



**ENROLMENT
INFORMATION
2021**

WELCOME TO AQUINAS COLLEGE

We endeavour to be a dynamic and innovative learning community, striving to create an environment to meet the diverse needs of all students. We enjoy classroom facilities that enhance the learning experience, encourage differentiation and promote individual resourcefulness. Aquinas is a place in which hospitality is valued and a warm welcome awaits.

Our College motto – ‘Illuminare et Ardere’ is interpreted by us to mean ‘To Light Up and Be on Fire’. In all that happens at Aquinas there is great enthusiasm and as a school based on the gospel values of Jesus Christ we make every endeavor to provide an enjoyable and challenging Catholic secondary education.

2021 OPEN DAY AND COLLEGE TOURS

Choosing the right school for your child is an important decision. Aquinas provides a range of opportunities for families to experience the College. Open Day is an annual event held in March each year on a Sunday.

College tours are available on set dates during school hours throughout the year (see below). The tours commence at 9.30am and conclude at 11.00am. The Principal or Deputy Principal and the College Registrar will provide a brief introduction followed by a tour of our facilities which is led by Student Ambassadors from various year levels. Classes are in progress during the tour allowing prospective families to view the school at work.

Parents wishing to attend a College Tour need to visit www.aquinas.vic.edu.au/enrolment to make a booking using the link provided. Tours tend to book out long before the date of the tour, so be sure to secure your place early. The week prior to your tour an email will be sent to confirm your attendance. Numbers are kept low to ensure the intimacy of the occasion, therefore bookings are essential. Private tours are not available.

Enrolment for Year 7 2023 opens on Monday 1st February, 2021 and closes on Friday August 20th, 2021.

Open Day 2021

Sunday 21st March
12.00pm to 3.00pm

Schedule of Tour Dates for 2021

Thursday, April 22nd
Monday, May 31st
Tuesday, July 20th
Tuesday, August 31st
Friday, October 15th

TRANSITION INITIATIVES

At Aquinas, careful thought and planning is given to the transition of students from primary school to secondary studies. Our aim is to provide a welcoming, safe and friendly environment where each student's skills, talents and personality are valued.

Each Year 7 intake sees students drawn from over sixty Catholic and state primary schools. Key Aquinas College staff work to ensure that this transition is smooth and relatively seamless. At the beginning of Term 4 of the year before Year 7, our staff visit the primary schools of every Grade 6 student who is enrolled at Aquinas for the following year. This opportunity allows them to answer any questions about class sizes, homework and any other adjustment that may need to be made for their transition to Aquinas College. This process, along with the many other components of transition, assist in alleviating the natural, expected and healthy anxiety that may come with change. The staff members also take this opportunity to discuss the individual student's approach to learning with their school's Transition Officer and this provides an insight into how the College may best support each student. All students prior to commencing at Aquinas come into the College for Numeracy and Literacy testing. This further helps us to build a profile unique to each student.

Our Solo Starters program brings together those students who are the only student from their primary school in a relaxed environment, and offers them the chance to meet others in a similar circumstance. This often results in the formation of new friendships and assists in easing any anxiety that can come with beginning secondary school.

The transition process is thorough and accommodating of the special qualities each student has to offer and ensures that they have the best possible commencement to their secondary studies.

ENROLMENT PROCESS

Completing the Enrolment Application

Enrolment opens in the February of the child's Grade 5 year and closes in August of the same year. By October of that year, you will be advised if your child has a place at Aquinas College. Enrolment forms are available only during this time.

It is recommended that you book to come on a tour of the College, either in your child's Grade 4 or Grade 5 year. This will provide you with ample time to look around at schooling options. The process for enrolment at Aquinas is simple.

1. Complete the online Enrolment Application which is available at enrol.aquinas.vic.edu.au/enrolment-application or via the College website. Be sure to upload copies of the child's Baptism and Sacramental program certificates if you are a Catholic family and provide proof of residence.
2. Pay the application fee with the application form.
3. Submit it between the dates specified.

The cooperative nature of Catholic secondary schools ensures that a family receives an offer of enrolment at only one Catholic secondary school. Applications from families across denominations are welcomed. Online applications for 2023 will be taken between February 1st, 2021 and August 20th, 2021.

College Registrar: Ms Madeleine Kalla (03) 9259 3033 or registrar@aquinas.vic.edu.au.

CURRICULUM AND LEARNING

Students have access to a broad curriculum in Year 7 and then as they move through their secondary schooling they experience increasing choice in the studies they undertake in line with their interests and aspirations.

Years 7 and 8 - Middle Years

Middle schooling is the term used to describe designing a curriculum around the needs of young adolescents. The organisation and learning approach in middle school shows an important continuity with the final years of primary school. Students are divided into one of three teams and wherever possible have classes with a small set of core teachers which facilitates the personal relationships that are so important to a positive learning approach in Middle School.

Year 9

Year 9 at Aquinas College is seen as a year of transition between Middle Years and Senior Years. The unique feature of Year 9 is the experiences beyond the classroom, providing students with the much needed context to their learning. Students participate in City Challenge, Starts with Me Program and Café N9ne. The City Challenge program, based within the CBD of Melbourne, is designed to increase engagement through a deeper and more authentic experience. It seeks particularly to provide challenges that inspire students to develop themselves, fostering self confidence and self worth within a teamwork approach. Each student spends a week working in Café N9ne. The experience provides a range of specific literacy, numeracy and hospitality skills as well as soft skills such as collaboration and team work. The Café is open to the public and parents are encouraged to visit. The 'Starts With Me' program incorporates a week of activities including Outreach, Driver Education, Wellbeing and skills workshops to help navigate risk taking, careers planning and personal development. These programs provide a project oriented, experiential and self-reflective approach equipping students with new sets of skills and all are overwhelmingly successful.

Years 10, 11 and 12 - Senior Years

Aquinas College includes Year 10 as part of the Senior Years experience as a way of ensuring that students are well prepared to undertake their VCE studies. Many Year 10 students will choose to undertake a Year 11 VCE Unit 1 and 2 subject. All Year 10 studies serve as a beginning experience of the relevant VCE subjects. Year 11 students choose ten semester length units along with English and Religious Education. Year 12 choose four Unit 3 and 4 subjects and English. Many Year 11 students also choose to undertake Year 12 Unit 3 and 4 subjects. Aquinas College is part of the Mullum Cluster of schools that offer a variety of vocationally oriented VETiS courses that can be studied as part of formal VCE studies. This choice is open to Year 10 students as the College has developed a very flexible timetable approach for all senior school students.

VCAL (Victorian Certificate of Applied Learning)

VCAL is a 'hands on' option for students in Years 11 and 12. VCAL gives students practical, work-related experience as well as literacy and numeracy skills and the opportunity to build personal skills that are important for life and work. This program is undertaken following interviews and discussions with staff members associated with the responsibility for the VCAL program and the relevant Year Level Leaders. Entry into VCAL is governed by the College's Promotions Policy.

Year 7 Subjects

Art
Chinese
Connect Program
Drama
English
EISM Sport
Food Technology
French
Geography
Health
History
Mathematics
Music
Personal Development
Physical Education
Religious Education
Science
Visual Communication

Year 8 Subjects

Art
Chinese
Digital Technology
Drama
English
EISM Sport
French
Geography
Global Green Program
Health
History
Literacy Enrichment
Mathematics
Personal Development
Physical Education
Product & Design
Religious Education
Science
Technology
Visual Communication

Year 9 Core Subjects

Café N9ne
English
History - Becoming Australia
Mathematics
Physical Education & Health
Religious Education
Science
Student Experiential Block (SEB)

Year 9 Elective Subjects

Arts

Animation
Art X
Dance Performance
Drama
Fashion Design & Textiles
Illustration Design
Media
Music
Social Arts Project
Visual Communication

English

Journalism
Literacy SMART Reading
Literacy SMART Learning

LOTE

Chinese
French

Technology

Computing
Food Technology
Make & Create
Melbourne Cafe Culture
Product Design
Robotics
Systems Engineering

Year 10 Core Subjects

English
Health
Physical Education

Year 10 Elective Subjects

Arts

Art
Dance Choreography
Drama
Fashion & Design Textiles
Media
Music
Visual Communication

English

Creative Writing
English as an Additional Language
Foundation English

Humanities

Geography
Australian History
Money & Society
People & Society
Terrorism, Crime & the Internet

LOTE

Chinese
French

Maths

Further Maths
Maths Methods
Specialist Maths
Vocational Maths

Religious Education

Faith & Leadership Liturgy

Science

Biology
Chemistry
Environmental Science
Physics
Psychology
General Science

Technology

Computing
Food Technology
Make & Create
Melbourne Cafe Culture
Product Design
Robotics
Systems Engineering

Year 11 Subjects

Accounting
Applied Computing: Data Analytics
Applied Computing: Software Dev.
Australian and Global Politics
Biology
Business Management
Chemistry
Chinese Language, Culture & Society
Dance
Drama
Economics
EISM Sport
English
English as an Additional Language
English Language
Environmental Science
Food Studies
Foundation Maths
French
Further Maths
Geography
Health & Human Development
Legal Studies
Literature
Maths Methods
Media
Music Performance
Physical Education
Physics
Product Design & Technology
Psychology
Religion & Society
Specialist Maths
Studio Arts
Systems Engineering
Texts & Traditions
Twentieth Century History
Visual Communication

VET

22338VIC Certificate II in Building & Construction (Carpentry)
MST20616 Certificate II in Applied Fashion Design
SIT20316 Certificate II in Hospitality
SIT20416 Certificate II in Kitchen Operations
SIS30115 Certificate III in Sport & Recreation
CUA30915 Certificate III in Music Industry (Sound Production)
SIS30115 Certificate III in Sport & Recreation
Mullum Cluster (many other courses available)

VCAL

Victorian Certificate of Applied Learning in Years 11 and 12

Year 12 Subjects

Accounting
Applied Computing: Data Analytics
Applied Computing: Software Dev.
Biology
Business Management
Chemistry
Chinese
Dance
Drama
Economics
EISM Sport
English
English as an Additional Language
English Language
Environmental Science
Food Studies
French
Further Maths
Geography
Global Politics
Health & Human Development
History - Revolutions
Legal Studies
Literature
Maths Methods
Media
Music Investigation
Music Performance
Physical Education
Physics
Product Design & Technology
Psychology
Religion & Society
Religious Education by Seminar
Specialist Maths
Studio Arts
Systems Engineering
Texts & Traditions
Visual Communication

All Years 9–12 subjects are dependent on student choices and number. There is an opportunity for students to undertake a Unit 1 and 2 VCE subject in Year 10 and a Unit 3 and 4 subject in Year 11.

All Music electives must be taking instrumental lessons.

SUPPORT SERVICES

Careers and Pathway Advice

The College has a Careers Counsellor and a Pathways Coordinator who provide the following services:

- Career counselling for all students in Years 10 to 12. This may include consultation with parents both during and outside school hours
- Work Experience when requested
- Counselling for Year 12 students in post school options such as tertiary study, employment and assistance with VTAC applications
- Assistance with individual programs to meet student needs (e.g. Growth and Pathways Program for appropriate Year 9 and 10 students)
- A fortnightly careers newsletter for senior students and parents

Education Support Services

The Education Support Services department works with students, parents and teachers to enable students who are supported through targeted funding, or who are experiencing learning difficulties, to access the curriculum through parallel or supported programs.

Teachers refer students to Education Support Services for educational assessment. Through discussion with teachers and parents, a decision is made as to the most successful mode of providing educational support for the referred students.

Youth and Family Centre

The services of the Counsellors and the Youth and Family Centre Coordinator are a significant component of the educational facilities available to students and families at Aquinas College. These staff provide counselling and support for a range of educational, personal and family issues and concerns. This service is available to parents and students and is provided in individual, group and family settings as appropriate. The Counsellors and Family Centre Coordinator may also provide a useful starting point for information about adolescent issues and referral sources.

Health Care

The Health Centre is available to all staff and students and is operated by qualified Division 1 Nurses. The Health Centre services the health needs of our College community on a daily basis and provides initial care and follow up of all serious injuries. It provides assistance with medication and monitoring of medical conditions - in particular Asthma, Anaphylaxis, Diabetes and Epilepsy.

It is a liaison link between staff, students and parents with regard to health issues. The Health Centre maintains confidential health records and monitors the incidence of all accidents and injuries.

UNIFORM

It is a clear expectation that all students at Aquinas wear the College uniform correctly and proudly. In Terms 1 and 4, the full summer uniform is worn including the College 'Rip Curl' hat available exclusively from Aquinas College. In Terms 2 and 3, the students wear the full winter uniform.

Sport uniforms are only permitted on allocated sports days and when participating in organised sporting events. Uniforms are expected to be labelled and to be worn neatly and with pride at all times. Mixing of summer and winter uniforms or sports uniform is not permitted.

The College uniform can be purchased from Spartan School World. Prices and business details are found at spartanss.com.au.

Summer Uniform

Girls' Uniform

- Dress: Aquinas College regulation fabric and style worn on the knee
- Choice of a long or short white sock with turn down and bottle green finish*
- Black leather school shoes: lace up ONLY
- Dark green College jumper
- College hat
- College blazer
- Optional alt.: grey shorts and white short sleeve shirt

Boys' Uniform

- Monogrammed white shirt (may be worn untucked)
- Dark grey shorts with plain black leather belt
- Short grey marle sock with turn down and grey finish
- Black leather lace up school shoes
- Dark green College jumper
- College hat
- College blazer

*these are specific to Aquinas College not just any sock or scarf

Winter Uniform

Girls' Uniform

- Long sleeve button to the neck white shirt, worn tucked in
- College tie
- Skirt: Aquinas College regulation tartan fabric with two inverted pleats front and back, to be worn on the knee
- Black tights
- Black leather school shoes: lace up ONLY
- Dark green College jumper
- College blazer
- Black socks which can be worn under tights
- Optional alt.: dark grey trousers
- Optional extra: plain black scarf* - cannot be worn in class

Boys' Uniform

- Long sleeve button to the neck white shirt, worn tucked in
- College tie
- Dark grey trousers or grey shorts with plain black leather belt
- Dark grey socks
- Black leather lace up school shoes
- Dark green College jumper
- College blazer
- Optional extra: Plain black scarf* - cannot be worn in class

TRANSPORT

Public Transport

Aquinas College is located south of Ringwood's business district. The College is within a short walking distance of both Ringwood and Heathmont stations. Both stations are serviced by public buses. These buses drop and collect students either at the Great Ryrie St. bus bay located within College grounds or at one of the two bus stations. Approximately 50% of students rely on public transport to get to Aquinas College.

The public bus companies that service Aquinas students are generally one of the following: Invicta Bus Company and Ventura Bus Company (1300 VENTURA), and Transdev Bus Company (9856 1454) For specific bus routes and times please consult the Public Transport Journey Planner website (ptv.gov.au) or contact the bus company directly.

Private Transport

For those students arriving by private transport, Aquinas has a pick up and drop off zone on the eastern side of the property in Great Ryrie Street. Aquinas also caters for students cycling to the College and has bike racks around the property.

2021 FEE SCHEDULE

Tuition Fees

	Tuition Fee \$	Cumulative Fee \$
First Student	7330	
Second Student (includes 20% sibling discount)	5864	13,194
Third Student (includes 40% sibling discount)	4398	17,592
Subsequent Students (includes 60% sibling discount)	2932*	20,524

Tuition fees do not cover the cost of text books, stationery, school uniform or personal learning devices. Additional charges outlined below will apply if VET, VCAL or instrumental tuition is undertaken.

* Amount payable for the fourth and each subsequent attending student.

Payment Options

Families may pay fees either in full by 15 February each year and receive a discount. Alternatively, families must choose to pay fees by entering into a direct debit arrangement with the College via their bank account or credit card according to one of the following payment plans:

- three equal instalments (15 February, June and October each year)
- by instalment from February to November each year (either weekly, fortnightly or on the 15th of each month).

If no direct debit payment plan is entered into, the total amount owing is due and payable by **15 February** each year.

A discount of 3% of the Cumulative Fee is available to families where the full year's fee is paid by 15 February each year.

College Building Fund Donations

The College gratefully accepts donations to the Building Fund. All donations over \$2 are tax deductible and will assist the College with development of its Building Master Plan.

Fee Assistance

The College has a fee concession program to assist families facing difficult financial or other circumstances with the affordability of tuition fees.

2021 Additional Charges

Vet Courses**	\$	VCAL Credit	\$
Building & Construction Units 1 & 2	550	Year 11 Student Tuition Credit	1000
Building & Construction Units 3 & 4	550	Year 12 Student atEast Credit	1000
Fashion Design Units 1-4	200		
Hospitality Units 1 & 2	550	Instrumental Tuition	
Hospitality Units 3 & 4	550	Individual Tuition	1184
Kitchen Operations Units 1 & 2	650	Small Group Tuition	704
Kitchen Operations Units 3 & 4	650	Instrumental Hire	220
Music - Tech. Production Units 1 & 2	400	VCE Units 3 & 4	1600
Music - Tech. Production Units 3 & 4	400		
Sport & Recreation Units 1 & 2	800		
Sport & Recreation Units 3 & 4	800		

** Indicative only - actual fees will be set by course provider.

Student Withdrawal

The Aquinas College Exit Policy is available for all current families on the Parent Access Module. If a family decides to exit their child from the College, the Registrar must be advised in writing as soon as possible and following this, the exit process will commence. It is College Policy, to give a a minimum of one Term notice prior to a child exiting.

ENROLMENT POLICY

Rationale

Aquinas College is a Catholic Regional College established to provide secondary education for Catholic boys and girls residing in the parishes of the Eastern Region of Melbourne, centred particularly on the Maroondah Deanery. A Regional College means that, rather than be governed by a religious order, Aquinas is governed by the parishes that established the College in 1961. The Aquinas College Enrolment Policy is underpinned by the Catholic Education Office Melbourne (CEM) Policy 2.4, 'Enrolment for Schools in the Archdiocese of Melbourne'.

1.0 General Principles

- 1.1 Aquinas College was established to provide Catholic Secondary Education to Catholic students first and foremost who reside in the Parish boundaries of Ringwood, Ringwood North, Mitcham, Park Orchards/Warrandyte and Croydon. Aquinas College is a committed and active Catholic community, embracing the ideals of St Thomas Aquinas, St Dominic, the ideals of wisdom and inspiration, as well as the ethos of our patrons Blessed Edmund Rice and St Mary of the Cross MacKillop. Aquinas strives to bring Christ to the world through staff and students formed by a comprehensive Catholic education. Inspired by Gospel values and mindful of our Catholic identity, our Vision is to ignite the fire of learning and shine as a beacon of excellence, hope and love in the world.
- 1.2 In choosing Catholic education at Aquinas, parents/guardians fully understand, respect and agree to support the Catholic identity, Vision and Mission of the College and encourage their child to embrace our six core values: Spirituality, Belonging, Perseverance, Compassion, Stewardship and Justice.
- 1.3 Catholic schools in the Archdiocese of Melbourne have a responsibility to ensure that the requirements of State and Commonwealth legislation are met when processing enrolments.
- 1.4 Catholic schools in the Archdiocese of Melbourne have a responsibility to adhere to the guidelines as set by CEM in relation to Priority Parish boundaries and will encourage those residing outside their Parish boundaries to apply at a Catholic school within their boundaries, should one exist.
- 1.5 Should Catholic applications exceed the number of places available in any given year, Catholic families who cannot be accommodated will be advised as soon as possible after the date for applications close and, where possible, referred to another Catholic Secondary school.
- 1.6 Successful enrolment is not made on any criteria based on academic results or academic assessment of applicants.
- 1.7 Parents/Guardians are expected to make a commitment to the payment of school fees for the duration of the enrolment. The College has processes in place to assist families in need of Fee Concession. No student will be refused enrolment or be disadvantaged because of an inability on the part of Parents/Guardians to meet financial requirements.

2.0 Enrolment Procedure

- 2.1 Application for Enrolment forms are delivered with an enrolment pack to the neighbouring Parish Primary schools at the start of the Grade 5 school year for all children in that year level. Application for Enrolment forms can also be obtained from the College Registrar as soon as applications open in any given year.
- 2.2 Application for Enrolment opens in February of the Grade 5 year and closes in the August of the same year (specific closing dates are published on the College website). A letter confirming the application has been received is mailed out to all applicants.
- 2.3 An application form will only be accepted;
 - If it is signed by both Parents/Guardians
 - Has a Statutory Declaration or Court Orders attached if it is only signed by one parent/guardian
 - Has proof of residence
 - Has relevant Catholic sacrament certificates accompanying it
 - Includes payment of the \$50 application fee
- 2.4 Enrolment at Aquinas College requires application by both parents/guardians unless there is a compelling reason why it is being made by one parent/guardian only. Where there is shared custody, a Statutory Declaration must be signed by the enrolling parent/guardian stating the reason that they cannot obtain signatures from the other parent/guardian and acknowledging that they will take sole responsibility for the cost of education incurred over the period of enrolment at the College. Acceptance of the Statutory Declaration is at the discretion of the Principal.
- 2.5 If there are specific Court Orders that give the decision making role in regards to education to one parent, a copy of these orders must be provided.
- 2.6 All applications received within the opening and closing dates will be considered based on our enrolment criteria.

2.7 Letters of offer are sent to the residential address of the enrolling student. Unless it has been already indicated that one parent will sign the enrolment forms, the Supplementary Enrolment Form sent with the letter of offer must be signed by both parents. Returned with this form must be the Fee Agreement form, Photo Permission form and receipt of payment for the \$300 Capital Development Levy. Only when all these documents are received within the time frame indicated in the letter of offer, is the position secured.

2.8 By accepting the position of enrolment, Parents/Guardians and the enrolling students agree to live out the College Mission and abide by the rules as set out by the College. Parents/Guardians by signing the Supplementary Enrolment form and accepting the letter of offer also agree to take responsibility for the payment of school fees. If at any time during the duration of the enrolment a family needs fee assistance, this should be communicated to the Business Manager.

3.0 Enrolment Criteria

This Enrolment Criteria describes the Enrolment Categories in descending order of priority offer. In practice, this means that the College accepts all enrolments from Category 1 before moving to Category 2 and so on through the various categories until it reaches its maximum enrolment number. Within current practice, the College enrolls 300 students including St Mary's students into the Year 7 class.

Category	Description
Category 1	<ul style="list-style-type: none"> a. Catholic children residing in the Parishes of Mitcham, Croydon, Park Orchards Warrandyte, Ringwood & Ringwood North and attending Catholic Primary schools. b. Catholic children in the above Parishes who have received the sacraments.
Category 2	<ul style="list-style-type: none"> a. Catholic children residing in the Parishes of Bayswater, Wantirna & Boronia and attending Catholic Primary schools. b. Catholic children in the above Parishes who have received the sacraments.
Category 3	<ul style="list-style-type: none"> a. Catholic children residing in the Parishes of Scoresby, Mooroolbark and other neighbouring Parishes and attending Catholic Primary schools. b. Catholic children in the above Parishes who have received the sacraments.
Category 4	Catholic children residing in the above parishes.
Category 5	<ul style="list-style-type: none"> a. Non Catholic Oriental Church children attending Catholic schools in Category 1, 2 & 3 and in that order of priority. b. Other non-Catholic Oriental church children in the parishes of Category 1, 2 & 3 in that order.

Category 6	Non-Catholic children attending Catholic schools in Category 1, 2 & 3 and in that order of priority. The number of years in a Catholic Primary school will be taken into account.
All other applicants	Priority is given where in the view of the College Principal, the young person and their family will benefit from a Catholic education. Letters of commendation from a member of the Council of Canonical Administrators of Aquinas College assists the Principal in determining enrolment priority within this grouping.
General	<p>With all Enrolment in categories 1-4 a copy of a formal Certificate of Baptism is required with the Application for Enrolment along with the completion of information regarding reception of the sacraments.</p> <p>Where a non-Catholic student is received into the Catholic Church, a certificate showing sacramental reception will be required rather than the Certificate of Baptism from the original Church.</p> <p>Special consideration is given to applicants for Enrolment who have a sibling at the College.</p> <p>Within each enrolment Category, the first criteria will always take precedence over the second.</p> <p>As a co-educational College, the College reserves the right to offer enrolment to relatively equal numbers of girls and boys.</p> <p>The College reserves the right to take note of the claims of Parents who themselves attended Aquinas College, but this can be no guarantee of impacting on the enrolment groupings and the priorities that they are given.</p>

STANDARD COLLECTION NOTICE

The College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988. The manner in which the College deals with information it collects is outlined in the Standard Collection Notice available on the College website www.aquinas.vic.edu.au

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