



Experience the Community | Live the Values | Achieve the Success

APPLICATION FOR ENROLMENT

CONFIDENTIAL

* ALL sections must be completed

* Submission of this application does not guarantee enrolment

Student Name:	
Calendar Year of Expected Entry:	
Year Level in which the student is to be enrolled	7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> LUI NO. _____ Is Student repeating this year? YES <input type="checkbox"/> NO <input type="checkbox"/> Has the student ever been excluded from another school? YES <input type="checkbox"/> NO <input type="checkbox"/>
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Other family currently enrolled	Name: Name:
<p>A CATHOLIC SCHOOL This school is part of Catholic Education in the Diocese of Townsville. The school and the Diocese are committed to providing a quality education in a caring environment. A Catholic School is a community of faith and values based on Jesus, his Gospel and the values found there. These are essential to the life of our schools. All students are equally important and the curriculum is directed at the total formation both of the individual and of the school community.</p> <p>ASSISTANCE WITH COMPLETING THE FORM If you require assistance completing this form, including translation services, please contact your school.</p> <p>WHO SHOULD COMPLETE THIS FORM? Parents/guardians/carers of students or independent student seeking to enrol in schools within the Diocese of Townsville.</p> <p>KEEPING STUDENT RECORDS UP-TO-DATE Please inform your school whenever any information provided on this form (such as contact details, address, and medical information) needs to be changed at a later date.</p>	

TURN PAGE TO BEGIN COMPLETING STUDENT ENROLMENT CONTRACT FORM

OFFICE USE ONLY	
Date Received:	Possible Learning Support: Yes <input type="checkbox"/> No <input type="checkbox"/>
Commencement Date:	Special Circumstances: Yes <input type="checkbox"/> No <input type="checkbox"/>
House:	Parish Member: Yes <input type="checkbox"/> No <input type="checkbox"/>
MAZE Student Code:	Birth Certificate: Yes <input type="checkbox"/> No <input type="checkbox"/>
MAZE Family Code:	Baptismal Certificate: Yes <input type="checkbox"/> No <input type="checkbox"/>
Registration No.:	Centrelink Discount Card: Yes <input type="checkbox"/> No <input type="checkbox"/>
Non-refundable Enrolment Fee Paid: Yes <input type="checkbox"/> No <input type="checkbox"/>	Receipt No:
INTERVIEWED BY:	APPROVED BY:
DATE:	DATE:

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SECTION 1

STUDENT DETAILS

Student's Name as recorded on Birth Certificate or, if applicable, on more recent legal document officially recording change of name:

Surname:

First and middle names:

Preferred Name:

If you believe there is a good reason for the student to be known by some other name in day-to-day school life, inform the principal/delegate of this at time of enrolment interview.

Date of Birth:

Residential Address:

Postcode:

Postal Address: (If different from above)

Postcode:

Is the student a Child in the Care of the State? NO ☐ YES ☐

If YES – please attach supporting legal documents.



SENIOR STUDENTS ONLY

Is the student independent? (If under 18, proof is required. Independent students are generally living away from home, support themselves and meet the Centrelink independence criteria)

☐ Yes If yes, all accounts, assessments, reports and attendance details will be sent to the student.

☐ No If no, all accounts, assessments, reports and attendance details will be sent to the person(s) nominated in Section 3.

Is the student currently undertaking a School-based Apprenticeship or Traineeship? Yes ☐ No ☐

SECTION 2

STUDENT BACKGROUND INFORMATION

Student's first language (What was the language/s used most by the student when they were learning to talk?)

English ☐
Yes, other _____
(Please specify)

Does the student speak a language other than English at home?

No, English only ☐
Other/s _____
(Please specify)

In which country was the student born?

Australia ☐
Other _____
(Please specify)

Is the student currently enrolled at another school?

No ☐
Yes, other _____
(Please specify)

Student's Indigenous status Is the student of Aboriginal or Torres Strait Islander origin?

No ☐ Yes, Torres Strait Islander ☐
Yes, Aboriginal ☐ Yes, both Aboriginal & Torres Strait Islander ☐

If YES - Student's Indigenous tribal grouping / clan name / other (if applicable) _____

If YES – Is another language/dialect spoken at home? _____

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What is the student's residency status?	If born overseas, what date did the student arrive in Australia? / /
Australian Citizen <input type="checkbox"/>	
Permanent Resident <input type="checkbox"/>	
Temporary Visa Holder <input type="checkbox"/>	

If the student is a permanent or temporary visa holder please provide the following information:

Current Visa class ☐☐☐ *For principal holders write "P" in the box, for subordinate holders write "S".* ☐

Current Visa sub-class ☐☐☐ **Visa expiry date:** __/__/__

Is the student an international full fee-paying student on Visa sub-class 571? YES ☐ NO ☐

NOTE: Dependant on the VISA type Senior Students may be responsible for paying an annual Moderation Fee to the Queensland Studies Authority (OSA) of approximately \$800 per year. This will be determined at the time of your interview.

SECTION 3 DETAILS OF STUDENT'S PREVIOUS SCHOOL/S

Details of student's previous school/s (*Attach an additional sheet if necessary*)

School	Date of Leaving	Year, Grade or Level attained	State or Territory	Country (if not Australia)
	/ /			
	/ /			
	/ /			

Please attach a copy of previous School Report



SECTION 4 SIBLING INFORMATION

List all children in the family from ELDEST to YOUNGEST – including the enrolling student.
Indicate House or Home Group name only if this student has an older sibling at this college.

Brother's/Sister's given names	Surname	DOB	School	House or Home group (If applicable)	Current Year Level
1.					
2.					
3.					
4.					
5.					
6.					

SECTION 5 STUDENT TRANSPORT

	Usual Mode of Transport (Bus/Walk/Car/Bicycle)	Distance to and from school approx
To School		
From School		
QLD Transport Conveyance Allowance Code if applicable:		
Senior Students		
Car Make & Model		
Student's car registration		

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SECTION 6

STUDENT MEDICAL INFORMATION

Indicate if the student has been affected by or suffers from any of the following?
(Please select Yes or No)

	Yes	No		Yes	No		Yes	No
Prenatal concerns	<input type="checkbox"/>	<input type="checkbox"/>	Asthma *	<input type="checkbox"/>	<input type="checkbox"/>	Stomach complaints	<input type="checkbox"/>	<input type="checkbox"/>
Birth concerns	<input type="checkbox"/>	<input type="checkbox"/>	Headaches	<input type="checkbox"/>	<input type="checkbox"/>	Very high temperatures	<input type="checkbox"/>	<input type="checkbox"/>
Postnatal concerns	<input type="checkbox"/>	<input type="checkbox"/>	Head injury	<input type="checkbox"/>	<input type="checkbox"/>	Glandular fever	<input type="checkbox"/>	<input type="checkbox"/>
Vision concerns	<input type="checkbox"/>	<input type="checkbox"/>	Frequent colds	<input type="checkbox"/>	<input type="checkbox"/>	Ross River virus	<input type="checkbox"/>	<input type="checkbox"/>
Hearing concerns	<input type="checkbox"/>	<input type="checkbox"/>	Ear infections	<input type="checkbox"/>	<input type="checkbox"/>	Rheumatic fever	<input type="checkbox"/>	<input type="checkbox"/>
Speech concerns	<input type="checkbox"/>	<input type="checkbox"/>	Epilepsy/convulsions *	<input type="checkbox"/>	<input type="checkbox"/>	Anorexia nervosa	<input type="checkbox"/>	<input type="checkbox"/>
Allergies	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes *	<input type="checkbox"/>	<input type="checkbox"/>	Bulimia	<input type="checkbox"/>	<input type="checkbox"/>
Anaphylaxis *	<input type="checkbox"/>	<input type="checkbox"/>	Specific learning difficulty	<input type="checkbox"/>	<input type="checkbox"/>	Heart Condition/Concerns	<input type="checkbox"/>	<input type="checkbox"/>
Knocked unconscious	<input type="checkbox"/>	<input type="checkbox"/>	A.D.D. / A.D.H.D.	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>
Details as necessary: (Attach a separate sheet if required)								
* Management Plan Required								

Does the student suffer from any significant allergy?

No ☐ Yes ☐ If Yes – please specify:

List any medical alerts, diseases, surgery or disorders, or recurring illnesses:

Are there any sports or other physical activities in which the student should NOT participate?

No ☐ Yes ☐ If Yes – please specify:

Is the student taking any medication regularly? No ☐ Yes ☐

If Yes – please specify, and request the *Medication Consent Form* at interview.

N.B. College staff will not administer any drugs or other medication (including Panadol) except those prescribed by a doctor and supplied in a container bearing a pharmacist's label stating the student's name, dosage and time/s for administration. The request for administration of the medication must be accompanied by a *Medication Consent Form*.

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SECTION 7

IMMUNISATIONS

Under the Queensland *Public Health Act 2005*, Chapter 5, legislation is in place to protect all students against contagious conditions that are preventable by vaccine.

If “Yes” tick box.

If “No” leave box blank.

Usual vaccinations up to 5 years of age

Hepatitis B Vaccine (HEB) ☐

Combined Diphtheria Tetanus Pertussis (DTP) ☐

Poliomyelitis Oral or Injectable (OPV) ☐

Haemophilus Influenza Type B (HIB) ☐

Measles, Mumps & Rubella (MMR) ☐

Meningococcal Group C (MEN) ☐

Varicella (Chickenpox) (VZV) ☐

Pneumococcal (PCV) ☐

Additional vaccinations

Tuberculosis ☐

Rotavirus ☐

Diphtheria and Tetanus (CDT) ☐

Twinrix vaccine (combined Hepatitis A & B vaccine) ☐

Influenza (FLU) ☐

Family Doctor:

Phone Number:

Family Dentist:

Phone Number:

SECTION 8

ADDITIONAL EMERGENCY CONTACTS

For an emergency where the parent/guardian/carer cannot be contacted, please give details of those to be contacted.

Priority	Name	Emergency Phone 1	Emergency Phone 2	Relationship to Student
1 st				
2 nd				

Please note: Students will not be released into the custody of these or any other persons unless specifically requested by a person whose details appear in Section 14A.

SECTION 9

SPECIAL FAMILY CIRCUMSTANCES

Please advise any special family circumstances e.g. single parent, dual custody, foster care, access restrictions (give details). If none, write “None”.

Supporting current legal documents (e.g. Family Court orders, access restrictions, Parenting Plans).

Attached

☐ Yes

☐ No



SECTION 10

RELIGION

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Religion: *(Please tick one only below)*

Roman Catholic ☐

If a member of a Rite different from Western (Latin) Rite, name Rite _____

Orthodox ☐

Name branch of Orthodoxy (Greek, Russian) _____

Anglican ☐

Jewish ☐

Methodist ☐

Muslim ☐

Uniting ☐

Hindu ☐

Apostolic ☐

Buddhist

Presbyterian ☐

Australian Indigenous Traditional ☐

Church of Christ ☐

Other Religion; please specify

Baptist ☐

Lutheran ☐

No Religion ☐

Other Christian; please specify _____

Parish or other local religious community _____



Sacraments: *(Attach documentary evidence)*

If no sacraments celebrated, tick this box ☐

Date	Church	Town/Suburb
Baptism		
Confirmation		
Eucharist		

SECTION 11

SPECIAL ASSESSMENT

Has the student been assessed or treated by any of the following specialist services?

SERVICE	YES	NO	NAME OF CENTRE / PRACTITIONER	DATE OF FIRST VISIT	IS YOUR CHILD ATTENDING NOW?
Child Guidance	<input type="checkbox"/>	<input type="checkbox"/>			
Speech Pathologist	<input type="checkbox"/>	<input type="checkbox"/>			
Occupational Therapist	<input type="checkbox"/>	<input type="checkbox"/>			
Physiotherapist	<input type="checkbox"/>	<input type="checkbox"/>			
Psychiatrist	<input type="checkbox"/>	<input type="checkbox"/>			
Psychologist	<input type="checkbox"/>	<input type="checkbox"/>			
Specialist Clinic	<input type="checkbox"/>	<input type="checkbox"/>			
Audiology Clinic	<input type="checkbox"/>	<input type="checkbox"/>			
Learning Support/Enrichment Teacher	<input type="checkbox"/>	<input type="checkbox"/>			
Paediatrician	<input type="checkbox"/>	<input type="checkbox"/>			
Optometrist	<input type="checkbox"/>	<input type="checkbox"/>			
Education Guidance Officer	<input type="checkbox"/>	<input type="checkbox"/>			
Other, please specify					

SECTION 12

DISABILITY VERIFICATION INFORMATION

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If Yes, please indicate below the student's current ascertained/verified diagnosis.

Category	Mark	Level (if applicable)
Intellectual Impairment	<input type="checkbox"/>	
Vision Impairment	<input type="checkbox"/>	
Speech Language Impairment	<input type="checkbox"/>	
Hearing Impairment	<input type="checkbox"/>	
Physical Impairment	<input type="checkbox"/>	
Social Emotional Disorder	<input type="checkbox"/>	
Multiple	<input type="checkbox"/>	
Autism Spectrum Disorder	<input type="checkbox"/>	

ADDITIONAL INFORMATION

[illegible]

PARENT / GUARDIAN / CARER INFORMATION

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PART A

DETAILS OF THE PERSON(S) RESPONSIBLE FOR THE DAY-TO-DAY CARE OF THE STUDENT AND WITH WHOM THE STUDENT LIVES

Parent / Guardian / Carer No 1	Parent / Guardian / Carer No 2
Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>
Mr <input type="checkbox"/> Rev <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/>	Mr <input type="checkbox"/> Rev <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/>
Given Name/s	Given Name/s
Surname	Surname
Preferred Name:	Preferred Name:
Marital Status:	Marital Status:
Religion	Religion
Parish	Parish
Relationship to Student:	Relationship to Student:
Mother <input type="checkbox"/> Father <input type="checkbox"/> Step-Mother <input type="checkbox"/>	Mother <input type="checkbox"/> Father <input type="checkbox"/> Step-Mother <input type="checkbox"/>
Step-Father <input type="checkbox"/> Guardian <input type="checkbox"/> Carer <input type="checkbox"/>	Step-Father <input type="checkbox"/> Guardian <input type="checkbox"/> Carer <input type="checkbox"/>
Other <input type="checkbox"/> Please specify:	Other <input type="checkbox"/> Please specify:
Residential Address:	Residential Address:
City	City
State Post Code	State Post Code
Postal Address (if different from above):	Postal Address (if different from above):
City	City
State Post Code	State Post Code
Occupation:	Occupation:
Employer:	Employer:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Mobile Phone:	Mobile Phone:
E-mail Address:	E-mail Address:
Country of Birth:	Country of Birth:
Nationality:	Nationality:
Main language spoken at home:	Other languages spoken:
Aboriginal Culture? Yes <input type="checkbox"/> No <input type="checkbox"/>	Aboriginal? Yes <input type="checkbox"/> No <input type="checkbox"/>
Torres Strait Islander Culture? Yes <input type="checkbox"/> No <input type="checkbox"/>	Torres Strait Islander Culture? Yes <input type="checkbox"/> No <input type="checkbox"/>

PART B

Parent / Guardian / Carer's regular involvement in College activities.

(Please indicate in boxes if one or both of you would like to contribute to the life of the College in any of these ways.

Note that your assistance may not be required immediately in some categories.)

P & F Committee Member <input type="checkbox"/>	College Board Member <input type="checkbox"/>
Tuckshop Assistance <input type="checkbox"/>	
Extra-curricular (e.g. Sport) <input type="checkbox"/> - Please Specify:	
None at this time <input type="checkbox"/>	

PART C

DETAILS OF PARENTS NOT LIVING WITH THE STUDENT (NON-CUSTODIAL)

If you complete this section then you must also have completed SECTION 8
(Special Family Circumstances) of the Enrolment Form.

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Non-Custodial Parent No 1	Non-Custodial Parent No 2
Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Rev <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/>	Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Rev <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/>
Given Name/s	Given Name/s
Surname	Surname
Preferred Name:	Preferred Name:
Marital Status:	Marital Status:
Religion	Religion
Parish	Parish
Relationship to Student: Mother <input type="checkbox"/> Father <input type="checkbox"/> Step-Mother <input type="checkbox"/> Step-Father <input type="checkbox"/> Guardian <input type="checkbox"/> Carer <input type="checkbox"/> Other <input type="checkbox"/> Please specify:	Relationship to Student: Mother <input type="checkbox"/> Father <input type="checkbox"/> Step-Mother <input type="checkbox"/> Step-Father <input type="checkbox"/> Guardian <input type="checkbox"/> Carer <input type="checkbox"/> Other <input type="checkbox"/> Please specify:
Residential Address:	Residential Address:
City	City
State Post Code	State Post Code
Postal Address (if different from above):	Postal Address (if different from above):
City	City
State Post Code	State Post Code
Occupation:	Occupation:
Employer:	Employer:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Mobile Phone:	Mobile Phone:
Country of Birth:	Country of Birth:
Nationality:	Nationality:
Main language spoken at home:	Other languages spoken:
Aboriginal Culture? Yes <input type="checkbox"/> No <input type="checkbox"/>	Aboriginal? Yes <input type="checkbox"/> No <input type="checkbox"/>
Torres Strait Islander Culture? Yes <input type="checkbox"/> No <input type="checkbox"/>	Torres Strait Islander Culture? Yes <input type="checkbox"/> No <input type="checkbox"/>
E-mail Address:	E-mail Address:
Do you require an electronic version of the College Newsletter? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you require an electronic version of the College Newsletter? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require a copy of the College Report? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you require a copy of the College Report? Yes <input type="checkbox"/> No <input type="checkbox"/>

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The Federal Government requires schools to collect information from parents in relation to their educational background and occupation. The information collected is used in the reporting of student outcomes against the “National Goals for schooling in the 21st Century”, including the reporting of outcomes of the Year 9 Literacy and Numeracy Testing. (This testing occurred for the first time for Year 9 in May, 2008.)

What is the highest year of primary or secondary school the parents/guardians have completed?

Please “√” the appropriate box.

(For persons who have never attended school, mark box *Year 9 or equivalent* below).

MOTHER/GUARDIAN 1 FATHER/GUARDIAN 2 NON RESIDING PARENT

Year 12 or equivalent☐.....☐.....☐

Year 11 or equivalent☐.....☐.....☐

Year 10 or equivalent☐.....☐.....☐

Year 9 or equivalent☐.....☐.....☐

What is the level of the highest qualification the parents/guardians have completed?

MOTHER/GUARDIAN 1 FATHER/GUARDIAN 2 NON RESIDING PARENT

Bachelor degree or above.....☐.....☐.....☐

Advanced diploma/Diploma.....☐.....☐.....☐

Certificate I to IV.....☐.....☐.....☐
(including trade certificate)

No non-school qualification.....☐.....☐.....☐

For the next questions, please select the appropriate parental occupation group from the list on the following page.

- If you are not currently in **paid** work but have had a job in the last 12 months or have retired in the last 12 months, please use your last occupation.
- If you have **not** been in **paid** work in the last **12 months**, enter ‘8’ in the box below.

	<u>Code</u>	<u>Occupation</u> – (details next page)
What is the occupation group of the parent/guardian 1?	<input type="text"/>	_____
What is the occupation group of the parent/guardian 2?	<input type="text"/>	_____
What is the occupation group of non-residing parent?	<input type="text"/>	_____

List of Parental Occupation Groups

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Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces Commissioned Officer

Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2: Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff.

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

Office assistants, sales assistants and other assistants.

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

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SECTION 12

ENROLMENT CONTRACT

STUDENT NAME:		
YEAR LEVEL		YEAR OF ENTRY

The **Parties** to this Contract of Enrolment are the

Please print full name _____ Mother/Guardian/Carer,

Please print full name _____ Father/Guardian/Carer

and the College as represented by the Principal.

In the event that the College makes an offer to the student named above, the following conditions apply:

I/we, the undersigned, being the parents/legal guardians of the above-named student, or an independent student, will accept the offer of a place in the class and in the year of entry indicated above.

I/we accept the following **conditions** upon which the offer is made:

1. I/we seek a Catholic education for our child (the student) and I/we support the Christian values of the school, the Religious Education program and other school initiatives that actively espouse and promote Christian values. I/we understand that while the student is at the school, they are expected to take part in and support these faith activities and respect the Catholic religious principles and practices of the school, and that failure to do so could lead to cancellation of enrolment.
2. I/we accept that the student is admitted to the College on the condition that they will abide by the College rules, codes of behaviour and policies, including those regarding curriculum, discipline, dress, conduct and well-being and that these processes may be altered at any time, using appropriate processes.
3. I/we will support these College expectations and policies in the interest of the wellbeing of the whole College community.
4. As part of this support, I/we will keep the College indemnified against any loss or damage caused by any failure of the student to observe the College rules, codes of behaviour and policies.
5. I/we accept that during the time the student attends the College they will live in the care and control of their family as described in the Student Enrolment Application Form and that any proposed changes in this regard must be notified to the College promptly in writing.
6. I/we acknowledge the educational expertise of the college and will support its educational initiatives for my/our child.
7. If the student's enrolment is to cease, I/we will give written notice of the proposed change at the earliest opportunity.
8. In the event of any medical or other emergency arising in which the College considers it impossible or impracticable to communicate with the undersigned parents/guardians/carers, I/we accept and give consent that the College will take all reasonable care of my/our child but will not be responsible for the costs of any medical or dental attention or treatment administered to my/our child in such event nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating my/our child including attention provided at the College Sick Bay.
9. This consent (refer paragraph 8) which I/we have given is valid at all times while the student is in the custody of the school, including but not limited to, such times as the student is on campus, is present at College camps or is attending or participating in a work experience program including structured work placements, traineeships or apprenticeships, excursions or functions.
10. I/we acknowledge that College staff will never administer any drugs or other medication (including panadol) except those prescribed by a doctor and supplied in a container bearing a pharmacist's label stating the student's name, dosage and time/s for administration. The request for administration of the medication must be accompanied by a Medication Consent Form.

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11. The Principal, or delegate / nominee, has authority to apply whatever disciplinary measures are appropriate or necessary in relation to the conduct of my/our child, both inside the College and at school- related events that take place away from school. This includes behaviour whether inside or outside the College that might bring the school's name into disrepute and disciplinary measures may extend to decisions to suspend/exclude/expel the student for any cause judged to be sufficient. State law and the Diocese's Student Protection Policy require the College to contact State Authorities in cases of actual or suspected harm or sexual abuse to students.
12. The College does not insure against damage, loss or theft of the student's property of any description.
13. I/we will use my/our best endeavours to ensure the student will not be absent from the College without good cause and that term dates as advertised will be adhered to. I/we will promptly explain any absences of the student.
14. The College does not have a responsibility to provide work for my/our child to do during a period of avoidable absence from the college. If the absence is a result of a choice by student/parents/carers the College may choose to/not to provide catch-up lessons or assessment. Students absent without good reason may forfeit credit for assessments missed during their absence.

Consents

15. Catholic schools have a long history of a pastoral relationship between the College and the local diocese and parish. In fact, Catholic schools are agencies of the diocese and as such seek to be an integral part of the life of their Catholic parish. This sometimes requires an exchange of information (eg for Sacramental preparation) between the College and the parish/diocese. This would include names and contact details of families, the religion of students and parents and whether or not students described as Catholics have celebrated the Baptism, Confirmation, First Communion and Reconciliation. Relevant parish/diocesan staff will treat this information with the same confidentiality as do College staff.
16. I/we have read the above (15) and agree that the College may provide contact details and some other information to the parish and diocese to assist their pastoral work.
YES ☐ NO ☐
17. I/we have read the above (15) and consent to the student will participate in all local opportunities and experiences to assist in their spiritual and faith development. If the student is unable to participate I/we will contact the school.
YES ☐ NO ☐
18. I/we consent to the student participating in all regular short duration (i.e. not overnight) events/activities, e.g. curricular, sporting and other extra-curricular activities, conducted with the approval of the Principal, including day trips, excursions, functions and Year level Masses. I/we consent to the student travelling on College and/or public transport or on foot, to said activities. I/we understand that I/we will be given notice of any such activities in advance. If the student is unable to participate I/we will contact the school.
YES ☐ NO ☐
19. I/we accept that Consent no. 18 lasts for the period the student is enrolled at the College and that, apart from being given advance notice of events/activities, no further consent need be sought by the College for the student's participation in regular short duration (i.e. not overnight) events/activities.
YES ☐ NO ☐
20. I/we consent to the student being identified (photographed and/or named) in any College or Catholic Education related publications, (e.g. College Year Book, College Newsletters). I/we consent to the student being identified (photographed and/or named) on the College website (e.g. recognition of awards and sporting achievements etc.).
YES ☐ NO ☐
21. I/we consent to the student being identified (photographed and/or named) on the College's Facebook site or on any Catholic Education related website or marketing tool (e.g. showing student involvement in College Musicals, Athletics Day, Swimming Carnivals, College Fetes etc.). YES ☐ NO ☐
22. I/we consent to the College sharing my/our personal information (limited to name, address, telephone numbers, occupation) to its associated supporting groups (e.g. Parents & Friends' Association).
YES ☐ NO ☐

I/we have made **full and frank disclosure** of all information requested by the College in the Enrolment Application Form and am/are aware of my/our **continuing obligation** to keep the College informed of any changes of details supplied and of any information which may affect the student's wellbeing or progress at the school.

STUDENT ENROLMENT CONTRACT

Confidential

23. I/we understand that in signing below each parent/guardian/carer signatory is accepting individual responsibility for the payment of all school fees, levies and other charges associated with this enrolment at this College if the application is accepted.
24. I/we accept the responsibility to pay school fees and levies according to Townsville Diocesan Policy Guidelines and account procedures. I/we understand that these fees and levies remain payable during any period of absence of the student and after the student's enrolment ceases, unless otherwise agreed in writing.
25. This contract is binding and remains in force for the duration of the student's enrolment at the college. It will remain binding for matters relating to the collection of all outstanding fees.
26. I/we agree that, if I/we are unable to pay the prescribed fees in whole or in part as a result of genuine financial hardship, I/we will approach the College principal in person or in writing to seek a fee concession and will make available to the College all relevant information to allow the College to make a determination of the fees to be paid, as specified in the Townsville Diocesan School Fee Collection Policy.
27. I/we understand that participation in the College BYO program is compulsory and therefore each student must be provided with a Laptop Device, Charger and Protective Case on commencement at the College.
28. I/we understand that the College accepts no responsibility for damage, loss or security of this device
29. I/we will contact the College promptly if I/we propose any change regarding fee-paying arrangements or am/are concerned that I/we may not be able to pay the fees as contracted. I/we agree to make further arrangements acceptable to the College on how any resulting debt will be paid.
30. I/we acknowledge that, unless otherwise agreed in writing, as parent/parents/guardian/guardians/carer/carers, I/we are and will remain jointly and individually liable for the payment of fees and levies. I/we understand should any fees or levies not be paid by the due date and no further arrangements/adjustments are made and agreed to by the College for payment then the College may engage the services of an outside agency and/or take legal action to recover outstanding fees and levies.
31. I/we understand that if two parents/guardians/carers sign below, they will each continue to be fully responsible for the payment of fees/levies/charges account. Any change in domestic arrangements will not lead to any change in this responsibility. Neither the College nor Townsville Catholic Education Office will accept instruction from either signatory that they are no longer responsible for payment without a signed statement to that effect from the other signatory.
32. I/we understand that if this application is lodged electronically I/we will sign this contract when I/we attend for an enrolment interview.

Mother/Guardian/Carer's name:
Please print in full

Signature

Date

Father/Guardian/Carer's name:
Please print in full

Signature

Date

Student's name:
(Only if an independent enrolment)
Please print in full

Signature

Date

Principal / Delegate's name:

Signature

Date

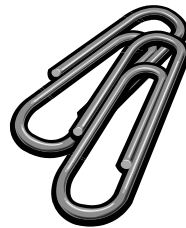
(N.B. Parents/Guardians or Agents signing on behalf of International Students agree that they understand the College Fees Refund Policy)

STUDENT ENROLMENT CONTRACT

Confidential

When applying to enrol your child at this school, please check that you have provided copies of the following:-

- ☐ Birth certificate or extract or identity documents
- ☐ Sacramental certificates
- ☐ Copy of latest school report
- ☐ Documentation relating to special needs (any reports, action plans, assessments, etc)
- ☐ Court orders (if applicable)
- ☐ Copy of Current Centrelink Concession Card (if applicable)



Please ensure the following has been completed at the time of lodgement: -

- ☐ Non-refundable Enrolment Fee Paid
- ☐ Enrolment Contract has been read in full and signed by guardians and student

If your child is NOT an Australian Citizen, you will need to provide:

- ☐ Passport or travel documents
- ☐ Current visa and previous visas (if applicable)

In addition, if your child is a temporary visa holder you will also need to provide:

- ☐ Authority to Enrol or evidence of permission to transfer provided by the International Student Centre (if holding an International full fee student visa, sub-class 571P)
- ☐ Authority to Enrol for visitor and temporary resident holders may be required (other than sub-class 571P referred to above) issued by the Temporary Visa Holders Program Unit
- ☐ Evidence of the visa the student has applied for (if the student holds a bridging visa)

INTENDED PAYMENT METHODS – Please tick preference

Further details about the following payment methods will be provided through the College Office.

CASH Administration Office Only	<input type="checkbox"/>	DIRECT DEBIT	<input type="checkbox"/>
CREDIT CARD By Phone In Person	<input type="checkbox"/> <input type="checkbox"/>	INTERNET BANKING PAYMENT	<input type="checkbox"/>
CENTERLINK PAYMENTS	<input type="checkbox"/>		



Experience the Community | Live the Values | Achieve the Success

Good Shepherd Catholic College



Information Handbook

www.goodshepherd.catholic.edu.au

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From the Principal

Welcome to Good Shepherd Catholic College, Mount Isa. Thank you for choosing a Catholic education for your child. As a Catholic school in the Townsville Diocese, we offer an inclusive and holistic education for all who share our values and we welcome those who wish to journey with us as we strive to provide excellent teaching and learning within a faith community that embraces “Christ, our light”.

The College is a co-educational institution for Years 7 to 12 with a current population of 474 students. It maintains a proud tradition of providing opportunities for young men and women to grow intellectually, physically, socially, emotionally and spiritually. The staff at Good Shepherd Catholic College recognise the need to develop students as life-long learners who will grow to become the leaders of tomorrow and to become the presence of Christ in our world. As such, our College places an emphasis on faith education and Christian living, being guided by core beliefs and gospel values. The foundations of our mission and vision are supported by the charisms of our founders, the Josephite Sisters and the Christian Brothers. Consequently, Religious Education, liturgy, retreats and our strong association with the Good Shepherd Parish, underpin our purpose here at Good Shepherd Catholic College.

Our College is a community in which student and staff wellbeing is paramount and where all are welcomed, valued and cared for. To us, it is mandatory that students feel safe, free from harassment and who experience fairness and consistency in behavioral management and in opportunities to learn. Our Responsible Thinking Process ensures that all issues are dealt with by reinforcing the student’s responsibility for their own behavior thereby enabling them to make mature and sensible choices. It is our hope that the College is a community in which all students, parents and staff are both challenged and supported during this time of rapid change and uncertain futures.

The College offers a broad range of QCAA approved subjects as well as a diverse range of Vocational and School Registered courses including Certificate level study, traineeships and work placement to ensure the needs of all students are catered for. Good Shepherd Catholic College also has a well-developed co-curricular program that provides for extensive involvement in Sport, the Arts and Leadership training. Technology and College resources are being continually upgraded to ensure an enhanced contemporary teaching and learning environment. Students requiring Learning Enrichment are being provided for through targeted programs and resources that cater for their specific needs, including differentiation, Indigenous and extension programs. We are also proud to support the Emerging Leaders program.

Good Shepherd Catholic College is a community who values the education of young people in a contemporary Catholic Christian environment and remains committed to providing opportunities that will ensure that students, parents and staff are fully engaged in the teaching and learning experience.

We look forward to serving you as your child begins their “journey” at Good Shepherd Catholic College.

Kathleen McCarthy
Principal

Application Process

Enrolment Policy

Good Shepherd Catholic College, Mount Isa is owned and operated by the Catholic Church specifically for the Christian education of youth in Mount Isa. We are committed to reflect our Catholic identity and to assist parents in the holistic development of their child/children. Good Shepherd is an inclusive community where all students are welcome, provided that parents and students understand and support College policy.

The Application Package

Families intending to enrol their child/children are asked to complete the Enrolment Application Form and forward it to the College. There is a \$75.00, non-refundable application fee required when submitting your completed application package.

Please include the following documents at the time of application:

- Your child/children's Birth Certificate
- Your child/children's Baptismal Certificate
- Your child/children's most recent report card

Interview

Once the Enrolment Form has been received you will be contacted by the Principal's Assistant and an interview will be arranged. It is your responsibility to ensure all documentation is supplied **prior** to the interview

The parents/guardians and the applicant are required to attend an interview with the College Principal before the applicant is accepted.

For interviews or for further information please contact:

Personal Assistant to the Principal

Good Shepherd Catholic College

PO Box 1542

Mount Isa Qld 4825

Phone: (07) 4743 2509/4749 9400

Orientation Program (for all incoming Year 7 Students)

Each year, an Orientation Day is held for Year 6 students who have been offered and accepted a place at the College. Information regarding the Orientation Day, along with their enrolment acceptance will be sent to parents prior to the event.

Requirements of Parents & Students

Participation in College Activities

Acceptance of enrolment at Good Shepherd Catholic College is contingent upon parental commitment to **full participation** of their child/children **in all** school activities. Camps, sporting carnivals, retreats, excursions, feast day activities are all part of the school curriculum.

Attendance at College

Every College day is compulsory unless parents are notified to the contrary. Students are expected to be at the College each day unless permission has been negotiated. Of particular concern, is absence from the College on special days such as sports carnivals and special activity days. Parents are expected to contact the school Office between 8.00 am - 8.30 am on the day their child/children are absent from the College due to sickness or other appropriate reason. Alternatively, parents may record absences through the Compass Portal.

Payment of College Fees

Accounts are issued quarterly. Payment is due within one month of receipt of an account. The College preferred payment option is via EFT. Details of payment can be found on the bottom left hand corner of your fee statement. Please use your Family Code as your reference.

Textbook Hire Scheme

Good Shepherd Catholic College supplies the prescribed textbooks (other than workbooks), free of additional charge, through the State Government textbook hire scheme. Charges will be applied for any unreturned items.

Administration of Medication at the College

The College can administer medication provided and subscribed by a medical practitioner. A copy of the current form "Consent to administer medication at school" is included in the enrolment pack or can be found on the College website.

Rules and Expectations

A list of rules and expectations are published in the student diary and these are made clear to students at the commencement of each year. Parents should be familiar with College expectations. Please contact the College if you wish to discuss these further.

Although there are quite clear expectations, the College reserves the right to develop and modify these to better serve the needs of our College community.

Religious Life of the College

With Christ Our Light, the Good Shepherd College community gathers together to learn and live the mission of Jesus Christ. This is achieved through the religious life of the College as well as through the curriculum in the classroom.

Curriculum

The Junior Religious Education Curriculum at Good Shepherd Catholic College appropriately aligns with Brisbane Catholic Education. The Senior Religious Education Curriculum is developed in alignment with the Australian Curriculum. The aim of the Religion curriculum is to teach students about religious literacy and how to live the gospel of Jesus Christ as successful, creative, confident, active and informed learners, empowered to shape and enrich our world. Students will also investigate Catholic and broader Christian faith, beliefs, history, scripture and traditions. Through academic rigour, students will reflect on their own faith journey by also exploring other world religions. The curriculum also aims to educate students on the different forms of reflective, contemplative and meditative prayer.

Faith In Action

A number of programs and practices are implemented to define Good Shepherd as a Catholic College, living God's word.

Mass and Liturgies

The College community participates in masses and liturgies at the College, as well as at the Good Shepherd Catholic Parish. Celebrating together as a whole school and as various cohorts, allows students and staff to experience the faith journey together.

Social Justice

Students at the College learn about the Catholic Social Teachings and are encouraged to live them out through actions that not only support the local community of Mount Isa, but also the global community. We are committed to promoting awareness and raising funds for the following charitable organisations: Caritas Australia - Project Compassion, Australian Catholic Mission, St Vincent de Paul and The Bishop's Appeal.

Within our local parish and community, students support those who are vulnerable through volunteering with the Social Justice Group at the College and other activities/programs offered by both the College and the Parish. Parish life is supported by encouraging students to participate in weekly Mass and engage with the Youth Group.

Prayer / Meditation

Prayer is a part of daily life within the College, starting each day in homeroom. Prayer is also shared at every assembly and in Religion classes. Christian Meditation is an initiative of Townsville Catholic Education and is incorporated within the classroom, as a whole College and during exam times for seniors. Through prayer and meditation, students have the opportunity to connect with and become closer to God. The Sacred Space at the College provides a quiet and welcoming environment for staff and students to participate in Prayer and Christian Meditation and is accessible for classes, as well as once a week before/after school.

Compass Portal

Good Shepherd Catholic College uses the Compass School Manager software and an important component of this software is the Compass Parent Portal. Each parent/guardian is issued with an individual login name and password for the Parent Portal. Parents/guardians must collect their specific login information from the College Office which will allow them to:

- View your child/children's timetable and the College calendar
- View up-to-date attendance information for your child/children
- Enter details of upcoming absences or explain past absences or late arrivals for your child/children
- Access your child/children's Semester Reports
- Make bookings for Parent Teacher Interviews
- View a news feed of College announcements, alerts and updates
- Communicate by email with your child/children's teachers
- Update your contact details (email and mobile phone numbers)

Additional features will become available in the Parent Portal in the future.

The Parent Portal is a web-based system that can be accessed at <https://schools.compass.education>

An app called Compass School Manager is also available for both iPhones/iPads (via the App Store) and Android phones/tablets (via the Google Play Store).

Please note that the browser version of the Parent Portal contains more features than the app.



Co-Curricular Activities

Good Shepherd Feast Day

Each House celebrates the life and charism of their founders throughout the year and on Good Shepherd Feast Day where we also celebrate the life of Jesus Christ, our Good Shepherd. Mass begins the day, followed by House Groups competing in activities, displaying their House spirit. Staff, students and members of the Parish Community, work together to foster unity and celebrate Good Shepherd Feast Day.

Sacramental Program

Students who have not received the Sacraments of Initiation are supported in preparation for Baptism, Reconciliation, Confirmation and First Eucharist. The program is run in partnership with the Good Shepherd Parish. Students are supported by a member of the College staff who will assist them in their understanding of Sacraments.

Excursions/Retreats

Accompanying our pastoral care activities are retreats, excursions and activity days. All activities aim to build relationships, promote spirituality and foster relationships between students, staff and our families.

Art Department

Students are encouraged to participate in the co-curricular activities throughout the year. The College alternates between a Musical Production and Visivae Creative Art Minds Showcase to celebrate and recognises the artistic talents in all art areas of our students. Along with this, the College offers a range of instrumental lessons and ensembles that regularly perform at College and community events.

Sport

Students have many opportunities to become involved in sporting commitments within the College community and also the wider North West Region. The College believes that sport introduces students to lifelong recreational skills and enhances discipline, self-confidence and well-being. We encourage students to have an active involvement in sport as it has a positive impact on our overall health and makes a significant contribution to a healthy lifestyle.

Extension Activities

Students will have a myriad of opportunities for academic extension through our academically challenging and rigorous curriculum. There are also extra-curricular activities that extend students' abilities, problem-solving skills and talents. Students can participate in our annual North-West Chess Competition or sit nationwide tests in Math, English and Science. Furthermore, students will be offered opportunities to extend their problem solving capabilities and academic talents through programs such as the University of Queensland Young Scholars Program.

Curriculum

Good Shepherd Catholic College focuses on providing a comprehensive middle and senior school curriculum that caters for the diversity of student needs. In the Middle School, students undertake core and elective studies that form a pathway and prepare students for Years 10, 11, 12 and beyond.

The Middle School subject offerings are organised into Learning Areas which implement the best practices of Middle Schooling to enhance teaching and learning and promote experiences that will best prepare students as active learners in a rapidly changing world. During the Senior Phase of Learning, Years 10 - 12 students are offered a diverse range of Applied, Essential and General subjects which can contribute towards a QCE (Queensland Certificate of Education) and/or an ATAR (Australian Tertiary Admission Rank). VET courses (Vocational Education and Training) are also available which will assist students in preparing for post schooling options.

The College has high expectations for all students in regard to engaging with the curriculum in the form of classwork, homework and formative and summative assessment. Students are expected to complete all assigned work, to the best of their abilities, and where necessary submit this on or before the due date.

Year 7 Curriculum

During Year 7, students complete a broad curriculum that allows them to experience a diversity of subjects and approaches to learning. The following core subjects are compulsory for students in Year 7: Religious Education, English, Mathematics, Science, Humanities and Physical Education. Students also complete study in other learning areas in rotations to experience all elective subjects on offer.

Year 8, 9 & 10 Curriculum

Students will plan their pathway through Years 8, 9 and 10 but will be allowed to alter their pathway and make choices within the existing line structure after consultation with staff. As with Year 7, the following core subjects are compulsory: Religious Education, English, Mathematics, Science, Humanities and Physical Education. During Years 8, 9 and 10 students make further choices on two elective subjects to accompany the compulsory course of study. These electives are chosen from the Technologies, and Arts learning areas.

Year 11 & 12 Curriculum

The Senior curriculum at Good Shepherd offers students a range of subjects and flexibility to suit the various needs of students in the 21st century. Designed to prepare students for the next phase of their life whether that be further study, either through a tertiary institution or in the Vocational Education and Training field or entry into the workforce.

We offer a diverse curriculum of accredited General, Essential and Applied subjects as well as nationally recognised Vocation Education and Training qualifications. Choosing subjects carefully is an important aspect of Senior Schooling as it may not only impact the type of careers that students can undertake, but also their success at school.

Reporting

Formal reports stating levels of achievement or outcomes are uploaded on the Compass Portal at the end of each semester. An interim progress report is uploaded at the end of Terms 1 and 3. Parent-Teacher interviews are held following the reporting periods of Term 1 and Term 2. Parents are encouraged to logon to the Compass Portal to access their child's/children's reports and book parent-teacher interview times. Parents may contact their child's/children's Pastoral Leader performance is required.

Curriculum Overview

Learning Area	Years 7, 8 & 9	Year 10	Years 11 & 12
Religion	Religion & Ethics	Religion & Ethics	Study of Religion Religion & Ethics*
English	English	English	General/Essential English
Mathematics	Mathematics	Core Mathematics Extension Mathematics	General Mathematics, Mathematical Methods, Specialist Mathematics, Essential Mathematics*
Science	Science	Science	Biology Chemistry Physics Science in Practice*
Humanities	Geography History Business & Economics Civics & Citizenship	Geography History	Geography Legal Studies Modern History Social & Community Studies*
Physical Education	Physical Education	Physical Education	Physical Education Sport & Recreation Studies*
Pastoral Care	Pastoral Care	Pastoral Care	Pastoral Care
Technologies		Design Woodwork Metalwork Digital Tech	Design Formation & Communication Technology* Engineering Skills* Furnishing Skills*
The Arts	Drama Multimedia Music Visual Arts	Drama Multimedia Music Visual Arts	General Music General Drama General Art Essential Art
Vocational Education and Training		<i>Details listed below</i>	<i>Details listed below</i>

Note:

* Indicates an Applied Subject

VET Vocational Education and Training

The following VET Courses are offered by External RTOs and undertaken at the College




<u>YEAR 10</u>	<u>YEARS 11 & 12</u>
Certificate I in Business BSB10115 <i>Offered by Townsville Catholic Education RTO no. 31195</i>	Certificate II in Business BSB20115 <i>Offered by Townsville Catholic Education RTO no.31195</i>
Certificate I in Hospitality SIT10216 <i>Offered by Townsville Catholic Education RTO no. 31195</i>	Certificate II in Hospitality SIT20316 <i>Offered by Townsville Catholic Education RTO no.31195</i>
	Dual Certificate – SIS30315 Certificate II in Fitness + SIS20115 Certificate III in Sport and Recreation <i>Offered by Binnacle Training RTO no.31319</i>

Technology Requirements - BYOD

BYOD refers to students bringing a personally owned device to school for the purpose of learning and accessing the internet. A personally owned device is any device brought to school and is owned by the student or the student's family. It will be necessary for the device to be able to access essential software, e.g. word processing, spreadsheets, etc. At Good Shepherd Catholic College this is achieved through access to the free Google Suite of programs. Students are expected to bring their own laptop or netbook devices (please note Tablets & iPads are not permitted) to school every day fully charged.

Technology plays an integral role in the life of a student in the 21st Century. Personal devices can enhance and enrich learning opportunities both at home and at the College. Good Shepherd Catholic College is committed to allowing responsible, learning-centred use of personal devices at school so as to provide as many pathways to understanding as possible for our students. The new Australian Curriculum has a range of requirements regarding general capabilities in information and communication technology and it is essential that students have increasing access to technology.

The College has outlined minimum device specifications that we recommend below. However, the specific choice of device and options is left up to the individual families.

Minimum device specifications and requirements			
	Windows Device 	Mac OSX Device 	Google Chromebook 
Operating System	Windows 7 / 8 Windows 10 Home / Pro (Windows 10 S is not compatible)	OSX Sierra or newer	-
Screen size	10" to 15"	10" to 15"	10" to 15"
Battery Life	Minimum of 6 hours	Minimum of 6 hours	Minimum of 6 hours
Memory	4GB or higher	4GB or higher	2GB or higher
Processor Type	Intel Celeron or higher / AMD A6 or higher	Intel Core i3 or higher	-
CPU Speed	1.4Ghz or higher	1.6Ghz or higher	1.0Ghz or higher
Storage	64GB SSD or higher	128GB SSD/HDD or higher	16GB or higher
Software	Antivirus Software (Note Windows defender is sufficient)	-	-
Wireless Connectivity	802.11ac	802.11ac	802.11ac
Web Browser	Google Chrome needs to be installed prior to commencement of school. Search "get chrome" in Internet Explorer or equivalent and download the software.		-

Promoting Care

Students grow and achieve their best in an environment in which they are safe and experience care. Students value personal and physical safety and need to “feel safe”. Good Shepherd Catholic College promotes a culture of care by providing both formal pastoral care structures and by maintaining an environment in which care and community are valued. Harmful behaviours such as bullying, and intimidation are actively discouraged.

Pastoral Care

A formal pastoral care program incorporates planned strategies and experiences that promote a community's care for each individual. Within a pastoral care program each individual is recognised as unique, while programs and structures aim to meet individual needs. An environment of care exists when students feel valued as individuals and when there is a commitment to the needs of individual students.

At Good Shepherd Catholic College formal pastoral care is promoted through both a Year Level and House structure. Informal pastoral care is evident in Good Shepherd's commitment to maintaining small class groups and commitment to learning support for students. There are a variety of activities such as outdoor programs, arts and technologies groups and a range of other activities to cater for individual needs.

Students in Year 11 and 12 participate in activities that foster involvement and build community at local Catholic Primary Schools and organisations within the Mount Isa district. During pastoral care time students are also involved in personal development, careers activities and personal tutoring opportunities.

House Structure

A House Structure has been implemented as one avenue to promote an effective pastoral care structure. The College is divided into four Houses: Benjamin, Chisholm, Mackillop and Rice. Students gather in their houses for College events such as Swimming and Athletics Carnivals and during our annual College Feast Day.

Year Levels

Each year level within the College has a designated Pastoral Leader who actively monitors all students in their cohort. Our Pastoral Leaders work closely with the College Senior Leadership Team, teachers, the guidance counsellor, as well as external groups and organisations to foster and develop the social, emotional, educational and personal growth of each individual. Each year level is split into smaller homeroom groups for a more personalised approach to pastoral care.

Homerooms

Homeroom Teachers assume responsibility for a Year Level Homeroom Group. This homeroom structure provides our Pastoral Leaders opportunities to visit all members of their Year Level each morning. With this structure, we can also provide targeted pastoral care in both Homeroom and timetabled Pastoral Care Lessons. Where possible, Homeroom teachers also take the same group of students for their weekly pastoral care lesson to ensure continuity and allow for deeper relationships to be fostered.

College Values and Expectations

Education at Good Shepherd Catholic College occurs in the context of a college community where staff, students and parents work together to enable each person to develop knowledge, skills and attitudes necessary to live a Christian life. Good Shepherd Catholic College focuses on meeting the needs of each individual student and provides programs that collectively focus on the development of the whole person.

Christ is the focal point of our College community. The practices and culture of Good Shepherd Catholic College are influenced by the gospel – the life and teachings of Jesus Christ.

Good Shepherd Catholic College's motto of "Christ Our Light" emphasises the important Christian belief that Christ shows us truth and the way to fulfilment and true happiness. Through our continual focus on initiating the values and teachings of Jesus, students, staff and parents are expected to work together to promote and build an authentically caring, Christian community.

Students within the Good Shepherd Catholic College community are expected to care for and respect all students and staff. Good Shepherd Catholic College endeavours to provide an environment in which students are cared for and encouraged to discover their giftedness and grow towards wholeness. Students are encouraged to recognise that belonging to the College community necessitates having responsibilities as well as specific rights. An evolving behaviour management plan encourages students to be responsible for their behaviour and develop a self-discipline that focuses on seeking what is loving, just and respecting the diversity in others. By encouraging our students to seek love and justice we are developing them as young Christian people with personal dignity and self-respect.

Good Shepherd Catholic College has four (4) basic expectations of all students:

- 1. Respect all people and things.**
- 2. Be in the right place at the right time.**
- 3. Come prepared to learn.**
- 4. Follow instructions the first time.**

At Good Shepherd Catholic College students are expected to be self-disciplined and demonstrate behaviour that is friendly, co-operative, respectful, honest and diligent. The application of these qualities to life outside and beyond the College is the ideal for our students.

Movement To and From the College

Students are expected to move directly to and from the College unless they have a note from their parents with permission to perform a specific duty.

The College day commences with homeroom at 8:30 am. Parents are reminded, that although the College gates are open from 7:30 am, formal playground supervision commences from 8:10 am.

The College uniform is always to be worn in its entirety, even when travelling to and from the College. Students are required to change into their sports uniform for HPE practical lessons.

Students are expected to be well behaved and abide by College rules when wearing the College uniform. Misconduct while wearing the uniform outside of College grounds can have consequences for students.

Students are not permitted to leave the College grounds without a permission note from a parent or guardian that is signed, dated and states the reason. Students must present this note to the College Office before they will be permitted to leave the grounds, upon returning to the College, the student must sign back in.

Bicycle Safety

Good Shepherd Catholic College Mount Isa has a responsibility to ensure the safety and wellbeing of students. This duty of care extends to ensuring the safety of students while travelling to and from school. Students are responsible for knowing the road rules pertaining to bicycles and practicing these rules when travelling on a bicycle at all times, especially to and from the College. At enrolment time students sign their contract indicating their agreement to complying with College expectations when travelling to and from the College.

Bikes/scooters are not to be ridden on College grounds. Students must ensure their bike/scooter is locked and secured to the bike racks upon entry to the College.

Throughout the year, students will be addressed at assembly regarding bicycle safety to ensure they are familiar with the expectations. Parents and community members are encouraged to inform the school if they are aware of students being involved in unsafe bicycle practices.

Managing Bicycle Behaviour – Students who fail to comply

1. Review the bicycle expectations if it is believed the rider is unfamiliar with the rules.
2. Notify parents in writing of a further offence (students not permitted to ride until satisfactory interview with family and Police).
3. Interview parents and student with Police Liaison for a further breach.
4. Future breach – the student is disallowed from riding to and from the College for a particular time.

Guidelines for Students Driving to School

At Good Shepherd Catholic College our main priority is the safety and wellbeing of our students. The College has a "Driving to School" register and is used should the need arise to communicate with parents to ensure the safety of our students.

Any student of legal driving age who intends to drive to school, must comply with the following school guidelines and is required to complete and sign a Registration Form and Parent Permission Form before they commence driving to school.

Guidelines include:

- Car and registration details must be recorded with the school. These are recorded on the Student Agreement Form.
- Students are not permitted to park their cars on school property and are not permitted to leave school grounds to access their vehicles during the school day. We prefer they park adjacent to the school along Camooweal Street.
- Students are not allowed to drive from the school grounds during the day, except if they are a Senior Student who has been granted permission to study at home during an Exam Block or if given explicit parent acknowledgement through the Office. Students must sign out before leaving the College grounds.
- The College accepts no liability for loss from or damage to a student's motor vehicle. The College also does not accept liability for damage caused by a student's motor vehicle.
- Students are not permitted to carry other students as passengers to and from school without the written permission of their parent/caregiver. The College has a policy that, unless there are exceptional circumstances, only one passenger is permitted to travel with the driver. An exemption regarding parent / caregiver permission will be granted by the Principal or Assistant Principal - Pastoral under special circumstances.
- Students are required to adhere to all road rules (including regulations concerning Learner or Provisional drivers) and drive in a safe and responsible manner at all times.

For students who fail to comply with these guidelines, their parent / caregiver will be contacted by the Principal or Assistant Principal - Pastoral. Any unsafe driving behaviour or breaches of road rules will be reported to the police. Forms can be collected from the Office.

A Behavioural Path to Building Community

Behaviour Management Policy

In a school the size of Good Shepherd Catholic College, it is difficult to know who to approach when questions or problems arise. Pastoral Leaders take responsibility for a year group. They are very happy to talk with parents about any aspect of a student's school life. Specific subject enquiries can be addressed to the teacher of the subject in question. Moreover, Good Shepherd has Curriculum Leaders for all subject areas, these staff members can be contacted for matters pertaining to student's school work.

The following information will assist parents and students in being aware of how the College functions and some of the expectations Good Shepherd expects of students. Please contact the College if you have any questions.

Responsible Thinking Process

Good Shepherd Catholic College considers the Responsible Thinking Process to be an effective way of increasing productive learning time and reducing disruptions. It also enables staff and students to build respectful relationships while enhancing the student's ability to resolve problems through the creation of effective plans.

The Responsible Thinking Process has been introduced at Good Shepherd Catholic College and is most consistent with the Catholic Christian mission of the school.

When a student disrupts the learning environment, he/she is asked a series of questions to:

1. Allow the student to reflect on the nature of their disruption
2. Establish for the teacher what the student wants to do – remain in the class or leave the classroom
3. Give the student a choice (control over his/her destiny)

The questions asked are:

- What are you doing?
- What should you be doing?
- What happens when you break the rules?



A Behavioural Path to Building Community Cont....

If the student disrupts again, then by their behaviour they choose to go to the Responsible Thinking Classroom (RTC). The RTC is a supportive environment to help students learn how to control their experiences at school in ways that will not disrupt and/or disturb others who are attempting to do the same. Once a student enters the RTC, he/she may only communicate with the RTC staff. The RTC teacher discusses with the student his/her referral and establishes what the student wishes to do.

Once a student indicates a desire to return to class, he/she completes a plan. After consultation with the RTC teacher, the student takes their plan to the relevant teacher and they negotiate. When they agree on the plan it is signed by the teacher and returned to the RTC by the student. The student is then invited to resume attending that class. If a student's plan is unsuccessful in enabling a productive learning environment, they return to the RTC to modify their plan or write a new one.

There could be instances where a student is automatically referred to the RTC. An automatic referral is a behaviour that is of an extreme nature such as:

- Abusive language.
- Deliberate abuse of school or another student's property.
- There is an immediate threat to the learning environment or safety of an individual.

When a student has been referred to the RTC three times in a three week period the Pastoral Leader will contact parents to arrange a meeting. This meeting will be used to develop strategies to encourage improved behaviour. From here, there is a process of escalations for students who continue to breach College expectations.



Uniform & Grooming

Students are expected to be neat and appropriately dressed at all times and to wear their uniform with pride. The full College uniform is to be worn correctly at the College, travelling between home and the College and on other occasions as required. Students are not permitted to mix and match various components of the Academic and Sports uniforms – they must be worn in their entirety. It is an expectation that any uniform breaches are rectified immediately.

Variations of the College uniform must be explained by a note signed by the parent/carers and by a Pastoral Leader. This note must be carried at all times. Students, at the discretion of the Pastoral Leader will be issued a 20 minute withdrawal during Morning Tea for any variation to College uniform.

Jewellery:

- One wristwatch (nothing else to be worn on wrists, with the exception of a medic alert band)
- Maximum of one plain pair of gold/silver sleeper, gold/silver stud or birthstone earrings (no greater than 3mm in diameter) may be worn in the ear. No other visible piercings are permitted (including clear pieces)
- One plain gold or silver chain with a small cross/Christian symbol may be worn inside the clothing
- One plain signet ring

Any inappropriate jewellery will be confiscated and stored in the Office for a period of 7 days.

Make-up:

- Must be natural looking and not obvious. No eye make-up, lipstick or blush should be worn.
- Nail polish is **not** to be worn. Acrylic, Gel, or Shellac nails are also **not** permitted.

Tattoos:

- Tattoos are not permitted.

Hair:

- Hairstyles must be neat and tidy, with no extreme styles (e.g. Mohawks, tracks, mullets or rat's tails), or colour which deviates significantly from the natural hair colour. (Shaving of hair must be no shorter than a No. 2 cut).
- The fringe must not interfere with eyesight and all hair must be kept off the face.
- Girls with hair below the collar must have it tied back at all times (no half-up half-down styles) with a white, gold, maroon, black or clear hair tie/ribbon.
- Boys must be clean shaven at all times and hair must be kept above the collar, it also must be neat and tidy at all times.

Shoes & Socks:

- Shoes must be black full leather upper (including tongue) to meet Workplace Health and Safety requirements.
- Socks must be worn 5cm above the shoe.

Ties and Hat:

- All Senior students must wear a tie **at all times**. The tie must be at the top of the shirt collar with all buttons done up.

Uniform & Grooming Cont....

- A College hat is to be worn at all times when the student is in the sun and in designated areas.
- Junior girls must have their maroon tie attached and the top button done up.

Sports Uniform:

- The College sports uniform is to be worn only during allocated HPE lessons (or approved activities). Students are required to change into and out of this uniform at the times directed by their teacher.
- The sports uniform, when worn, must be worn in its entirety – students are not permitted to mix and match various components of the Academic and Sports uniforms.
- Tights/other athletic wears are not to be worn with the College Sports Uniform at any time.

Winter Uniform:

- Junior students are permitted to wear the College Jacket/Track pants with either the academic or sports uniform.
- Senior and Junior students are permitted to wear the College jumper without a jacket. (Please note that Blazers are compulsory for Senior students, jumpers are optional).
- Senior Students must not wear the jacket. They are permitted to wear the jumper or blazer or both.
- Senior girls may wear grey stockings.

Senior Jersey:

- If approved by the College Principal, Year 12 students are permitted to wear their senior jersey or polo one day each week, this day will be determined by the College Leadership Team.

The College reserves the right to ask a student to remove, or if necessary, confiscate any item of clothing or jewellery that does not meet the expectations outlined above. The College may also withdraw a student from class if their uniform is deemed inappropriate.

Items that are unacceptable at the College:

- Mobile Phones, Mp3's, iPods (see ICT policy).
- Bubble gum and chewing gum.
- Nikko pens or white corrector.
- Aerosol cans.
- Bringing cigarettes (including e-cigarettes), lighters or matches, alcohol or illicit drugs to the College is a most serious breach of College rules. Students may at the discretion of the Principal be suspended or expelled for serious breaches of College expectations.
- Any incident involving illicit drugs is reported to the Police. Anyone who brings cigarettes (including e-cigarettes), drugs or alcohol to the College or is found to be using them while in uniform, is liable to be suspended or excluded.
- Knives, sharp or dangerous objects.
- Any item that may be deemed as a weapon.

Uniform Requirements & Price List

Junior Students – Years 7 – 9 - Formal Uniform

Junior Girls

Checked Blouse with tie	\$36.00
Maroon Culottes	\$32.00
Hat – maroon wide brimmed	\$27.00
Hat – maroon bucket - sports	\$15.00
Grey socks Pkt/2	\$10.00
Junior Girls Ties (spare)	\$ 5.00

Winter Uniforms – Junior

Jacket	\$62.00
Track Pants	\$30.00
Jumper (optional)	\$45.00

Junior Boys

Checked Shirt	\$36.00
Grey Shorts	\$28.00
Hat – maroon wide brimmed	\$27.00
Hat – maroon bucket - sports	\$15.00
Grey socks Pkt/2	\$10.00
Boys Black Leather Belts	\$14.00

Unisex Sports (All Students)

Polo Shirt	\$35.00
Sports Shorts	\$35.00
White Sports Socks	\$ 4.00

Senior Students – Years 10 – 12 - Formal Uniform

Senior Girls

White Blouse	\$36.00
Grey Skirt	\$45.00
Blazer - maroon (compulsory)	\$110.00
Tie – maroon/grey striped	\$20.00
Hat – maroon wide brimmed	\$27.00
Hat – maroon bucket - sports	\$15.00
Grey socks Pkt/2	\$10.00

Winter Uniforms - Senior

Grey stockings	\$ 6.00
Jumper (optional)	\$45.00

Senior Boys

White Shirt	\$36.00
Grey Shorts	\$28.00
Blazer – maroon (compulsory)	\$110.00
Tie – maroon/grey striped	\$20.00
Hat – maroon wide brimmed	\$27.00
Hat – maroon bucket - sports	\$15.00
Grey socks Pkt/2	\$10.00

Long Grey Trousers (optional)	\$40.00
Jumper (optional)	\$45.00

Senior and Junior Students must wear Black Leather Upper (including tongue) shoes with formal Uniform.

***Prices are subject to change without notice**

Prices effective as of 30/01/20*

To maintain consistency of the College uniform, all items with the exception of shoes and bags must be purchased from the College Uniform Shop. Socks, hats and senior ties may be purchased, at any time, from the College Office. All other items can be purchased from the Uniform Shop.

Uniform Shop Opening Hours – Tuesday 8:00am to 9:30am & Thursday 2:30pm to 3:30pm

Whilst the College tries to accommodate emergency purchases, please note that during peak times of the year, Uniform Shop opening hours will be strictly adhered to. Alternatively, items may be purchased via the College website.

Online Order Form

The College now offers an online order form, the link can be found on the home page of our website. Fill in the form then click send. The order will be collated, processed and passed on to the student.

College Fees and Levies

General Information

Amounts shown are payable per year. Each of the College fees and levies are listed below with a description and cost breakdown. The total amount payable per year is calculated by adding the required levies and costs together.

1. The annual fee is billed over four school term instalments.
2. This account must be paid in full by the due date which is 30 days from the date of issue.
3. Accounts can be paid by EFTPOS, Cash, Cheque, MasterCard, Visa or Bankcard at the College Office.
4. Other payment options include Direct Debits, Credit card Deductions, Centrelink Deductions or Internet Banking. These may be arranged through the Finance Manager.
5. The Finance Manager **must be contacted if payment is unable to be made by the due date.**
6. Fee Concessions are available to parents/guardians who are experiencing financial difficulty. Appointments to see the Principal may be made through the Principal's Assistant.
7. Centrelink discounts are available for families holding the appropriate concession card. Please contact the Finance Manager to discuss.

Tuition Fees

This amount is payable per student per year and covers most education costs including: Tuition, Subject levies, Teaching materials, Library resources, Internet access, College diary, College magazine, Student ID Card, levies to Catholic Education Office, Copyright, Feast Day Celebrations and Insurance for students.

1 Child	Tuition Fee	\$2,340	(plus levies & additional charges
2 Children	Tuition Fee	\$3,978	noted at the bottom of the next page)
3 Children	Tuition Fee	\$5,148	
4 Children	Tuition Fee	\$5,148	

Building & Maintenance Levy

In addition to Tuition fees the Building and Maintenance Levy of \$624.00 (\$156 per term) is payable per family. These funds are used to help service our loans and to maintain our College facilities. This is a compulsory part of our fees and levies and is not tax-deductible.

Technology Levy

In addition to Tuition fees the Technology levy of \$220.00 (\$55.00 per term) payable per family, this is utilised to advance the technology services offered at the College.

P & F Levy

In addition to Tuition fees the annual P & F Levy of \$40.00 per family will be charged in Term 1, these funds are used at the discretion of the College P & F Committee to improve student facilities and support various endeavours.

College Fees and Levies Cont....

Pastoral Care Levy

In addition to Tuition fees, a Pastoral Care levy of \$208.00 (\$52.00 per term) per student in Years 7, 8, 9 will be charged. This covers the cost of specified compulsory activities held at the College. These may include Motivational Media, Retreat days and any Guest Speakers.

Senior Levy

In addition to Tuition fees, Years 10, 11 and 12 are charged a levy of \$348.00 per student (\$87.00 per term), this is to cover the costs associated with senior schooling.

Diocesan Levy

In addition to Tuition fees a levy of \$10.00 per family is charged in Term 2 (only) - these funds are forwarded to the Townsville Diocese as a contribution to their services and welfare programs.

Student Lock Hire

All students are allocated a locker and in addition to Tuition fees a Student Lock Hire levy of \$20.00 for all Year 7 or new students to the College will be applied to Term 1 fees. The lock must be returned once the student leaves the College. If the lock is lost there will be a replacement charge.

Art Diary

In addition to Tuition fees, students in Year 7 will be charged \$7.00 in Term 1 (only) for an Art Diary.

Multiple Students at the College Fee Structure:

(Fees current for 2020, will change marginally for 2021)

1 Student at College

	Year 7	Year 8 & 9	Year 10-12
Term 1	\$ 915.00	\$ 888.00	\$ 923.00
Term 2	\$ 858.00	\$ 858.00	\$ 893.00
Term 3	\$ 848.00	\$ 848.00	\$ 883.00
Term 4	\$ 848.00	\$ 848.00	\$ 883.00
	\$ 3,469.00	\$ 3,442.00	\$ 3,582.00

2 Students at College

2x Year 7	\$ 5,342.00
1x Year 7 and 1x (Year 8 or 9)	\$ 5,315.00
1x Year 7 and 1x Senior (10-12)	\$ 5,455.00
2x (Year 8 or 9)	\$ 5,288.00
1x (Year 8 or 9) and 1 x Senior (10-12)	\$ 5,428.00
2x Senior (10-12)	\$ 5,568.00

3 Students at College

2x Year 7 and 1x (Year 8 or 9)	\$ 6,720.00
2x Year 7 and 1x Senior (10-12)	\$ 6,860.00
2x (Year 8 or 9) and 1x Senior (10-12)	\$ 6,806.00
3x (Year 8 or 9) Students	\$ 6,666.00
1x (Year 8 or 9) and 2 Senior (10-12)	\$ 6,946.00
3x Senior (10-12) Students	\$ 7,086.00

College Fee Payment Options

We encourage you to take advantage of the following **Easy Payment Options** for further information please contact the College:

1. Direct Deposit (our preferred option)

You can organise for amounts to be transferred to our account at your bank or by using internet banking. Bank account details can be found on the bottom of the fee statement or by contacting the College Office.

2. Credit Card Deduction

Nominated amounts can be charged to your credit card fortnightly on selected dates (not during school holidays).

3. Cash

You can pay by cash in the Office at the front counter.

4. Direct Debit

We can organise for amounts to be deducted from your nominated bank account every fortnight (on certain dates only) Please contact the College for further information.*

5. Centrelink Deduction (if applicable)

We can organise for weekly/fortnightly payments to be taken out of your Centrelink payments.

The College fee structure and budget relies on the prompt payment of fees. Accounts for tuition and other fees are issued in advance each term and payable within one month (4 weeks) of issue. Parents unable to make payments prior to the due date should make arrangements with the Finance Manager prior to the commencement of term. The College is supportive of families in difficult circumstances.

In justice to families who pay their College fees regularly and on time, the College will follow up all overdue accounts. In cases where reminder notices are persistently ignored or arrangements to meet the arrears are not met, accounts will be referred to our debt collection agency to recover the amount outstanding. Any costs associated with the legal collection of fees will be added to the account.

***N.B. Direct Debit payment arrangements organised with the College will continue until notice has been given by you to cease payment or your account is paid in full. It is up to you to increase payments each year in line with any College increases.**

Overdue Accounts and Refunds

Current Families

A text message will be sent when fees are due and again after the due date as a reminder in case payment has been overlooked.

If payment has not been made by the due date families will receive a phone call/email from the College requesting payment.

If no payments have been made during a Semester and the account becomes two terms in arrears, an interview with the Principal may be requested.

If an account remains unpaid and we have not had any correspondence from you to notify us of special circumstances, your account will be forwarded for management to the College's Collection Agency.

Students Who Leave During Term

1. College fees must be paid in full by the specified date on the statement issued.
2. If College fees have been paid in advance and the student leaves during the year, the College will refund the fees relating to weeks not completed by the student.
3. Anyone who has outstanding fees when they leave the College should refer to our Bad Debts Collection Policy.

Students Who Arrive During Term

If a student arrives after the College fees have been generated, the fees will be prorated to reflect arrival.

Overdue Accounts – Past Families

1. Once a student has left the College and fees remain outstanding, contact will be made with parents/guardians informing them of the amount due and requesting payment be made in full to the College.
2. If payment cannot be made in full, parents/guardians are asked to contact the Finance Manager to discuss payment options.
3. If full payment is not received 14 days after the student has left and if the parents/guardians have not contacted the Finance Manager to make other arrangements, then the account will be passed onto our collection agency for management.
4. Once the account is with our agency, any correspondence must be made directly with them and not with the College.
5. The agency will proceed under the direction of the College, to take further action as required, to recover the debt. This may include a Minor Debt Claim.
6. Any costs incurred for collection will be charged to your account.

College Fee Concessions

The Staff at Good Shepherd Catholic College are committed to providing a Catholic education to all students. We are aware that some parents/guardians may experience financial hardship during their child/children's enrolment. As part of our Catholic ethos, we endeavour to ensure that students will not be denied a place at our College because of genuine hardship issues. In formalising these procedures, we seek to provide justice and equity for all.

We have a system of fees concession which is available on application to any parents/guardians. These concessions are determined on a case-by-case basis using a just and equitable formula. Any fee reduction is looked at in terms of the financial situation, encompassing income and assets, their responsibility to full fee paying parent/s guardian/s and the efforts they make to meet their commitments. We are sure that you will appreciate the necessity for this and will support our efforts to provide resources for every one of our students.

Procedure

1. Concession forms can be downloaded from our website or requested from the College Office. These forms must be filled in prior to an interview with the Principal.
2. An interview with the Principal is requested through the Principal's Assistant.
3. The Principal has the right to determine the concession granted. This concession is determined on a case-by-case basis.
4. No allowance is made for luxury items such as family holidays, luxury cars, investment houses, pools etc. The burden of such items is on the parents/guardians.
5. Any fees that are to be paid by the parents/guardians should be made by Direct Deposit. This arrangement may be made with the College Finance Manager after the interview with the Principal.
6. Once a concession is granted, it is essential that this commitment is honoured in full and on time. If circumstances change, it is the responsibility of the parents/guardians to inform the College.
7. If concessions are required beyond the current year, new arrangements must be negotiated at the commencement of the next year.
8. All concession information is regarded as confidential, stored in a secure location and not disclosed to any other party.



Centrelink Concession Cards

Good Shepherd Catholic College offers a **discount on tuition fees** for families holding a current Centrelink Concession Card. This includes Health Care Concession Cards and Pensioner Concession Cards.

This discount does not include Centrelink Cards held in an individual students name as opposed to the family name.

This discount does not apply to levies or extra costs incurred for uniforms or camps etc. If you are the holder of either of the acceptable Centrelink Cards, you are required to present your card to the Office; a copy will then be taken and kept on your file. **It is up to you to ensure that the College has a current copy of your card.** If your card expires and you have not presented your new card to the Office before the generation of the terms school fees, the discount will not be applied to that term's fees.

Below the table are additional charges listed 1 to 5. These amounts (where applicable) need to be added to the Term 1 totals in the table below, to calculate the final term/yearly amount payable.

Term Break down of 2020 Discounted Fees and Levies							
1 Child		2 Children		3 Children		4 Children	
Term 1 Total	\$426.50	Term 1 Total	\$549.50	Term 1 Total	\$637.00	Term 1 Total	\$637.00
Term 2 Total	\$396.50	Term 2 Total	\$519.50	Term 2 Total	\$607.00	Term 2 Total	\$607.00
Term 3 Total	\$386.50	Term 3 Total	\$509.50	Term 3 Total	\$597.00	Term 3 Total	\$597.00
Term 4 Total	\$386.50	Term 4 Total	\$509.50	Term 4 Total	\$597.00	Term 4 Total	\$597.00
Yearly Total	\$1,596.00	Yearly Total	\$2,088.00	Yearly Total	\$2,438.00	Yearly Total	\$2,438.00

N.B. Please note additional costs below.

1. Add: \$52.00 per Jnr Student (Year 7 to 9) **per term** for Pastoral Care Levy.
2. Add: \$87.00 for Senior Student (Year 10 to 12) **per term** for Senior Levies.
3. Add: \$20.00 per Student for Year 7 or "New" Students for Lock Hire **(charged Term 1 only)**
4. Add: \$7.00 per Year 7 Student for Art Diary **(charged Term 1 only)**

NB. These amounts are subject to change without notice.

Media Consent Form Explanation

The PRIVACY AMENDMENT ACT 2001 imposes obligations upon organisations collecting personal information to protect that information. In recent years' schools in the Diocese of Townsville have significantly increased their marketing and communication activities for enrolment purposes and to maintain a positive profile in their local Communities. These initiatives have usually involved, not only school based publications, but also images of students being utilised in all forms of media, including newspapers, radio, television and websites. Common methods of publication have included brochures, newspaper, radio and television advertisements, promotional videos and school websites.

In addition, schools continue to attract widespread interest from media organisations for news and current affairs stories and for lifestyle programs. To ensure consistency of compliance with our organisation's privacy obligations and in keeping with applicable child protection legislation, it is a requirement that a parent or guardian of a student in a Diocese of Townsville school gives consent for their child/children to participate in such activities.

Consent

Consent will be sought from a parent/guardian of the student by asking the parent/guardian to complete and media consent section of the enrolment application. The consent form will be placed on the student's file or record and retained by the respective school and/or the Catholic Education Office. If requested, a copy of the form will be made available to a parent/guardian of the student. Parents/guardians will be asked to complete one consent form only during the time the child/children is a student at the school.

Note: This consent, once given, will be amended or revoked by the school only upon receipt of correspondence from the parent/guardian who gave the original consent.

Exclusions

This consent form is not required for and does not apply to class photos and school team photos, eg: debating, cricket, which may be used in school magazines. Any such objection raised to this internal publication must be specifically made to the school your student attends.

Other issues regarding media access to schools

It is noted that the policy of the Townsville Catholic Education Office regarding Media Access to schools is that the respective school or Townsville Catholic Education Office has the right to refuse media access for whatever reason, including where, in the opinion of school or Townsville Catholic Education Office authorities, it would interfere with the student's wellbeing or negatively impact on the operation of the school. Where possible, media access to students will be managed by representatives of Townsville Catholic Education Office.

Copyright

At all times ownership of any material obtained from the above activities will rest with either the school or Townsville Catholic Education Office.



Experience the Community | Live the Values | Achieve the Success

College Contact Details



Good Shepherd Catholic College

PO Box 1542 Mount Isa Qld 4825



(07) 4743 2509 | (07) 4749 9400



enquiries@goodshepherd.catholic.edu.au

www.goodshepherd.catholic.edu.au





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Banking Details

Bank: Westpac

Account Name: Good Shepherd Catholic College

BSB Number: 034 - 203

Account Number: 133 - 183

Reference: **Family Code:** _____

Amount: \$ _____

Frequency: _____

***Please remember to use a clear description so your deposit can be correctly allocated to your family account. The preferred description is your family code. This can be found on your college fee statement. Please call the College with any questions or queries on
(07) 4749 9400



Experience the Community | Live the Values | Achieve the Success

Banking Details

Bank: Westpac

Account Name: Good Shepherd Catholic College

BSB Number: 034 - 203

Account Number: 133 - 183

Reference: **Family Code:** _____

Amount: \$ _____

Frequency: _____

***Please remember to use a clear description so your deposit can be correctly allocated to your family account. The preferred description is your family code. This can be found on your college fee statement. Please call the College with any questions or queries on
(07) 4749 9400



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PO Box 1542, Mount Isa QLD 4825
Phone: (07) 4743 2509 Fax: (07) 4743 5013
Email: enquiries@goodshepherd.catholic.edu.au
ABN: 18 726 327 851

Direct Debit Request

I/we request you, Good Shepherd Catholic College to arrange funds to be debited from my/our nominated account at the financial institution shown below according to the schedule specified below.

Student Name:		Family Code:	
Account Name:			
Name and Branch of Financial Institution:			
BSB Number:			
Account Number:			

Direct Debit schedule to commence on: _____

Amount of \$_____, from the above nominated account.

Signatures: _____

Name: _____

**if debiting from a joint account, both signatures are required.

Date: ____/____/____

Consent to administer MEDICATION at school.

Includes OSHC



Not for School camp - Use School Camp Consent and Medical Form

Student Full Name: _____

Year Level _____

Date of birth: _____

Address: _____

Photo (if desired)

☐ **Asthma Reliever** – This form can be signed by the PARENT for blue coloured inhaler ONLY.
For any other coloured inhalers 'Ongoing Medication' to be completed.

☐ **EVENT MEDICATION prescribed for less than 30 days:** from...../...../..... to...../...../.....
This form can be signed by the PARENT. The medication must be prescribed by a doctor and labelled accordingly.

☐ **ONGOING MEDICATION prescribed for more than 30 days** from...../...../..... to...../...../2016
This form MUST be completed and signed by the DOCTOR – a new form is required each school calendar year. **Includes Anaphylaxis (Allergy), Asthma, Epilepsy or Diabetes Medication.**

Paracetamol (e.g. Panadol, Herron, Panamax) Only paracetamol which **has been prescribed** to the student by a medical practitioner and labelled accordingly will be administered.

Medicare Card Number: _____ **Position** (*the number next to individual's name*) : _____
Card Expiry date ____/____

1. Medical condition(s) of the child requiring regular treatment:

2. Essential medication requiring administration during school hours: (including OSHC)

Medication Name	dosage	Time/s of dosage	Special Instructions	Self-admin (Yes/No)	

3. Recommended restrictions on participation in school activities (e.g. sport, use of tools or machinery):

4. Recommended procedure in crisis situation:

5. Additional comments:

Consent by parent:

- ☐ I understand it is my responsibility to provide the medication and equipment for its administration,
- ☐ and to ensure its immediate replenishment after use, or when it requires replacement.
- ☐ I understand medication label must be issued for this event period (*i.e. date on packaging must be relevant to request period*)
- ☐ For asthma puffers & paracetamol this form is valid up to December 31 of the current year or until date of expiry (whichever is sooner).
- ☐ I understand that the information provided may be discussed by the Principal/or delegate with other members of school staff.
- ☐ I hereby give permission to the Principal/or delegate, at their discretion, to obtain relevant information from the Prescribing Doctor.
- ☐ I agree to collect any unused or expired medication from the school.(Medications will not be sent home with student)
- ☐ I authorize the school to provide to ambulance / hospital authorities or qualified medical practitioner(s) information concerning any of the medications or conditions identified above.
- ☐ I accept and agree to observe the conditions imposed by the school (workplace) and understand and
- ☐ agree that it is my responsibility to inform the Principal of any changes involving the administration of the medication.
- ☐ I understand medication may be administered by a school staff member who may not have received medical training.
- ☐ **ASTHMA** – This form has been completed in accordance with my child's **current** Asthma Management Plan

Signature of Parent/Guardian:

Name

Date:

Contact No.

Is this MEDICATION prescribed for more than 30 days? If yes, this form MUST also be signed by your child's doctor.

Signature of Doctor:

Name

Medical Practice:

Date:

Contact No.

Accepted by Principal / Delegate: _____

Date: _____



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GOOD SHEPHERD CATHOLIC COLLEGE

UNIFORM PRICE LIST AND ORDER FORM 2020

STUDENT SURNAME: _____ STUDENT'S FIRST NAME: _____

PARENTS FULL NAME _____ PHONE NUMBER: _____

NOTE: PAYMENT WILL ONLY BE ACCEPTED FOR ITEMS SUPPLIED

PREFERRED PICK UP	NOV	JAN
-------------------	-----	-----

Girls Uniform		Sizes	Size	Price	Quantity	Total	B/O
Junior	Checked Blouse	8 to 34		\$36.00			
	Maroon Culottes	6 to 34		\$32.00			
Senior	White Blouse	8 to 34		\$36.00			
	Grey Skirt	6 to 34		\$45.00			
					Sub Total		
Boys Uniform		Sizes	Size	Price	Quantity	Total	B/O
Junior	Checked Shirt	8 to 32		\$36.00			
Senior	White Shirts	14 to 32		\$36.00			
Snr/Jrn	Grey Shorts	8 to 118		\$28.00			
Senior	Long Grey Trousers	10-112		\$40.00			
					Sub Total		
Sports Uniform		Sizes	Size	Price	Quantity	Total	B/O
Sports Polo Shirt		10 to 3XL		\$35.00			
Maroon Shorts		24 to 48		\$35.00			
					Sub Total		
Accessories		Sizes	Size	Price	Quantity	Total	B/O
Grey Socks – Unisex Pkt/2		(2-8) (7-11) (11-14)		\$10.00			
White Socks - Unisex		(2-8) (7-11) (11-14)		\$4.00			
Grey Stockings		Av-Xtall		\$6.00			
Senior Ties				\$20.00			
Black Leather Belts		67 to 97		\$14.00			
Senior Blazer		9 – 36		\$110.00			
Maroon Jumper		10 – XXXL		\$45.00			
Maroon Wide Brim Hat		55 to 61		\$27.00			
Bucket Hat (House?)		S – XL		\$15.00			
Junior Jacket		10-XXL		\$62.00			
Junior Tracksuit Pants		10-XXL		\$30.00			
					Sub Total		
						TOTAL	\$

OFFICE USE ONLY

GIRLS					BOYS								
JNR & SNR BLOUSE		JNR CULOTTES		SNR GREY SKIRT		JNR & SNR SHIRT		JNR & SNR SHORTS		GREY SOCKS 2 PACK		SPORTS SOCKS	
1	\$36.00	1	\$32.00	1	\$45.00	1	\$36.00	1	\$28.00	1	\$10.00	1	\$4.00
2	\$72.00	2	\$64.00	2	\$90.00	2	\$72.00	2	\$56.00	2	\$20.00	2	\$8.00
3	\$108.00	3	\$96.00	3	\$135.00	3	\$108.00	3	\$84.00	3	\$30.00	3	\$12.00
4	\$144.00	4	\$128.00	4	\$180.00	4	\$144.00	4	\$112.00	4	\$40.00	4	\$16.00



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Industrial Technologies Uniform Requirements

Please note: To ensure students are adhering to workplace health and safety, there are specific uniform requirements for subjects in Industrial Technology department. In order to participate in these subjects, students must have the correct uniform. The uniform requirements outlined below are applicable to students studying any of the following subjects:

- Woodwork (Year 7/8/9/10)
- Metalwork (Year 7/8/9/10)
- Furnishings (Year 11/12)
- Engineering (Year 11/12)

Woodwork & Metalwork: Year 7 and Term 1 Year 8

To participate in classes in the Manual Arts room students are required to wear their formal school shoes that comply with the school shoe policy.

- Black leather shoes with black laces (fully enclosed).

Acceptable Shoes	Unacceptable Shoes
	

Please note: The College will supply students with a leather apron and safety glasses which must be worn at all times while in these classes.

Woodwork & Metalwork: Year 8 (Term 2 → 4), Year 9 and Year 10

Due to the more hazardous machinery being used by students in Years 9 and 10, to participate in Industrial Technology elective subjects in these year levels students will need the following Personal Protective Equipment:

- Fully enclosed, Solid Upper (including tongue) shoes.

Acceptable Shoes	Unacceptable Shoes
	

- School Industrial Technologies uniform including: long sleeve safety shirt

Please see price list attached

The College will provide sizes for students to try before purchase; this will occur during the first week of term.

Order forms will be sent home, and must be returned to the College Office before an order is placed.

Please note: The College will also supply students with a leather apron and safety glasses which must be worn at all times while in these classes.





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Furnishing & Engineering: Year 11 and 12

Senior students will be working on more advanced projects and therefore require the following Personal Protective Equipment:

- Leather steel cap work boots. Students must purchase their own steel cap boots, they are available from a variety of local businesses.

Note: Totally Workwear are offering a discount to Good Shepherd Students enrolled in Furnishings & Engineering to help with the purchase of these boots. The product code for the discounted footwear is K27160_Wheat (Tradie Comfortmaax – KingGee). This can be accessed by presenting your Timetable and Student ID in store.

- School Industrial Technologies uniform including: long sleeve safety shirt and heavy duty long pants.

Please see price list attached

The Industrial Technologies Uniform is to be ordered through Totally Workwear. They are located on 11 Simpson Street, Mount Isa. All Year 11 & 12 students are required to wear this uniform due to safety requirements.

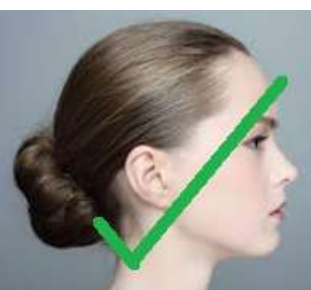


Please note: The College will supply students with a leather apron and safety glasses which must be worn at all times while in these classes.

Hair Policy

Note: This is applicable to all working in the Industrial Technology Workshop

For health and safety in the workshop it is a requirement that all students participating in Manual Arts, Woodwork, Metalwork, Furnishing or Engineering classes have their hair tied back and secured (this applies to both male and female students). Students must ensure that there is no loose hair that is able to freely flow around in front of the ears and face or over the shoulders. Hair ties or hair nets must be used to secure students' hair.





Students who are not able to wear their hair in a safe manner will not be able to participate in practical activities. The teacher responsible for the student's safety has final say on if hair is suitable.



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Industrial Technologies Uniform Price List

Please note: The Industrial Technologies Uniform is to be ordered through Totally Workwear. They are located on 11 Simpson Street, Mount Isa. All Year 11 & 12 students are required to wear this uniform due to safety requirements.

Uniform Item	Sizes Available	Cost (inc. GST)
<p>High Visibility Work Shirt</p> <p><i>This includes embroidery of the College Logo and Full Name</i></p> 	<p>SML MED LRG XL XXL 3XL 4XL 5XL</p>	\$54.00
Additional single name embroidery (not compulsory)	NA	\$5.50
<p>Heavy Duty Drill Pants (long)</p> 	<p>72R 94L 77R 97R 79L 97S 82R 102R 84L 102S 87R 107R 87S 107S 89L 112R 92R 112S 92S</p>	\$31.00

Year 11 and 12 students enrolled in Furnishings or Engineering must purchase leather steel cap work boots. These boots are not available for purchase through the College Uniform Shop, but are available at a number of local businesses.

*Note: Totally Workwear are offering a discount to Good Shepherd Students enrolled in Furnishings & Engineering to purchase these boots. The product code for the discounted footwear is **K27160_Wheat** (Tradie Comfortmax – KingGee). This can be accessed by presenting your Timetable and Student ID in store.*



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Subject Selection Information

Welcome to Good Shepherd!

Upon Enrolment in Years 8, 9 & 10, your child will be enrolled into 6 Core Subjects (Religion, English, Mathematics, Humanities, Science and Physical Education). Students then have the opportunity to select **two (2)** elective subjects.

Please note that students in Year 7 complete elective classes on a rotational basis. They will have the opportunity to choose from those electives for Year 8.

Students enrolling in Year 11 or 12 must meet with the Deputy Principal Teaching and Learning to ensure subjects are appropriate for the successful completion of their Senior Phase of Learning.

Please select your top two preferences from Line 7 and Line 8 in your relevant Year Group below:

Year 8 Elective Subjects (must choose 1 Arts and 1 Technology)			
Line 7		Line 8	
Drama (Arts)		Information Communication Technology (Technology)	
Media Arts (Arts)		Living Technology (Technology)	
Music (Arts)		Metalwork (Technology)	
Visual Art (Arts)		Woodwork (Technology)	
Woodwork (Technology)		Drama (Arts)	
First Preference (7)		First Preference (8)	
Second Preference (7)		Second Preference (8)	

Year 9 Elective Subjects (any combination)			
Line 7		Line 8	
Drama		Information Communication Technology	
Media Arts		Living Technology	
Music		Metalwork	
Woodwork		Visual Art	
First Preference (7)		First Preference (8)	
Second Preference (7)		Second Preference (8)	

Year 10 Elective Subjects (any combination)			
Line 7		Line 8	
Drama		Information Communication Technology	
Media Arts		Living Technology	
Certificate 1 Hospitality		Metalwork	
Woodwork			
Design		Certificate 1 Business	
		Visual Art	
First Preference (7)		First Preference (8)	
Second Preference (7)		Second Preference (8)	

Parent Signature: _____ **Student Signature:** _____



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2021 Instrumental Music Program

Dear Parents/Caregivers,

Good Shepherd Catholic College offers Instrumental Music Tuition to students. Studies have shown participation in instrumental music heightens development in all areas of their learning, particularly in literacy and numeracy. The College Instrumental music teacher for 2021 is Ms Catherine Motteram (Brass, Percussion & Woodwind).

- Instrumental music is offered as an extracurricular activity during class time. To avoid disruption to the same class, we offer a rotational timetable. All missed class work needs to be caught up by students in their own time.
- A per term tuition fee of \$200.00 will be added to your College fees. Students will receive 8 lessons each term.
- We offer a range of different ensembles (e.g. College Band, Percussion Ensemble, String Ensemble, Vocal Ensemble). Please speak to the instrumental teacher to discuss which ensemble best suits your child's skill level.
- Any extra resources needed, such as reeds, consumables and new tutor books etc. will need to be purchased privately. Current students can use their existing tutor book but will need to provide their own accessories.
- Parents are to provide instruments for their child. We recommend the following business who can assist you with the purchase or hire of instruments:

Artie's Music, Townsville - 4779 1300 | Music Express, Brisbane - 3849 7088 | Brass Music Specialists - 3278 1311
Music Aid Repairs/2nd hand instruments - 0410 491 406 | Musicorp Instrument Rentals 1300 858 911

Choice of instruments are:

<i>Brass</i>	<i>Percussion</i>	<i>Woodwind</i>
Trumpet Euphonium Trombone	Auxiliary Percussion Drums Drum Kit Glockenspiel	Flute Clarinet Oboe Alto Sax Tenor Sax Baritone Sax

Note: Limited lesson availability for some instruments. The College reserves the right to change its offerings at any time.

Please fill out the following form and return to the office ASAP if you wish to secure a place in the Instrumental Program for 2021. You will be contacted by the relevant Instrumental Music teacher later in the year about specific requirements and lesson details for your chosen instrument.

Kathleen McCarthy
Principal



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2021 Instrumental Music Program

I wish for my child _____ in Grade (2021) _____ to
participate in the Instrumental Music Program.

Instrument choice: _____

Second preference (if first choice is unavailable): _____

Has your child played this instrument before? ☐ Yes (how many years? _____) ☐ No

Parent/Caregivers Signature: _____ Phone: _____

Parent/Caregivers Name (please print): _____

Email address: _____



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BYOD Position Statement

Policy Number	Date of Development	Implementation Date	Review Date	Reviewed by
GSCC - 008	06/04/2018	09/09/2019	01/09/2019	AP Pastoral

Position Statement

Good Shepherd Catholic College is a BYOD School (bring your own device). Upon enrolment, families agree to purchase their child a device in accordance with the specifications outlined below (note: Tablets and iPads are not permitted). There are many benefits to students having access to their own device, these include:

- BYOD encourages independent learners as students have all the necessary tools and resources at home or at school.
- BYOD learning offers relevant ways to support student learning that can be transferred to the workplace, including respectful, appropriate use of mobile devices.
- BYOD encourages students to be responsible for their belongings.
- BYOD learning is more portable, personal, collaborative, interactive, differentiated and contextual.
- BYOD learning creates a stronger connection between school and home.

Expected Outcomes

Students are required to bring their own laptop or netbook (in a case) to school every day fully charged so that it can be used in all classes. The College will continue to utilise the Google Apps for Education suite as its primary teaching and learning platform. All students at Good Shepherd are entitled to a free copy of Microsoft Office 2016 via the Office 365 Portal. Upon purchase, parents and guardians are encouraged to ensure there are appropriate insurances or accidental damage cover that will provide financial aid should damage occur to the device.

When using their devices students are expected to:

Show care by:

- participating in learning activities as directed by the teacher
- being careful around other students using/carrying devices

Be considerate by:

- not wasting resources, (e.g. unnecessary printing)
- not sending personal emails during class time
- using appropriate language and images in files accessed or created at school
- reporting computer problems to the teacher immediately
- reporting access to inappropriate internet sites or email immediately to their teacher

Be responsible by:

- not sharing their username and password with other students
- using computers for teaching and learning only
- immediately reporting all problems or offensive content to teachers
- maintaining confidentiality in electronic communication (e.g. not publishing residential addresses, email addresses, phone numbers or any other sensitive information)
- acting responsibly towards other students' work and equipment
- respecting copyright laws and citing information sources in a bibliography

When using computers students should NOT:

- touch another student's device



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- be outside of a classroom / library
- play games
- tamper with or remove parts of a computer
- visit inappropriate web sites
- send inappropriate email or attach offensive images or documents to email
- create Google files that have the potential to offend/upset others

Damage to a Device

The College accepts no responsibility for damage, loss or security of your child's BYO Device (this includes accidental damage). If a student wilfully damages* another students device, that family will incur the cost of the repair.

If a student wilfully damages a device the process is as follows:

1. The student will be withdrawn from class for one day
2. The College will contact both families, and the student/parent who is responsible for the damage will be required to pay for the repair.
3. The owner of the device will engage a repair company and provide a quote to the College.
4. The student/parent responsible for the damage will be contacted and required to pay for the repair/replacement of the device.
5. If upfront payment is not possible, a payment plan must be arranged through the repairer or with the parent of the damaged device.

**Wilful damage* could include but is not limited to:

- Intentionally dropping/throwing a device;
- Pushing/shoving/hitting a student holding a device;
- Removing parts of the device;
- Exposing a device to liquid;
- Screen damage.

Specifications

Minimum Device Specifications and Requirements			
	Windows Device	Mac OSX Device	Google Chromebook



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Operating System	Windows 10 Home / Pro (Windows 10S is not compatible)	OSX Sierra or newer	-
Screen Size	10" to 15"	10" to 15"	10" to 15"
Battery Life	Minimum of 6 hours	Minimum of 6 hours	Minimum of 6 hours
Memory	4GB or higher	4GB or higher	2GB or higher
Processor Type	Intel Celeron or higher / AMD A6 or higher	Intel Core i3 or higher	-
CPU Speed	1.4 Ghz or higher	1.6 Ghz or higher	1.0 Ghz or higher
Storage	64GB SSD or higher	128GB SSD/HDD or higher	16GB or higher
Software	Antivirus Software (note: Windows defender is sufficient)	-	-
Wireless Connectivity	802.11ac	802.11ac	802.11ac
Web Browser	Google Chrome needs to be installed prior to commencement of school. Search "get chrome" in Internet Explorer or equivalent and download the software.		-



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BYOD Program

Good Shepherd Catholic College began the **Bring Your Own Device** Program for all students. The BYOD initiative is an exciting program which enhances student learning and prepares students for life beyond the College.




Students are asked to bring their own laptop or netbook to school everyday fully charged, to be used in all classes. The College will continue to utilise the Google Apps for Education suite as its primary teaching and learning platform. Note: Tablets and iPads are not permitted.

All students at Good Shepherd are entitled to a free copy of Microsoft Office via the Office 365 Portal. Details of how to download this will be given to students at the beginning of the year.

The College accepts no responsibility for damage, loss or security of your child's BYO Device (this includes accidental damage). If a student wilfully damages* another student's device, that family will incur the cost of repair.

Good Shepherd Catholic College has proudly partnered with Harvey Norman Mount Isa for all your BYO Device needs.

Minimum device specifications and requirements

	Windows Device 	Max OSX Device 	Google Chromebook 
Operating System	Windows 10/Window 10 Pro	OSX Sierra or newer	-
Screen Size	10" to 15"	10" to 15"	10" or 15"
Battery Life	Minimum of 6 hours	Minimum of 6 hours	Minimum of 6 hours
Memory	4GB or higher	4GB or higher	2GB or higher
Processor Type	Intel Celeron or Equivalent/AMD A6 or equivalent	Intel Core i3 or higher	-
CPU Speed	1.4Ghz or higher	1.6Ghz or higher	1.0Ghz or higher
Storage	64GB SSD or higher	128GB SSD/HDD or higher	16GB or higher
Software	Antivirus Software (Note Windows defender is sufficient)	-	-
Wireless Connectivity	802.11ac	802.11ac	802.11ac
Web Browser	Google Chrome needs to be installed prior to commencement of school. Search "get chrome" in your internet browser and download the software		-



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Good Shepherd Catholic College Shoe Requirements

Please note: To ensure students are adhering to workplace health and safety, there are specific footwear requirements for subjects in the Science and Industrial Technologies departments. In order to participate in these subjects, students must have the correct footwear which can be found in the second table below. The footwear requirements outlined in the first table are applicable to any students who attend the College that is not studying subjects in the Science or Industrial Technologies departments.

All Students

Fully enclosed black leather shoes with black leather tongues and black laces must be worn by all students.

Acceptable Shoes	Unacceptable Shoes
	

Students studying Industrial Technologies

Year 8, Year 9 and Year 10

Due to the more hazardous machinery being used by students in Years 9 and 10, to participate in Industrial Technology elective subjects in these year levels students will need the following Personal Protective Equipment:

Fully enclosed, Solid Upper (including tongue) shoes.

Acceptable Shoes	Unacceptable Shoes
	