Information for Prospective Families

Marian College
304 Barkly Street
ARARAT VIC 3377
Phone (03) 5352 3861
Fax (03) 5352 5002
www.mcararat.catholic.edu.au
principal@mcararat.catholic.edu.au

Marian College
A Kildare Education Ministries school in the Brigidine tradition
Heads of Faculty

Mr. Matthew de Jong
Religious Education Coord

Miss Michelle Finch
Head of Humanities

Mr. Trevor Hunt
Head of Science

Mrs. Amy Gellie
Head of Health & PE

Ms Val Augustin
Head of Mathematics

Mrs. Megan Shea
Head of Technology

Mrs Stephanie mansell
Head of English/LOTE

Mrs. Tess Tonks
Head of The Arts

Mr. Stephen East
Head of Music

Mr. Michael Harricks
Head of Sport

Mrs. Rose Rowe
Enhancement Coordination

Mrs. Jenny Wilkinson
Heads of House

Miss Harmony Newman
Clancy House

Mr. Matthew Summers
Barron House

Miss Steph Saravanja
Kelly House

Ms. Nickeeta Roache
Synnott House

Coordinators

Mrs. Rhonda North
Yr 7 Transition

Mr. Gerard Kelly
Careers/Bus

Mrs. Amy Gellie
Justice & Democracy

Miss Jessica Brady
Events
The Culture of Learning at Marian College

Our commitment to learning:

We encourage excellence and perseverance in learning.

We strive for continuous improvement.

Student Learning - Action Statement

I will:

- Learn in every lesson
- Come prepared for every lesson in attitude and action
- Respect the learning environment
- Respect the right of others to learn
- Accept new challenges
- Persevere and complete all tasks to the best of my ability
- Accept feedback as a chance to grow.

Prayer to St. Brigid

St. Brigid
Mary of Ireland
Ask for us all today
The courage to do God’s bidding
Whatever the world may say
The grace to be strong and valiant
The grace to be firm and true
The grace to be faithful always
To God, His Mother and You.
Amen
The Courage to Succeed

The motto of Marian College Ararat is Fortiter et Suaviter - Strength and Gentleness.

Marian College is proud of its reputation a Brigidine college. For more than 125 years, Marian College has shaped the futures of young men and women educated in the Catholic faith in the Brigidine tradition, prepared to make a difference in our world.

First and foremost Marian College is a Catholic school – we are part of the Church in every sense. The Brigidine Core Values lay at the heart of everything at Marian College. Religious Education is an essential part of the curriculum at all year levels. Our spiritual rituals in the way of celebrating Mass and learning gospel values enhances students’ understanding and wisdom. Our commitment to reaching out to others less fortunate resonates in the annual fund raising for The Fred Hyde Foundation and Caritas.

At Marian College, we challenge our students to pursue excellence in all things within and beyond the classroom. Marian College takes a holistic approach to educating our students: academically, intellectually, emotionally, ethically, socially and spiritually. Marian College prides itself on the strong culture of learning within the school which empowers every student to accept the opportunity to learn and achieve, and to reach their goals.

The strong focus on academic achievement is supported by a highly qualified teaching staff committed to leading students to their highest potential. Students and teachers alike are encouraged to be critical thinkers and life-long learners. At Marian College our philosophy is to nurture independent and thoughtful young people, with strong values, who are confident of their ability to lead and make a difference.

Students at Marian College will tread the same floorboards as generations of amazing people before them and like them, will discover their own path to a meaningful career and a full and relevant life.

At Marian College we believe that students thrive and achieve their best in an environment where they feel secure, valued and affirmed. Within such a nurturing Christian environment students are encouraged to develop a respect and concern for others, to acquire leadership skills and self discipline and to have a sensitive, informed understanding of other cultures.
Enrolling at Marian College

Enrolment Policy

At Marian College, we use the Guidelines for Enrolment in a Kildare Education Ministries sponsored school as our enrolment policy. As per the policy, we have applied local criteria on how we implement the policy – specifically in the priority we give to enrolment.

Priority of enrolment is given equally to:

- Catholic children, (sacramental certificates required)
- Students attending St Mary’s and St. Patrick’s Primary School Stawell
- Students who are presently attending Catholic schools in other areas
- Siblings of current or past students of Marian College.

Marian College welcomes applications for enrolment from all students, no matter their religious background. There is always a high demand for a place at Marian College and we endeavor to do our best to meet this demand every year given our current resources and current enrolment policy.

Information Sessions in 2016

Enrolments for Year 7 2017 will closed on 13th June 2016

Year 7 2017 - Information Evening will be held on Tuesday 10th May 2016.

Attendance at the Information Evening is an important part of the enrolment process and allows parents/guardians and students to learn more about what Marian College has to offer. During this Information Evening prospective students and their parents/guardians are able to speak to staff, tour the college and experience the rich heritage of Brigidine education.

Invitations to an enrolment interview are made once parents/guardians have filled in an enrolment form. All enrolment interviews are held on a single evening and are conducted by a member of the Marian College Leadership Team. At this interview your son/daughter is asked a series of welcoming questions designed to get to know each student a little better. If you are unable to attend this evening due to commitments such as travel, you are requested to contact the registrar in advance.

Offers of a position at Marian College are confirmed in July.

A second Information Evening is held in November for the students who have been offered a position at Marian College.

Your son/daughter will be invited to an Orientation Day during the month of December which allows the new students to become accustomed to life at secondary school and also to find their way around Marian College.
Holding Deposit
Acceptance of an enrolment offer at Marian College requires a payment of $100. This amount will come directly off your fee account if you accept this offer of a place at Marian College. The holding deposit is non-refundable if the family chooses to discontinue the enrolment after it has been accepted.

Given that most years, Marian College has a waiting list for Year 7, confirmation of your acceptance of our offer of a place is dependent upon our Registrar, Mrs. Donna Wood, receiving both the attached slip and your $100 holding deposit by the specified date.

If the payment of a holding deposit causes undue pressure on any family, I invite you to contact the Business Manager as soon as possible to discuss other options in a confidential environment. An inability to pay this holding deposit should not be a reason to decline this offer of a place at Marian College.

Fees
The fees at Marian College Ararat are all-inclusive, with foreseeable costs to parents incorporated into the one annual tuition fee. This means that there are no additional costs or levies for subjects, venues for Physical Education or the School Magazine. Excursions, camps and retreats at all year levels (except Year 11), are built into the school program.

Tuition fees are charged on an annual basis with the first fee statement issued in February/March and subsequent statements are issued during each term. Payment can be made by BPay, cheque or cash. Marian College can also arrange for payments to be directly debited against your bank account on a weekly, fortnightly or monthly basis. Similarly payments can be directly credited to the College bank account.

Marian College requests that all fees are paid by the end of Term One or that a regular payment schedule is established in order to ensure all fees are paid by the end of the year.

At Marian College, we do not want the issue of fees to be a barrier to your child’s education. We are willing to assist you to achieve this goal. Parents/guardians who are experiencing difficulty in paying the fees are asked to contact the Marian College Business Manager, Mr Russell Barker.
Fees
Marian College fees in 2015 are as follows:

<table>
<thead>
<tr>
<th>Number of students in family</th>
<th>2016 fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st students</td>
<td>$1720</td>
</tr>
<tr>
<td>2nd student</td>
<td>$1270</td>
</tr>
<tr>
<td>3rd student</td>
<td>$1030</td>
</tr>
<tr>
<td>4th student</td>
<td>$800</td>
</tr>
</tbody>
</table>

Methods of Payment

Payment Methods
- Cash
- Cheque
- Direct debit
- Credit card

Government Assistance
Marian College needs to be aware if you have a current Healthcare Card and have a current copy on file in order to pass on all Government financial relief.

Brigidine Education Fund
Families who feel they would be unable to afford an education at Marian College may apply for assistance from this fund.

Additional Costs
Individual instrumental music tuition are an additional expense for students involved in these programs. These costs are a private arrangements with the music teachers.

General Office
Parents/guardians are welcome to contact the office at any time regarding general inquiries. Messages of an urgent nature will be passed on to students as quickly as possible.

The office will contact the parents/guardians in case of illness or emergency. The Business Manager is available for all fee inquiries and for account payments.

General Office  8.00am – 4.30pm.
Business Manager  8.30am – 4.30pm.
Transition to Secondary School
Settling into Marian College

At Marian College we acknowledge that entering secondary school is both exciting and challenging. The new location, routine and expectations may be daunting to some Year 7 students. However we make every effort possible to ensure that our Year 7 students settle in as comfortably and confidently as possible.

We have two full Orientation Days, which gives the students a realistic taste of things to come. The Grade 6 students tend to leave this day feeling a little more familiar with their surroundings and, welcomed into the Marian College Community.

The Year 7 Camp is held early in Term One, with the specific goal of allowing the students the opportunity to meet new people in a friendly, safe and enjoyable surrounding. Many activities focus on team building, friendships and getting to know each other.

Parents are encouraged to work in partnership with staff, to help develop good routines, positive self esteem and effective work habits in their children. Through regular contact between teachers and parents via the TA reports, phone calls and meetings, little problems tend to be resolved quite simply.

We look forward to working together to make your child’s transition to Marian College a memorable and special experience.
Transport

The bus service is subsidized by the State Government for students travelling to the Catholic school or college situated closest to their home address.

All students and parents/guardians who are using the subsidized bus service must complete and sign the application forms including the Code of Conduct declaration before bus travel can commence. The Code of Conduct is a set of ‘rules’ about behaviour on the buses to ensure a safe journey for all students. The form is available on the Marian College website, from the Front Office or the Bus Coordinator.

Two bus companies cater for town and country students to a radius of approx 70K’s from Marian College:

- Through Christians Bus Co and in association with Ararat Community College, seven buses transport students to and from areas including Armstrong, Crowlands, Elmhurst, Warrak, Buangor, Beaufort, Tatyoon, Yalla Y Poora, Willaura, Moyston, Rhymney and associated districts.

- Through Sandlants Bus Company we cater for the Stawell and District students including those from Pomonal, Halls Gap, Landsborough and Great Western.

- A private bus service arranged by Marian College transports students from Stawell to outlying areas such as Landsborough and Navarre. Further information regarding costs are available from the Business Manager.

Students and parents/guardians must complete and sign the application forms including the Code of Conduct declaration before bus travel can commence.

The Code of Conduct is a set of ‘rules’ about behaviour on the buses to ensure a safe journey for all students. The form is available on the Marian College website.

Senior students are appointed bus monitors/captains and report any incidents to the bus coordinator.

Student Conveyance Allowance

An application on behalf of a student may be submitted if the student is:

- A Victorian resident
- School-aged and enrolled 3 or more days at a school, and
- Attending a school/campus located outside the Melbourne metropolitan conveyance boundary.

A student who meets the above requirements may be eligible if they:

- Attend their nearest or designated neighbourhood government school appropriate to their year level, at which admission is permissible, or
- Attend their nearest appropriate non-government school appropriate to their year level at which admission is permissible and
- Reside 4.8 km or more by the shortest practicable route from the school attended.

No allowance is payable if the journey to and from school could be made using a contract school bus. Where public transport is available a allowance for private travel will not be paid. If approved, the allowance payable will be based on the least expensive public transport fares. Students who are privately transported 4.8km or more to meet public transport services may be able to claim a private care conveyance allowance as well.

The student conveyance form is completed by families who:

- have children on the Pomonal/Halls Gap bus or the Stawell/Great Western bus
- travel more than 4.8km to the nearest bus stop.
Medication Permission
The dispensing of all types of medication by the staff of Marian College is governed by the Marian College Medication Policy. Marian College requires written permission for staff to administer medication to students. Paracetamol and ibuprofen both come under this Policy.

Marian College Medication Policy requires the guidance of the dosage for each child by their parents/guardians as well as verbal permission via a phone call each time your child requests paracetamol or ibuprofen. If staff are unable to contact you, your emergency contact may be asked to grant permission.

Without this written permission staff will not administer paracetamol or ibuprofen even with your verbal permission. Dosage is 500ml per tablet of paracetamol. 200mg of ibuprofen. A copy of the medication permission will be with the letter of offer.

Marian College Support Team
Every now and again people are faced with bereavement, serious illness or injury or many other issues which affect the whole family. Marian College extends the high quality of pastoral care which we provide to each student to the families of our community as well. Marian College invites your voluntary pledge whatever assistance they can and may be called upon to assist every now and again. This may involve making a food parcel such a slice, casserole or soup to help a family in crisis, volunteering at the canteen, being a part of a fund raising effort or becoming involved in the annual production.
Marian College has a long and distinguished history. After a visit to Abbeyleix, Ireland, by Dr. Moore, the then Bishop of Ballarat, five sisters from the Brigidine Community journeyed from Ireland to Ararat in 1888, to begin a long and steadfast educational tradition. Mother Gertrude Kelly, Mother Cecilia Synott and Sisters Josephine Clancy, Paul Barron and Malachy Byrne arrived in Ararat 1888.

The building of the Brigidine Convent commenced in that same year and in August 1889 the foundation stone was laid with due ceremony. The Convent was built in stages with the final section being completed in 1900.

The Brigidine Convent opened a primary section as the Marian School in 1954. With this name change came the construction of two new classrooms. In the early 1960’s the Convent phased out the primary section. 1965 saw the introduction of the present secondary levels.

The name "Marian College” was secondary school. In subsequent years, additions, alterations and renovations were constantly occurring. The year 1969 saw a modern Science Laboratory and prep room added. In 1979 a new set of classrooms known as the Ursula Hayes Wing were built. (This is where our Year 7 students now reside).
The college took female boarders from its inception. Rules and regulations pertaining to the early boarders to us seem quite amusing.

Boarding ceased at the college in 1980 thus beginning the conversion from convent building to school building with the nuns moving into the present convent. The school now occupies the entire convent building with the library in the old boarders’ dormitory.

Students are drawn from Ararat as well as outlying areas and are bused to the school. Stawell students were unable to attend the college, with the exception of the boarders. Father Brendan Davey was instrumental in transporting students, firstly by car, to Marian College. As the numbers grew, students came by mini bus. Today several buses bring a large percentage of students from Stawell every day.

For many, many years the school was staffed entirely by the Brigidine Sisters. Lay staff began to be employed during the last half of the 20th Century with Mr. John Shannon being the first lay Principal to be appointed to Marian College by the Brigidine Provincial Council in 1980.

Between 1996 and 1999 the college underwent major alterations. Renovations and updates occurred throughout all areas of the college. A new VCE Wing and Technology/Arts/Home Economics/Textiles and Computer Wing were added. These new wings were named the ‘Dorothy Molloy’ and ‘Brendan Davey’ Wings.

These new buildings and faculties bring the college into the 21st Century offering the students the best in educational facilities. The school has again been transformed with further upgrades after the addition of the ‘Kate Griffin Wing’ in 2005.

Student numbers have steadily increased with enrolments in 1999 standing at 305. In 2000, 323 students enrolled and in 2001 the enrolment number was 353. At 2007, our enrollment reached 446. In 2015 we will have over 600 students enrolled at Marian College.

Marian College has a proud tradition of providing Catholic Education to the Parishes of Ararat, Stawell and Beaufort. We provide a comprehensive secondary Education with state-of-the art facilities. Our education aims at developing the whole child within a caring community underpinned by Christian values.
Governance of Marian College

Marian College was founded by the Brigidine Sisters in 1888 and they still own and have the governance for Marian College. This governance is exercised through sponsorship.

Sponsorship

Sponsorship is the relationship between the Brigidine Sisters and the College. A vital function of sponsorship is the deep story, sometimes called charism, that implants a particular spirit within the school. This spirit reflects the wisdom, traditions and experiences of the Brigidine Sisters that have been accumulated over their 200 year history. The Kildare Education Ministries Group has the responsibility for this governance.

Kildare Education Ministries

Kildare Education Ministries will initially assume canonical and civil responsibility for seven Brigidine colleges in Australia. Kildare Ministries Implementation Committee has been appointed to plan the transition over the next 12 months.

Stewardship Council

The major focus of the Stewardship Council is maintaining and developing Marian College as a good place for the education of young people within the traditions of the Catholic Church and the Brigidine Congregation. The major tasks of the Stewardship Council are:

- To monitor the policies of the school,
- To plan for the future
- To monitor the finances of the school
- To contribute to the public relations of the school in the wider community.
Australian Democratic Principles

Australian society is defined, among other aspects, by a belief in elected Government; by a commitment to the rule of law, to equal rights for all before the law; and by a belief in freedom of religion, freedom of speech and freedom of association. Our society is also tolerant of a range of religious, political, social and cultural beliefs and values in the context of the fundamental principle of our democracy.

Communication Statement

At Marian College, and in compliance with the Victorian Registration and Qualification Authority (VRQA), we believe that it is imperative that all members of the school community have access to all school policies and procedures. For parents/guardians this is available upon request. A shared understanding and knowledge of the policies and procedures that regulate the school ensure effective partnerships between all members of the school community.

In order to ensure that all members of the school community have access to all relevant school documentation a hard copy of these documents is available through the Head of Curriculum or Head of Wellbeing. In addition to this source, selected school documentation is published in the school newsletter, school enrolment pack and staff handbook. Staff can access all documentation on the school intranet. The ‘Education and Reform Act 2006’ requires all education providers to operate in a manner consistent with this set of Australian Democratic Principles.

In accordance with the Act we will deliver our programs and teaching in a manner that supports and promotes the principles and practice of Australian democracy. This includes a commitment to:

- Elected government
- The rule of law
- Equal rights for all before the law
Privacy Statement
In order to comply with the Commonwealth privacy laws as amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Amending Act), we provide you with the following information about what we will do to preserve the privacy of the information you provide Marian College.

1. Marian College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil’s enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable Marian College to provide schooling to the pupil and to enable them to take part in all the activities of the College.

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

3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health (and Child Protection) laws.

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

5. Marian College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, CEO (Catholic Education Office), Catholic Education Commission, your local diocese and the parish, schools within other Dioceses/other Dioceses, medical practitioners, and people providing services to Marian College, including specialist visiting teachers, (sports) coaches, volunteers and counsellors.

6. Personal information collected from pupils is regularly disclosed to their parents or guardians.

7. Marian College may store personal information in the ‘cloud’ which may mean that it resides on servers which are situated outside Australia.

8. Marian College’s Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College’s duty of care to the pupil, or where pupils have provided information in confidence.

9. The Marian College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.

10. Marian College may engage in marketing activities, both internal and external which requires Parents to be contacted to complete surveys and questionnaires. In such cases the marketing will come directly from Marian College.

11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in College newsletters and magazines and on our website. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our intranet. Marian College will obtain separate permission from the pupils’ parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet.

12. We may include pupils’ and pupils’ parents’ contact details in a class list and College directory.

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