.

YEARS 7 - 10

Students in Years 7, 8 and 9 undertake study in areas of Religious Education, English, Science, Mathematics, Humanities and Social Sciences and Health and Physical Education. In Year 7, the College seeks to provide as broad an educational experience as possible for students in this transition year. Year 7 students will study a suite of twelve optional courses over the course of the year. Year 8 students study two languages and are able to choose two optional courses per semester. Students in Year 9 are also able to select three optional courses per semester from a wide range of offerings - Art, Astronomy, Computing, Cooking, Dance, Dance for Fitness, Design Graphics, Design Technical Graphics, Digital Photography, Drama, Fitness, Japanese, Jewellery Making, Learning Support, Metalwork, Music, Outdoor Education, Robotics, Soccer, Specialist Sports, Textiles, Theatre Arts and Woodwork.

Students in Year 10 study a program similar in structure to the students in Years 11 and 12. Students in Year 10 study Religious Education, English and Modern History, then select from a variety of courses offered by all Learning Areas.

YEARS 11 and 12

Students in Years 11 and 12 study Religion and Life, and other courses. All courses offered are accredited by the School Curriculum and Standards Authority and can lead to completion of the Western Australian Certificate of Education. The College seeks to address the needs of all its students in terms of possible course selections. Study of one English course at Year 11 and Year 12 is compulsory. It is also highly recommended that all students study an appropriate course in Mathematics.

Courses currently offered by the College are as follows under faculty headings. (It should be noted that the list below is subject to student demand.)

Religious Education
  Religion and Life

The Arts
  Drama, Design (Graphics and Photography), Visual Art, Music

English and LOTE (Languages Other Than English)
  English, Literature, Japanese: Second Language

Health and Physical Education
  Outdoor Education, Physical Education Studies, Health Studies

Mathematics
  Mathematics, Mathematics: Specialist

Science
  Biological Sciences, Chemistry, Human Biological Sciences, Physics, Psychology

Humanities and Social Sciences
  Accounting & Finance, Economics, Geography, History: Modern, Politics and Law

Technology and Enterprise
  Children Family & The Community (Caring For Others Computer Science), Design (Technical Graphics), Food Science & Technology (Hospitality), Materials Design & Technology (Wood, Metal and Jewellery).

Vocational Education & Training
  Pre Apprenticeship in Schools, School Based Traineeship, Workplace Learning, Endorsed Programs.
  Certificate II in Business
  Certificate II in Music Industry (Foundation)
  Certificate II in Visual Art and Contemporary Craft
  Certificate II in Outdoor Recreation
  Certificate II in Sport and Recreation
  Certificate II in Sports Coaching
  Certificate II in Maritime Operations
  Certificate III in Children’s Services
Nagle Catholic College seeks to provide an environment in which students can learn first-hand of the love and support of Christ experienced by meeting Christ in others in the College community. This is a responsibility the College shares with parents. Consequently, the College seeks at all times to work in full co-operation with the home and works to support the role of parents.

The College cares for each student as a unique individual and takes an active interest in the development of each young man and woman enrolled in the College.

Each student is assigned to a House within the College and is linked to a Home Group Teacher whom she or he sees at the beginning of each day. A House Leader takes primary responsibility for the personal and social needs of students in each House and is the first point of contact with parents.

The College Chaplains provide staff and students with spiritual leadership. Through them, members of the College community have regular access to the Sacramental life of the Church.

The College Counsellors are available to advise students who are experiencing difficulties or concerns in their academic, family or social life.

The Careers Counsellor takes primary responsibility for the organisation of work experience for students and can provide advice to them on career choices and pre-requisites.

The Aboriginal Teaching Assistant takes particular interest in the pastoral care of our Aboriginal students and their families.
Nagle Catholic College is a caring Christian educational community within the Catholic tradition which exists to enable its students to develop fully in order to prepare them to make a positive contribution to their society.

Student Enrolment
The College has an enrolment of over twelve hundred students from Years 7 to 12. The day students are from Geraldton and its surrounding suburbs, and some travel by bus from towns such as Dongara in the south and Northampton in the north. The boarders come from homes located throughout the state.

Boarding
Nagle students from country locations are able to attend the College as boarding students. Accommodation for these students is provided through the Geraldton Residential College who offer modern air conditioned facilities.

Administration of the College
The College operates under the auspices of the Catholic Education Office. The College Board, which consists of representatives from the parent and community bodies, a Diocesan representative, and the College Principal, supports the work of the Principal and staff of the College.

College Faculty
The College faculty is led by the Principal, Mr Robert Crothers, Dip.T., Grad.Cert.Bus., B.A., M.Ed. The Vice Principal is Mrs Robyn Gummery, Dip.T., B.Ed., MREd.. The Deputy Principal Faith and Life is Mr Andrew Donaldson, B.A., Dip.Ed., M.Ed., M.Ed.(R.E.). Director of Curriculum is Susan Seaward Dip.T., B.ED. The Director of External Studies is Meredith Roe B.Ed., PGCert Career Development. The Director of Students is Mr Martin Tobin B.ED, B.PE, M.Ed. The College Chaplain is Father Tai Trinh. The College Counsellor is Mrs Taryn Hicks, B.S.Sc., Dip.App.Psych., Dip.Ed..

The delivery of the curriculum in each area is the responsibility of the Head of Learning Area. The curriculum delivery areas are Religious Education, Mathematics, English and Languages, Humanities and Social Sciences, Health and Physical Education, Technologies and The Arts.

Location
The campus of the College is located in Sanford Street, very close to the centre of the City of Geraldton.
ENROLMENT POLICIES AND PROCEDURES

1. CONDITIONS FOR ADMISSION

1. Nagle Catholic College is a Catholic school. The first condition for admission is that the potential student and parents accept the values underlying the Catholic philosophy of education, and that the student undertakes to participate fully in the faith practices and observances of the school.

2. First preference in admission is given to families who are actively associated with the Catholic Church. It is not desirable to admit students who would be disturbed because the values, beliefs and practices which are nurtured by the school are not encouraged and supported in the home. It is not possible to separate the educational and spiritual aims of the school.

3. When accepting a place at the College, the potential student and parents accept the obligation that the student will abide by the College rules and standards of conduct and behaviour.

4. I/we understand and accept that attendance at an interview does not guarantee an enrolment offer being made.

5. I/we understand that enrolment of a student in one Catholic school does not guarantee the enrolment of that student in any other Catholic school.

6. In accepting a place for their child at Nagle Catholic College, the student’s parents undertake to be supportive of the aims and programs of the College, and to participate in the functions organised from time to time for the full College community.

7. Students are enrolled on the assumption that they are able to benefit from the academic and other programs of the College. It is to be understood that students, as well as receiving benefits, are expected to contribute to the academic and general life of the College.
2. **ENROLMENT POLICIES**

1. Applications for enrolment are accepted in the context of the Conditions for Admission stated on the previous page.

2. Parents should understand that the College’s acceptance of an application for admission does not guarantee a place, but simply includes the student’s name on a waiting list with other candidates. The parents will be contacted early in the year prior to commencing and advised whether it is possible to offer a place.

3. Priority in offering places at the College is as follows:
   - practising Catholics from the parishes;
   - Catholic students from Catholic primary schools, with a Parish Priest’s reference;
   - Catholic students from other primary schools, with a Parish Priest’s reference;
   - other students from Catholic primary schools;
   - students from other Christian denominations;
   - other students;

   The Principal always has the right of discretion in the enrolment of students.

3. **APPLICATION PROCEDURES**

1. Application is made on the form headed “Application for Admission”.

2. This form is sent to the College with a non-refundable Application fee of $110 and a photocopy (not the original) of the student’s Baptism Certificate and a copy of the most recent school report.

3. The College will immediately post to parents an Acknowledgement of Receipt of Application for admission. This acknowledgement is not an indication that the application has been successful.

4. Early in the year prior to the date of entry, parents to whom a place may be offered will be asked to complete an Enrolment Application Form, submit a reference from their Parish Priest, and to arrange an interview with the Principal.

5. As soon as possible after the interview, parents will be advised of the outcome of their application.

6. Once a student has commenced at the College, parents are required to give a full term’s notice in writing of their intention to remove the student; they are otherwise liable to pay the full term’s fee. The same obligation applies to the boarding fee. The fee schedule and payment policy are included in the College prospectus.

7. If an account for Outstanding Fees is placed with the College Debt Collection Agency and incurs a commission and/or legal fees, these fees will be charged to the Family account.