



Senior Campus (5-12)
59 Canterbury Road, Kirwan, 4817
Telephone: (07) 4773 0100
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Junior Campus (Prep-4)
44 Golf Links Drive, Kirwan, 4817
Telephone: (07) 4755 9900

*Journey
Community
Service*

Dear Parents and Carers,

Thank you for your consideration of Ryan Catholic College for your child's education.

Enclosed with our prospectus is information regarding the College, its policies and enrolment procedures.

Applications for enrolment are accepted throughout each year. For students entering Prep applications should be received by April of the previous year with interviews and offers in May. Year 7 applications should be received by March of the previous year (official closing date varies each year) with interviews conducted in April and offers in May. Interviews for other year levels are conducted by arrangement.

Please note that attendance at interview does not guarantee your child a place at the College. Places are offered on the basis of our Enrolment Policy which is included.

Should you wish to proceed with your application please return the following documents to the College office:

- Application for Enrolment
- Proof of birth eg birth extract/birth certificate
- Baptismal certificate (if applicable)
- A copy of your child's most recent report (for Year 1 and above)
- Copy of other relevant documentation relating to enrolment.
- Copy of results of most recent Queensland tests in aspects of Literacy and Numeracy.
- For students in Years 11 and 12 only, transferring from other Queensland schools, a copy of the SET (Senior Education and Training) Plan devised at their previous school and LUI number (Learner Unique Identifier), if available.

The above documentation should accompany your application form. Lack of documentation could prevent consideration of your application when places are offered.

Should you have any queries regarding your application, or would like further information, please do not hesitate to contact the College.

Yours faithfully

David McNeale
PRINCIPAL

APPLICATION FOR ENROLMENT

1. Read all information contained in this handbook.
2. Complete an application form for each child.
3. Attach copy of latest school report (from Year 1 upwards), birth certificate and certificate for all sacraments received. Also include any other documentation relevant to the application eg medical reports, assessments etc. For students in Years 11 and 12 transferring from another Queensland school, a copy of the SET (Senior Education and Training) Plan devised at their previous school is required, as well as the student's LUI (Learner Unique Identifier Number).
4. Upon receipt of the above, you will receive an acknowledgement of receipt of the Application Form, an indication of whether there are any vacancies in the year requested, and if so, a request for an interview.
5. Upon successful interview and depending on availability, a place will be offered. In the case of no vacancies, applicants may choose to be placed on a waiting list. Applicants who choose to do so are required to renew their place each year.
6. Once a place is offered, an enrolment deposit of \$100 is required as confirmation. This amount will subsequently be deducted from the first term's fees.

ENROLMENT PROCEDURES

<i>Issued</i>	<i>November 2019</i>	<i>Replaces</i>	<i>June 2014</i>	<i>Revision due</i>	<i>October 2021</i>
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Statement Of Procedure

This procedure is to be used by Ryan Catholic College in conjunction with the Enrolment Policy that has been ratified by the Townsville Diocesan Education Council.

Introduction

Ryan Catholic College's commitment is to provide a Catholic education for children whose families are committed to the goals and mission of our College. Enrolment will be offered provided there are sufficient vacancies and parents are prepared to support the philosophy and charism of the College.

Rationale

Due to the high demand for places at Ryan Catholic College the following has been developed to assist the Principal to prioritise enrolment application.



Procedures Directive

1. Ryan Catholic College provides continuous education for students from Preparatory to Year 12. Consequently, students do not re-enrol in subsequent years.
2. In keeping with Diocesan affirmative action policies, Indigenous peoples are encouraged to enrol their children at our Catholic schools. At each of the priority points listed below, applications from Indigenous students will be considered first.
3. Students currently enrolled in the Year 6 cohort would have automatic entry to secondary provided their Continuing Enrolment form is received by the designated date.
4. The definition of a Catholic is any person who has a Baptism Certificate from a rite of the Catholic Church or a certificate of reception into the Catholic Church if baptised in another Christian Church.
5. Information which may be used to decide an enrolment offer may include:
 - Applications and interviews;
 - Application date received by the College;
 - Information from the parish community;
 - The ability of the student and family to contribute to the cultural and religious growth of the school, and
 - Particular demand in the year levels.
6. Enrolment applications received after the due date will only be considered if vacancies still exist, irrespective of where they might otherwise be placed in the priority order.
7. Applications for students new to our College will be assessed according to the following enrolment criteria:

Prep (in order of priority)

1. Catholics who are siblings of students presently enrolled at the College or have graduated from the College.
2. Non Catholics who are siblings of students presently enrolled at the College or have graduated from the College.
3. Catholics, siblings first, who are transferring from other Catholic schools or colleges from outside the Townsville area.
4. Students beginning their schooling who are Catholics and with demonstrable links to the Good Shepherd Parish community.
5. Students beginning their schooling who are Catholics.
6. Catholics, siblings first, who are transferring from other Catholic schools or colleges from the local area.
7. Students beginning their schooling who are not Catholics.



Primary - Years 1-6 in order of priority

1. All Catholic applicants (siblings first) with demonstrable links to the Good Shepherd Parish community. Applicants will be encouraged to support their local Catholic school.
2. Catholics who are on waiting lists at the College because classes were full at the time of their original application.
3. Catholics (siblings first) who are transferring from other Catholic schools or colleges outside of the Townsville city area.
4. Students beginning their schooling who are Catholics.
5. Catholics (siblings first) who are transferring from non-Catholic schools or colleges.
6. Students (siblings first) beginning their schooling who are not Catholics.

Secondary (in order of priority)

1. All Catholic applicants (siblings first) with demonstrable links to the Good Shepherd Parish community. Applicants will be encouraged to support their local Catholic Primary School.
2. Catholic applicants (siblings first) from other Catholic Primary schools.
3. Non-Catholic sibling applicants from Catholic Primary schools.
4. Non-Catholic applicants from Catholic Primary schools.
5. All Catholic applicants.
6. All Non-Catholic sibling applicants from all other schools.
7. All other applicants.

Acceptance of any application for enrolment is always subject to a satisfactory interview, providing all necessary documentation, and ultimately, after having sought appropriate advice, to the Principal's final discretion. There may be confidential circumstances only known to the Principal that may influence decision-making concerning families with great pastoral and family needs.

PREP ELIGIBILITY AGE

The Prep eligibility age in Queensland has not changed, a child must turn 5 years old by the 30th June in the proposed year of attendance.

In September 2017, the State Government amended the Education (General Provisions) Regulation 2006 to enable families to seek early entry to Prep if their child will be at least 5 years and 6 months on 31 December in the proposed year of attendance at the College.



The child must be considered by the Principal to be ready for Prep having regard to the child's attributes (including aptitude and ability, social and emotional competence, physical development and level of knowledge and understanding).

NOTICE ACCOMPANYING COLLECTION OF DATA

Information We Collect

Ryan Catholic College collects and records personal, sensitive and health information from students and parents/caregivers before and during the course of a student's enrolment.

Purpose Of Collection

The primary purpose of collecting and recording this information is to enable the provision of quality Catholic education. In addition, some of the information we collect and record is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care to students and parents/caregivers. This information may also be used for appropriate parish purposes.

Disclosure Of Information

This information may be disclosed by us for administrative, pastoral and educational purposes to others including, but not limited to, personnel within Townsville Catholic Education Office, Townsville Catholic Diocese, Local Parish other systemic schools, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants.

Our Privacy Position

The Catholic Education Office of the Diocese of Townsville and its schools are bound by the Privacy Amendment (Private Sector) Act 2000, and have adopted the ten (10) National Privacy Principles. A privacy statement detailing Townsville Catholic Education's practices and procedures for the use and management of the personal, sensitive and health information it collects and records can be accessed on the Townsville Catholic Education office website (www.tsv.catholic.edu.au).

Information Required

If we do not obtain the personal, sensitive or health information referred to above, we may not be able to enrol or continue to enrol your child.

By completing and submitting the College enrolment form you have confirmed your understanding of and agreement with the above.



PRIVACY STATEMENT

This Collection Notice applies to schools administered by the Catholic Education Office of the Diocese of Townsville as well as the Catholic Education Office.

Collection Notice

The school collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to pupils enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all the activities of the school. Some of the information collected is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.

Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. The school may ask you to provide medical reports about pupils from time to time. Personal information collected from pupils is regularly disclosed to their parents or guardians.

The school may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:

- other schools and teachers at those schools
- government departments
- Townsville Catholic Education Office (TCEO), the Queensland Catholic Education Commission (QCEC), the Townsville Diocesan Office and local parishes, other related church agencies/entities and schools within other Dioceses
- medical practitioners
- people providing educational, support and health services to the school, including specialist visiting teachers, coaches, volunteers, counsellors and providers of learning and assessment tools
- assessment and educational authorities, including the Australian Curriculum Assessment and Reporting Authority (ACARA)
- people providing administrative and financial services to the school, and
- anyone you authorise the school to disclose information to, and anyone to whom the school is required or authorised to disclose the information to by law, including child protection laws.



The school uses online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information. This personal information may be stored in the 'cloud' which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in the Diocesan Education Council (DEC) Privacy Policy.

The DEC Privacy Policy, accessible on the school's website, sets out how parents or pupils may seek access to and correction of their personal information which the school has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

The DEC Privacy Policy also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.

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

On occasion, information such as academic and sporting achievements, pupil activities and similar news is published in school newsletters and magazines, intranet, social media pages and website. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. The school will obtain permissions from the pupil's parent or guardian (and from the student if appropriate) if the school would like to include such photographs, videos or other identifying material in promotional material or otherwise make this material available to the public such as on the internet.

The school may include pupils' and pupils' parents' contact details in a class list and school directory. If you provide the school with the personal information of others, such as doctors or emergency contacts, the school encourages you to inform them that you are disclosing that information to the school and why.

INFORMATION FOR PARENTS

National reporting on student outcomes: requirements for collecting information on students' background characteristics.

The purpose of this information is to advise parents and caregivers of new data collection requirements arising from the decisions of State, Territory and Commonwealth Education Ministers to improve the quality and national consistency of public reporting on student achievement. Ministers expect all government and non-government school systems and schools to comply with the new data collection and reporting arrangements.



What is the purpose of national reporting?

- The primary purpose of national reporting is to improve the educational outcomes of our young people by informing the Australian public, and especially the education community and parents, about progress towards achieving the *National Goals for Schooling in the Twenty-First Century*.
- The *National Goals* specifically state that students' outcomes from schooling should be 'free from the effects of negative forms of discrimination based on gender, language, culture and ethnicity, religion or disability; and of differences arising from students' socio-economic background or geographic location; and that 'the learning outcomes of educationally disadvantaged students (should) improve and, over time, match those of other students'.
- The strong equity dimension of the *Goals* reflects the principle that it is the right of all young Australians to aspire to success in learning, and to have the knowledge, skills and understanding essential to effective participation in civic life.
- For more information on the *National Goals*, go to <http://www.mceetya.edu.au>

What is the situation now with the collection and reporting of information on students' performance?

- All school authorities must collect certain information from parents and/or students to fulfil their functions and obligations under State, Territory and Australian Government legislation, including accountability for spending public money.
- Governments must provide the community with information about school performance and the steps they are taking to improve student outcomes.

Where is the information publicly reported?

- Information on students' performance is reported in the annual *National Report on Schooling in Australia* published by the Ministerial Council on Education, Employment, Training and Youth Affairs which comprises the State, Territory and Commonwealth Ministers for Education.

(For more information, go to <http://www.mceetya.edu.au>)

What are the priority areas of schooling for national assessment and reporting?

- Ministers have agreed that the priority areas for nationally comparable reporting include students' outcomes in literacy, numeracy, science, information and communication technology, and civics and citizenship education.
- For national reporting purposes, literacy and numeracy are assessed annually at Years 3, 5, 7 and 9 with all students in these year levels participating.
- Science, information and communication technology and civics and citizenship education are assessed every three years at Years 6 and 10.



What are the new requirements for the collection of information on student background characteristics?

- To date, accurate nationally comparable reporting of the outcomes of school students from particular groups in the community has been hampered by the variety of definitions of such groups of students used by the different school education authorities in Australia.
- State, Territory and Australian Government Education Ministers have now agreed to common approaches across all States and Territories, in both government and non-government schools, to the collection and reporting of information on the gender, Indigenous status, geographic location, socio-economic background and language background of school students.

What are the benefits for schools and students?

- Linking student background characteristics with students' results in national assessments in priority areas of schooling will allow schools to identify individual students' strengths and weaknesses; evaluate the influence of particular factors on student performance; judge the effectiveness of policies aimed at reducing the impact of such factors; and, as necessary, take appropriate steps to improve students' performance.
- The new arrangements will also provide parents with accurate and timely information on their child's progress compared with other Australian students of the same age and a measure of the child's achievement against national benchmarks or standards.

What information is required from parents?

Parents will be asked for information on the following:

- ☐ The gender of the student
- ☐ The indigenous status of the student
- ☐ The parents' occupations (in very broad terms)
- ☐ The parents' education qualifications (also in very broad terms)
- ☐ The student's country of birth, and
- ☐ The main language spoken at home by the student and each of the student's parents or guardians.

Most of this information is already collected by schools but it will now be collected in a uniform way across the country.

Why are schools now required to collect information on the educational and occupational background of parents?

- Information is being collected on the educational and occupational background of parents so that school education authorities can evaluate the influence of socio-economic background on students' educational outcomes across and within jurisdictions, and over time.
- This will allow critical evaluation of the effectiveness of policies aimed at reducing the impact of social or economic disadvantage on student performance, and assist school systems and schools in taking steps aimed at promoting an education system that is fair for all Australian students.



- Ministers have been concerned to ensure that the questions asked of parents are not overly intrusive. Parents will therefore not be asked to provide specific details of their education, occupation or income but rather, will be asked to select an appropriate response from a limited number of broad educational and occupational categories.

What safeguards are there to protect the privacy and confidentiality of personal information?

- All States and Territories have privacy or freedom of information legislation encompassing such matters as the manner and purpose of collection of personal information, storage and security of data, and access to information.
- There is also Commonwealth privacy legislation which imposes certain obligations on non-government schools in relation to the collection and handling of personal information to protect the privacy of individuals.
- Schools and School systems have in place comprehensive confidentiality and security policies and procedures for the collection and handling of personal information. Such policies set out the types of information collected, used and disclosed, the purpose for which it is collected, and matters relating to access and correction of information.
- All information which could identify or would reasonably identify individual students to whom particular background characteristics belong is removed for national reporting so that no personal information is reported publicly.
- Strict reporting protocols and standards apply to data presentation in all publications of the Ministerial Council on Education, Employment, Training and Youth Affairs.



COLLECTION OF SCHOOL FEES POLICY

Parents have a responsibility and an obligation to pay school fees and levies according to Diocesan Policy Guidelines and account procedures. It is expected that school fees will be paid by the due date.

No student desiring a Catholic Education should be excluded from a Catholic school because of his/her parents' inability to pay the prescribed fees in whole or in part as a result of genuine financial hardship.

1. All parents/carers are informed of this policy upon student enrolment, and must agree in writing to abide by its terms.
2. Families holding an eligible means tested Australian Government Health Care card will be entitled to an automatic discount of 70% on Diocesan tuition fees at all Diocesan schools.
3. Parents/carers who don't hold an eligible means tested Australian Government Health Care card may apply for a concession using the prescribed application form. Each family's application will be assessed confidentially by the Principal or representative taking into account their specific circumstances. In arriving at an outcome, the Principal will have in mind a responsibility toward those families who are making sacrifices to pay fees.
4. Where concessions are granted, the possibility of parents making contributions to the College through voluntary work should be investigated.
5. Parents/carers seeking a concession must complete and sign a *School Fees and Levies Concession Form*.
6. Concessions shall be reviewed annually. A new application form is required each year.
7. Parents whose fees are in arrears and who do not seek a fee concession will be subject to the Diocesan fee collection procedures.
8. An annual audit shall be carried out to ensure the policy and guidelines are being adhered to.
9. At all times in the process strict confidentiality should be adhered to.

Application for Concessional Fees Based On Personal and Financial Hardship:

1. When a parent/carer requests short term fee relief due to an unexpected change in their financial circumstances or due to hardship, the Principal or representative will require financial information to support the request.
2. When a parent requests an interview for concession on school fees, a prescribed application form will be completed. Its purpose is to allow the Principal to make a just and equitable assessment on what concessions should be granted. Evidence of the family's income and expenditure such as pay slips, medical certificates are adequate for assessing immediate hardship. Information provided should give a true and fair representation of the family's financial position, e.g. no allowance should be made for discretionary expenditure such as overseas holidays or repayments on investment houses. The details are used to complete the *School Fees and Levies Concession Form*, where the total value of the concession is outlined for the Business Manager to aid in billing the school fees.



3. Many families may not request or require a concession, but just need extra time to pay. Any such request must be to the College Principal or Business Manager in writing by the due date, outlining their payment plan, e.g. amounts, intervals (weekly/monthly) and commencement date. This information will be kept on file. If these private arrangements with the school are not adhered to, then the normal collection guidelines apply.

DIOCESAN POLICY AND GUIDELINES FOR THE COLLECTION OF SCHOOL FEES:

1. The Business Manager will ensure that the College's accounting system accurately reflects each family's current fee liability and any concessions granted. For families who have arranged to pay weekly or monthly, etc a record of individually approved payment plans will be maintained.
2. Where practicable accounts will be sent out in the second week of each term **requiring payment by the due date**, generally within 30 days.
3. All families with outstanding school fees on the due date will receive an electronic reminder. Those families who have not contacted the school and do not have an approved payment plan will receive an **"Urgent Notice - Overdue Account"**.
4. If no payment is received or contact made with the College within 14 days of sending the **"Urgent Notice - Overdue Account"** then a Final Demand reminder will be sent.
5. If no payment or response is received within 14 days of sending the Final Demand reminder, overdue accounts will be referred to the Principal who may then place responsibility for collection in the hands of the Diocesan Collection Agency.

Note: *Overdue shall be defined as for more than 60 days from the original due date.*



2021 FULL YEAR TUITION AND LEVIES

(ADD *OTHER CHARGES BELOW)

Students in Family	Annual Tuition Fee	Annual Levy	Annual Total (add *Other Charges)	Term Fees	40 Weekly Payments
1 Primary	\$1,600	\$1,900	\$3,500	\$875	\$87.50
2 Primary	\$2,400	\$2,700	\$5,100	\$1,275	\$127.50
3 Primary	\$2,720	\$3,500	\$6,220	\$1,555	\$155.50
4 Primary	\$2,720	\$4,300	\$7,020	\$1,755	\$175.50
1 Secondary	\$2,400	\$2,700	\$5,100	\$1,275	\$127.50
2 Secondary	\$4,080	\$4,300	\$8,380	\$2,095	\$209.50
3 Secondary	\$5,280	\$5,900	\$11,180	\$2,795	\$279.50
4 Secondary	\$5,280	\$7,500	\$12,780	\$3,195	\$319.50
1 Primary & 1 Secondary	\$3,200	\$3,500	\$6,700	\$1,675	\$167.50
1 Primary & 2 Secondary	\$4,400	\$5,100	\$9,500	\$2,375	\$237.50
1 Primary & 3 Secondary	\$5,280	\$6,700	\$11,980	\$2,995	\$299.50
2 Primary & 1 Secondary	\$3,520	\$4,300	\$7,820	\$1,955	\$195.50
2 Primary & 2 Secondary	\$4,400	\$5,900	\$10,300	\$2,575	\$257.50
2 Primary & 3 Secondary	\$5,280	\$7,500	\$12,780	\$3,195	\$319.50
3 Primary & 1 Secondary	\$3,520	\$5,100	\$8,620	\$2,155	\$215.50
4 Primary & 1 Secondary	\$3,520	\$5,900	\$9,420	\$2,335	\$235.50
4 Primary & 2 Secondary	\$4,400	\$7,500	\$11,900	\$2,975	\$279.50
4 Primary & 3 Secondary	\$5,280	\$9,100	\$14,380	\$3,595	\$359.50



OTHER CHARGES*

College Bus

Single student \$320 per semester / Family \$625 per semester. School fees must be full paid by the due dates to be eligible to book on the College bus. Places are dependent upon availability at the time of applying.

Senior Subjects – Additional Costs

Fees for senior Certificate courses and elective subjects are set out in the Senior Handbook and at the time of enrolling. Costs not covered by the Annual Levy include:

- Vocational studies: Course fees for Certificates II, III & IV, RSA / RSG and First Aid qualifications are invoiced directly by the training organisation (RTO) or will be invoiced with school fees
- Excursion fees may apply for Senior elective subjects (confirmed prior to the excursion)
- Tourism and Hospitality students must purchase a Hospitality shirt
- Technologies - personal protective equipment may be required

Diocesan Levy

A \$10 Diocesan Contribution is a voluntary levy collected from each family each year in support of the important works of the Bishop and the Diocese.

Instrumental Music (2021 Instrumental Music fees)

Additional charges apply for students who accept an offer into the Instrumental Music program. Participation in Instrumental Music is dependent upon all school fees and invoices being paid in full by the due dates. In 2021 Instrumental Music fees are invoiced in Term One and Term Three with school fees:

- Group Program \$350 per semester / \$700 per annum
- Individual instrument (including voice) \$540 per semester / \$1,080 per annum
- Instrument hire can be arranged upon request. Costs are approximately \$100 per annum

2021 Tuition Rates

In 2021 the College's tuition rates are aligned with all Catholic schools in the Townsville Diocese[#]. ([#]Does not include Ignatius Park College or St Patrick's College).

Annual Levy

The Annual Levy comprises a \$1,100 Family Levy plus Levies of \$800 per Primary student and \$1,600 per Secondary student. Levies include:

Primary Resources

Art & Craft, classroom and curriculum resources, on campus information technology resources, compulsory year level events, school music, Arts Council visits, photocopying, resource centre, books and stationery materials Prep – Year 6, Religious Education, Drama, swimming classes (Years 1- 4), Maths subscription, Life Education Van, diary (Years 5 – 6), College Magazine and CCI School Care (School activities basic insurance cover).



Secondary Resources

Stationery materials for mandatory subjects, textbook hire, on campus information technology resources, Maths subscription, classroom and curriculum resources, photocopying, school photo identification, College Magazine, diary, compulsory year level events, resource centre, Religious Education, careers education and CCI School Care (School activities basic insurance cover).

Additional (not included in the Annual Levy)

- Diocesan Levy
- College Bus service
- Instrumental Music
- Senior elective subjects costs, vocational course fees and non-compulsory subject-related items which are additional to the school curriculum
- Optional subjects / excursions / sports / music events / study tours

Additional costs are either invoiced with the Term school fees or separately depending on the item.

Concessions

Centrelink Healthcare Cards / Dept. of Veterans' Affairs Health Cards

Eligible Health Care Cards / DVA TPI Cards attract a Tuition Fee concession of 70 percent (refer to CEO Guidelines). Not all cards are eligible - you must present a current Health Care / DVA TPI Card to the College Administration Office to have your 2021 eligibility assessed.

Multi-school discounts

Multi-school discounts apply where you have children attending more than one school administered by the Townsville Catholic Education Office. Please advise the Administration Office by emailing schoolfees@ryan.catholic.edu.au if you have older children attending other schools.

It is the responsibility of parents and/or carers to notify the College immediately, in writing, of any changes to the family billing address and other contact details.

Any proposed change to the person responsible for paying school fees MUST be detailed in writing for the Principal and signed by the person or persons accepting that responsibility. Depending on the details of the change, new Enrolment Forms may be required by the College.

PAYMENT DUE DATES (*Note Term Billing in 2021)

School Fees are raised and payable once per Term in 2021:

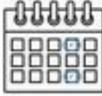
- **06 March 2021** - Term One fees are due
- **28 May 2021** - Term Two fees are due
- **20 August 2021** - Term Three fees are due
- **29th October 2021** - Term Four fees are due

Fortnightly payment plans can be arranged by completing a direct debit request or credit card authorisation form.

Invoices are emailed to families - Please contact the administration office on 47730100 if you do not have an email address so that alternative arrangements can be put in place.



PAYMENT OPTIONS

2021 PAYMENT OPTIONS	
	<p>To assist families in managing their school fees across the year, the College recommends that the Direct Debit Authority Form and Service Agreement below be completed and returned to schoolfees@ryan.catholic.edu.au by 31st January.</p> <p>Weekly, fortnightly, monthly or Term instalments will automatically be processed from your nominated credit card or direct debit bank account.</p>
	<p>BPAY (School Fees Only) Biller code: 275859 BPAY Customer Ref: Please refer to your school fees invoice</p>
	<p>CENTREPAY A free and voluntary service to pay bills and expenses as regular deductions from your Centrelink* payments. Set up your payments directly using your Centrelink online account through myGov, by using the Express Plus Centrelink mobile app on your mobile device or at a Centrelink service centre. Ryan Catholic College Reference Number: 555-054-308-S</p>
	<p>INTERNET PAYMENT Visit https://www.ryan.catholic.edu.au/parent-information/fees/ to pay your bills online from your bank account or credit card <i>(Not available for Outside School Hours Care)</i></p>
	<p>EFT (Electronic Funds Transfer) Payments can be electronically transferred to the College's Westpac bank account with the following details: BSB: _____034668 Account: 111291 Reference: Family Account Code as shown on the School Fees Statement Please email your remittance to schoolfees@ryan.catholic.edu.au</p>
	<p>PAY BY CREDIT CARD BY PHONE Phone the office on 47730100 during school hours to make a payment over the phone</p>
	<p>ENQUIRIES Please email your school fee enquiries to schoolfees@ryan.catholic.edu.au or phone the Administration office on 47730100 for assistance. Kindly quote your Family Code on all correspondence and payments.</p>



ASSOCIATED BODIES AND SUPPORT SERVICES

Parents and Friends' Association

The P & F Association represents all the parents of all students attending Ryan Catholic College. It is an essential and vigorous member of the College community and forms a vital link with the College administration.

The P & F Association meets regularly throughout the school year and dates are printed in the College newsletter (3rd Monday of each month in the term). These meetings are open to all parents and form a forum and opportunity for the expression of their points of view on any matters.

The P & F Association hosts a number of social functions throughout the year, and undertakes responsibility for organisation of our annual Spring Fair, our most important fund-raising activity.

College Board

The Board is comprised of College staff, College Chaplain, parents and other community members. It is responsible for the development of policy and advises the Principal on the overall direction of the College. The Board meets on the first Wednesday of each month.

Defence School Mentors

Defence School Mentors (DSM) are positioned in schools to provide support to the children of Defence families. The DSM can help to smooth the transition into a new school and minimise the impact of relocation on children's learning outcomes. Assisting children integrate and monitor their social and emotional wellbeing is part of the DSM role. This role works closely with teachers, pastoral leaders and counsellors to assist students and their families. Providing extra support during periods of parental absence and helping students develop self confidence and resilience is a priority for the DSM. At Ryan there is a DSM on both campuses.

Indigenous Education

Indigenous students are eligible for support from our Indigenous Team. They are invited to engage in cultural celebrations and activities e.g Reconciliation Week, NAIDOC Week, Yarning Circles, cultural learnings and experiences, etc. Parents are invited to participate in Personalised Learning Plans twice a year.

Textbook Hire

The College operates a textbook hire scheme that allows students to be supplied with necessary books for the year. Parents may be required to pay for replacements if their child has been responsible for damage or loss.

All necessary textbooks are hired to students at the lowest possible cost to assist parents in meeting the considerable costs of secondary education.



Uniform Shop

The College operates a Uniform shop for the convenience of families. The Uniform shop is the only stockist of the Ryan uniform, and is located in the Administration building near Student Reception.

Hours are advertised through the College newsletter. There are extended operating hours during the school holidays and at the beginning of the school year. Times can also be found through the College website on the following link.

<https://www.ryan.catholic.edu.au/parent-information/uniforms/>

Transport

The Ryan Catholic College bus currently provides transport for children attending Ryan from the Kirwan, Cranbrook and Heatley areas. The bus completes one run each morning and afternoon. Use of the bus for transport to and from school is limited to full-time users at a cost of \$640 per student or \$1250 per family per annum. The College also operates a shuttle service between the two campuses, both before and after school.

Sunbus and Campbells Coaches provide transport to and from most areas each morning and afternoon.

Outside School Hours Care

ROSHC is run by Mary MacKillop Childcare NQ. Outside School Hours Care is located on the Junior Campus.

Counsellor

Ryan Catholic College offers the services of four counsellors who are accessible to all members of the College community on a confidential basis. Appointments may be made through student reception.

Library

Ryan Catholic College boasts a well-appointed library on each campus with extensive reference and audio visual resources

Years P-4:

The Junior Campus Library provides Junior School students and staff with:

- An award winning, modern, inviting place for all.
- A comprehensive, age appropriate library, literature and information skills program.
- A variety of resources to support the leisure and learning activities of the College.
- Professional assistance to teachers with planning and delivering of lessons.

Resources

- A bank of computers supplying access to CD/DVD ROMs, databases, software, interactive whiteboard, OPAC access and the internet to support the Information Technology needs of the Junior School.
- Age appropriate book collection.
- Audio-visual material such as charts, posters, videos, CDs, DVDs, tapes and teaching equipment.



- Equipment including CD players, televisions/VCR, overhead projectors, cameras, DVD, scanner and video recorder.

Opening times

- The Library is open from 8:10am – 3:10pm Monday to Friday.
- It is used for teacher supervised computer sessions, library lessons, small group activities and special events during school time.
- At lunch time students use it on a roster basis for borrowing, reading activities, research and computer skills.
- Before and after school are for teacher use and parent enquiries.

The Library Resource Centre has rules in place that are taught to the children in the first few weeks of each year.

Borrowing

All borrowing is for two weeks.

Students may borrow up to these amounts per year level:

Prep: 1 item
 Year 1: 1 item
 Year 2: 2 items
 Year 3: 3 items
 Year 4: 3 items

Children and their parents will be notified of overdue material on a regular basis and encouraged to return these items promptly, or inform the library of lost items and arrange for a contribution to the item's replacement.

Years 5-12:

The Hub provides students and staff with:

- A quiet and comfortable area in which to read, work and learn.
- A variety of resources to support the leisure and learning activities of the College.
- Professional assistance in using the LRC, its equipment and resources.

Resources

Students and staff have access to up-to-date information and equipment through a variety of media:

- Print – books, newspapers, magazines, and vertical file materials.
- Audio-Visual – videos, DVDs, charts, posters, CDs, tapes.
- Electronic – CD/DVD ROMs, databases, software, the Internet.
- Equipment – computers, scanners, graphics tablet, photocopier, CD players, television, cameras, DVD players, data projectors, overhead projectors, MP3 players.
- Textbooks – individual and class texts.



Opening Times

Monday - Friday 8:15am – 4:30pm

Tuesday & Thursday - Until 7:00pm for Senior students (Years 11 and 12).

During school time, The Hub is used by staff and students for class related activities. Before and after school, and during lunch times, The Hub may be used for borrowing, reading, study, research or to complete class assignments.

Borrowing

Up to three materials may be borrowed for up to two weeks and renewed for a further two weeks if necessary. This does not include text books.

Students who need to borrow more than three items at a time may discuss their needs with The Hub staff. However, those with overdue items will not be allowed to borrow extra items until their materials are returned.

Meeting Rooms

There are two meeting rooms available for small group meetings of students and staff.

CURRICULUM

Ryan Catholic College offers a three-tiered approach to learning reflected in our College structure which provides a seamless transition from one phase to the next.

Junior School

Students in the Junior and Middle Schools undertake study of the Learning Areas (LA) of Religious Education, English, Mathematics, Science, Technologies, Humanities and Social Sciences (HASS), Physical Education, The Arts and Languages. All L.A.'s are based on the Australian Curriculum and current Queensland Curriculum Assessment and Authority documents.

Religious Education is an important part of daily routines. Students are exposed to and given opportunities to explore Biblical texts and Church practices with a strong focus on gospel values.

Children making the sacraments of Reconciliation, Confirmation and Eucharist do so through a parish based program, which is offered each year.

Literacy skills are developed using a two-pronged approach of phonics and whole-language. One tool used by our teachers is the THRASS (Teaching Handwriting, Reading and Spelling Skills) programme which is a multi-sensory approach to phonics. THRASS equips students with skills to spell and decode words (P-4).

Numeracy involves the exploration of number, so that children develop the skills to be able to think and work mathematically. Since young children learn best from "hands-on" experience, we provide meaningful activities which engage their interest. Games and activities based on life experience are valuable tools in the education of young minds. The other strands of Measurement, Chance and Data, and Space are also developed throughout each year.



Children in Years P – 4 attend two 30 minute lessons per week of Physical Education with a specialist PE teacher. The PE program helps children develop skills such as hand-eye coordination, movement and co-operation. Classes attend swimming lessons throughout the year.

The Music program is a developmental program based on the Kodaly method. In this program children read, write and perform music through singing, movement and instrumental work. Students in Year 3 and 4 may attend the Instrumental program. Students are also involved in one 30 minute drama lesson per week.

From Year 3, students are exposed to Languages. Italian is taught from Year 3, while Year 4 students also undertake a semester of Japanese. Focus areas are reading, writing, speaking and listening, which are explored through games, role play and exposure to different cultures.

Middle School

Students in Years 5-8 undertake study of the Learning Areas endorsed by the Australian Curriculum of English, Mathematics, Science, Technologies, Humanities and Social Sciences (History, Geography, Business & Civics and Citizenship), The Arts, Languages and Health and Physical Education. As a Catholic school we also offer Religious Education. Every Year 8 student has access to a laptop through the Bring Your Own Device (BYOD) scheme.

Senior School (Years 9-12)

In Year 9, students continue to study the areas of Religion, English, Mathematics, History, Health & Physical Education and Science. Technology is also embedded throughout all subjects and is enhanced by every student having a netbook computer. Year 9 students also choose two electives to be studied for 18 months each, as well as two semester electives. Offerings vary over time, and families are encouraged to consult the Years 9 and 10 Handbook for further information.

In the second semester of Year 10, students once have the opportunity to individualise their learning by selecting subjects. They must do English, Maths and RE but can then choose three other electives. The course they choose is designed to mirror their likely pathways in Years 11 and 12. To prepare them for this choice, students undertake a rigorous program of reflection, planning and goal-setting, culminating in the completion of a Senior Education and Training (SET) Plan to guide them over the remaining years of their secondary schooling.

Ryan Catholic College offers a wide range of subjects in Years 11 and 12, including General, Applied and VET subjects. Subject offerings vary at times according to demand. Students and their parents are encouraged to consult our Senior Pathways Handbook, available on the College website, for further information about subject options. All subjects contribute to a Queensland Certificate of Education (QCE).



CO-CURRICULAR ACTIVITIES

Music

In addition to classroom music tuition which begins in Prep, students may elect to participate in our extensive Instrumental Programme. Specialist tutors are available on site to provide individual and small group tuition in voice, strings, woodwind, percussion, brass, keyboard and piano.

Students may also be involved in one of our two concert bands, string, flute or percussion ensembles, choirs or rock bands.

Musical (biennial)

Our production is one of the highlights of the College year. Students from Prep to Year 12 take to the stage in a musical extravaganza which is developing a reputation as Townsville's biggest school production.

Debating/Public Speaking

Every student is given public speaking experience as a component of our English course. In addition, our students regularly participate in Public Speaking competitions such as Lions Youth of the Year, and Legacy and Rostrum speech competitions.

Performing Arts

Our students have numerous opportunities to be involved in performance. In addition to the musical and other College events throughout the year may participate in one of the many Performing Arts evenings. The Ryan Dance Troupes are comprised of enthusiastic students who meet regularly to devise and rehearse dance routines for performance at College events.

General Groups and Clubs

There are numerous groups of special interest which meet throughout the year. These are advertised through student notices. All are encouraged to participate. The St Vincent de Paul conference at Ryan is comprised of student volunteers who participate in visits to Aged Care facilities and fundraising. As an integral part of living out our faith, students are encouraged to support and organise various charitable activities.

Numerous subject areas participate in a wide range of local, state and national competitions.

Sport

The high participation rate and excellent facilities at Ryan contribute to our comprehensive sports programme. Students are encouraged to develop skills across a range of sports and participation in teams involved in interschool competition.

From Year 4 onwards, students participate in interschool Swimming, Athletics and Cross Country competitions. Students in Years 5 to 7 may compete in primary sport, including Hockey, Softball, Touch, Rugby League, Soccer, Cricket, Netball, Tennis, Rugby Union and Basketball. Other sporting competitions are also a feature, such as Futsal and Ten Pin Bowling.



The following sports are available in the secondary school:

Swimming	Beach Volleyball	Rugby League	Rugby Union
Athletics	Indoor Cricket	Futsal	
Cross Country	Golf	Cricket	
Touch	Basketball	Squash	
Netball	TEnpin Bowling	Volleyball	
Australian Rules	Soccer		
Hockey	Equestrian		

Activities

There are numerous clubs or activities available for students who have an interest in a particular area. Regardless of ability, students may participate in one or more of the following:

Musical	National Schools Constitutional
Year 9/10 Activities	Convention
Public Speaking	SOSE International Tour
Italian & Japanese Speech Competitions	Mousetrap Car Racing Competition
UK Sporting Tours	Australian Schools Science Competition
Charities	Australian School Mathematics
Cultural Camp	Competition
Lions Youth of the Year	Australian Schools English Competition
Young Christian Students (YCS)	Human Powered Vehicle Competition
Cultural Exchange Programs	Aitape Cultural Immersion Tour (PNG)
Japanese Tour	Rowing
History Tour	Code Club
Debating	
Camps (various year levels)	
Feast Days & special celebrations	

