



IT'S THE EMMAUS *way*

**ENROLMENT
INFORMATION**



Enrolment Procedure

Enrolment at Emmaus College is via online application through the Emmaus College website (emmausjimboomba.qld.edu.au) together with copies of supporting documentation as below –

- Child's Birth Certificate
 - Baptismal Certificate (*if baptised*)
 - **INFORMATION ACCESS PERMISSION FORM**
 - Last 2 school reports and NAPLAN results (*as applicable*)
 - Any medical or learning reports (*if applicable*)
 - *If noted in your application:*
 - Legal Documentation
 - Medical Action Plan
 - Student Specialist Assessments
 - Passport & Visa copy
 - Australian Citizenship/Passport – if both parents are born overseas
- A non-refundable Enrolment Application Fee of **\$100 per student is paid on application.**

Once ALL the necessary paperwork and application fee are received, the application is 'complete' and the enrolment application will then be recorded and processed. *Application is not a guarantee of enrolment or interview.*

It is important that all documentation be provided to allow the application to be processed.

The enrolment process:

- lodgement of the fully completed online enrolment application together with all the necessary supporting documentation and application fee payment
- processing of the application by the Principal or delegate
- the availability of a position in the College
- attending an enrolment interview with your child
- a successful interview with the Principal and position offered
- completion and return of Confirmation of Enrolment documentation together with payment of non-refundable **\$150.00 Acceptance Fee**

Please contact the P-6 or 7-12 Enrolment Officers on 5547 9990 for further information on the enrolment process or to receive information about our Open Mornings.

Code of Conduct

for parents and visitors to our community



As a parent or visitor...

If you have any concerns, we encourage you to engage in discussion with your child's teacher, prior to escalation. If it becomes a difficult issue, BCE's Student, Parent and Guardian Complaints Management policy and procedure is available on our website (<https://www.bne.catholic.edu.au/students-parents/Pages/Student-Parent-and-Guardian-Complaints-Management-policy.aspx>). These processes reflect that resolution of complaints is best achieved through mutually respectful behaviour. If you are in dispute with your school you are expected to review, understand and comply with the expectations of these documents and the obligations agreed to in the conditions of enrolment.

Breaches of the Code

Enrolment in a Brisbane Catholic Education school carries an expectation to support the school, its staff and its policies and processes. In circumstances where some families are unable to meet this expectation, we will endeavour to work constructively to resolve the issues. However, a serious or persistent failure to act in accordance with this Code of Conduct, our policies, and the conditions of enrolment, can result in consequences including:

- The principal, manager or delegate may discuss any alleged breaches of the Code with the individual
- The principal, manager or delegate may escalate alleged breaches to Brisbane Catholic Education Office for management
- Notifying appropriate external authorities
- Prosecution, in the event of illegal, defamatory, or discriminatory content breaches
- The restriction of access to a school and/or another BCE workplace
- Enacting the School Safety Provisions of the *Education (General Provisions) Act 2006* (Qld)
- Recommendation to the Executive Director to cancel enrolment.

Acknowledgement

Persons accept this Code of Conduct when accepting an offer of enrolment at a BCE school.

Code of Conduct

for parents and visitors to our community



Elements of engagement	Parents and visitors demonstrate the elements of engagement by
Respectful communication and actions	<ul style="list-style-type: none"> ✓ Acting in accordance with the Catholic ethos and core values of the Catholic Church, treating all persons with dignity, courtesy and respect ✓ Respectful interactions free from aggression, intimidation, threats or threatening gestures, violence or physical proximity ✓ Respectful spoken and written communications (including online) free from the use of obscenities, derogatory or rude comments ✓ Sharing only appropriate content online or on social media, respecting privacy and confidentiality ✓ Respecting staff time by considering the length and frequency of emails sent to teachers and by acknowledging staff will respond to appropriate communications within a reasonable timeframe
Supporting collaboration	<ul style="list-style-type: none"> ✓ Following staff directions in upholding and complying with applicable State and Federal laws ✓ Following BCE policy, procedures and/or reasonable instruction from staff under all BCE co-ordinated settings ✓ Identifying, reporting and resolving any situations that have potential for conflict in a manner which is consistent with this Code of Conduct and BCE's Student, Parent and Guardian Complaints Management policy ✓ Accurately disclosing all information required by the school in its enrolment process and committing to further update information as required or requested, as a student progresses through school ✓ Actioning staff requests or recommendations in response to student needs ✓ Taking responsibility for their child to attend school regularly, arrive and depart school safely and on time and are prepared to maximise their learning
Caring for our people and learning and working environments	<ul style="list-style-type: none"> ✓ Ensuring persons participating in school activities, are free from the influence of alcohol, illicit substances and medications that might impair responsible behaviour (except for the responsible consumption of alcohol at school social functions if the individual is not formally volunteering or working at the event) ✓ Ensuring that presentation and personal appearance is appropriate for the school community ✓ Ensuring the integrity of confidential, private and sensitive information is maintained and understanding that the school cannot share confidential information ✓ Fostering a school community free from physical, verbal, psychological violence or threat of violence, discrimination, bullying and harassment ✓ Avoiding damage to school facilities or property

College Fee & Levy Policy

Emmaus College aims to provide a quality education to all students and for this to be achieved, fees and levies are charged. It is an expectation that all families who enrol at the school will invest financially in the education of their children.

SCHEDULED COLLEGE FEES

Issuing of Accounts

College fees and levies are charged on a term basis before the commencement of the first week of term in accordance with the Annual College Fees listing available on our website - emmausjimboomba.qld.edu.au and comprise the following charges:

- **Capital Levy** – Family based charge, provides the funds used to pay loans and to maintain the grounds and facilities of the College.
- **Parents and Friends Levy** – Family based charge, used to fund priorities identified by the parent body.
- **Tuition Fee** – Per student charge, provides the funds to deliver staffing and administrative requirements associated with educating your child/children.
- **Student Resource Levy** – Per student charge, provides the funds for classroom resources (including P-6 stationery packs), subject costs, student-based subscriptions, curriculum-based excursions and incursions, compulsory camps and Formation Days. The levy also covers IT devices, insurances, maintenance, software licenses and College based technical support.

A due date is listed on the account and parents are required to make payment by the due date unless a payment arrangement has been made with the Finance Department. Annual College fees and levies are distributed and invoiced equally across the four College terms.

A reminder notice will be issued to all families who have not settled the College fee account by the due date where a payment plan is not in place.

An overdue fee will be charged to all families who have not settled the College fee account by the due date where a payment plan is not in place. This overdue fee is non-refundable.

OTHER CHARGES NOT INCLUDED IN FEES

Other activities not related to curriculum may incur additional charges. These can be paid via the College Portal and parents will be advised in advance of details and costs.

These activities include but are not limited to optional extra-curricular activities, representative sport, Vocational Education & Training (VET) Courses and the Instrumental Music Program.

Uniform Expenses

Costs associated with the College uniform must be paid to the Uniform Shop at the time of purchase.

PAYMENT INFORMATION

Who is Responsible for Payment?

The parent/s and/or legal guardian/s, who have signed the Confirmation of Enrolment agreement with the College, are jointly and severally liable for all College fees and any other costs associated with the student's attendance at the College. Any changes in family circumstances must be documented in a 'Revision of Financial Obligations' form. Due to the Brisbane Catholic Education (BCE) Privacy Policy, the College cannot discuss an account with anyone other than the account holder.

Methods of Payment

- Online via the Parent Portal
- Direct Debit
- BPay
- EFTPOS – Debit and Credit cards at College reception (American Express not accepted)
- Credit Card deductions
- Cash at College Reception

For regular payments (weekly, fortnightly or monthly) you can pay by credit card or direct debit. Please contact the office before the due date to arrange the correct payment amount.

For payment of term accounts in full, please use the Parent Portal, BPay, Direct Deposit (the details are shown on your statement), or visit College Reception to pay in cash or by credit card.

Discount for Full Payment of Annual College Fees

A 5% discount on the tuition fee component will be granted to parents who elect to pay the full year's College fees by 31st March. Contact with the Finance Department must be made to ensure correct calculation of discount.

Family Discounts on Fees

Discounts on the tuition fee component of the charges are available to families with multiple students attending the College. For any discounts to apply, all students must be enrolled with an identical structure of responsible account holders.

New Students Entering the College

New students entering the College after the commencement of a term will be charged on a pro rata basis for the remaining weeks of a term. The invoice must be paid within 14 days unless a regular payment plan is agreed on.

CONTACT THE FINANCE TEAM

Further information regarding the issue and payment of College fees can be obtained by contacting the Finance Team.



Emmaus College

2025 Annual College Fees & Levies

Year Level		Capital Levy	P&F Levy	Tuition	Student Resource Levy	Total
EARLY YEARS	Prep	\$1,084	\$150	\$1,580	\$1,100	\$3,914
	1	\$1,084	\$150	\$1,580	\$1,100	\$3,914
	2	\$1,084	\$150	\$1,580	\$1,100	\$3,914
JUNIOR YEARS	3	\$1,084	\$150	\$1,580	\$1,360	\$4,174
	4	\$1,084	\$150	\$1,580	\$1,360	\$4,174
	5	\$1,084	\$150	\$1,580	\$1,360	\$4,174
	6	\$1,084	\$150	\$1,580	\$1,360	\$4,174
MIDDLE YEARS	7	\$1,084	\$150	\$2,780	\$1,680	\$5,694
	8	\$1,084	\$150	\$2,780	\$1,680	\$5,694
	9	\$1,084	\$150	\$2,780	\$1,680	\$5,694
SENIOR YEARS	10	\$1,084	\$150	\$2,920	\$1,960	\$6,114
	11	\$1,084	\$150	\$2,920	\$1,960	\$6,114
	12	\$1,084	\$150	\$2,920	\$1,960	\$6,114

Family based charges applied to the eldest in family only	Discounts offered for multiple children
---	---

INCLUSIONS

CAPITAL LEVY:

Family based charge, provides the funds used to pay loans and to maintain the grounds and facilities of the College

PARENTS & FRIENDS LEVY:

Family based charge, used to fund priorities identified by the parent body

TUITION FEE:

Per student charge, provides funds to deliver staffing and administrative requirements associated with educating your child/children

STUDENT RESOURCE LEVY:

Per student charge, provides the funds for classroom resources (including P-6 stationery packs) subject costs, student-based subscriptions, curriculum-based excursions & incursions, compulsory camps and Formation Days. The levy also covers IT devices, insurances, maintenance, software licenses & College based technical support.

EXCLUSIONS

Other activities not related to curriculum may incur additional charges.

These can be paid via the College Portal and parents will be advised in advance of details and costs.

These activities include but are not limited to optional extra-curricular activities, representative sport, Vocational Education & Training (VET) Courses & the Instrumental Music Program

PAYMENT DUE DATES

TERM 1: 21 February, 2025

TERM 2: 2 May 2025

TERM 3: 25 July 2025

TERM 4: 17 October 2025

2025 Emmaus College Fee Calculator

Students in Family	Fees Applied	Year Levels			
		P-2	3-6	7-9	10-12
Eldest	Capital Levy, P&F, Tuition, Student Resource Levy	\$3,914	\$4,174	\$5,694	\$6,114
Second	Student Resource Levy + 20% discount on Tuition	\$2,364	\$2,624	\$3,904	\$4,296
Third	Student Resource Levy + 35% discount on Tuition	\$2,127	\$2,387	\$3,487	\$3,858
Fourth	Student Resource Levy + 50% discount on Tuition	\$1,890	\$2,150	\$3,070	\$3,420
Subsequent	Student Resource Levy + 50% discount on Tuition	\$1,890	\$2,150	\$3,070	\$3,420

Early & Junior Years (Prep to Year 6)

	Eligible for Prep
Born 1 July 2019 to 30 June 2020	2025
Born 1 July 2020 to 30 June 2021	2026
Born 1 July 2021 to 30 June 2022	2027
Born 1 July 2022 to 30 June 2023	2028

Subjects for the Early & Junior Years include:

- Religious Education
- English
- Mathematics
- Humanities and Social Sciences (HASS)
 - History
 - Geography
 - Civics & Citizenship (3-6)
- Science
- The Arts
- Music
- Technology
- Health and Physical Education
- Languages (Japanese)



Middle Years (Year 7 to Year 9)

Subject Selection

Core Subjects	Other Subjects
Religious Education	Civics & Citizenship
English	Design & Technologies Materials (Wood Tech)
Health and Physical Education	Design & Technologies Food & Materials (Agriculture)
Humanities and Social Sciences	Design & Technologies Food Specialisation (Food Tech)
Mathematics	Design & Technologies Design Graphics & Engineering
Science	Digital Technologies
	Drama
	Economics & Business
	Media Arts
	Music
	Visual Arts

Senior Years (Year 10 to Year 12)

Senior School Subjects – Year 10

Core Subjects	Electives	
Religious Education	Certificate III Aviation	Economics & Business
English	DT Design	Health
Mathematics	DT Food & Materials (Agriculture)	Media Arts
Science	DT Food Specialisation (Food Tech)	Music
History	DT Materials (Wood Tech)	STEM
PE	Digital Technologies	Visual Arts
	Drama	

Senior School Subjects – Years 11 and 12

General Subjects

Biology	Mathematical Methods
Chemistry	Modern History
Design	Music + Music Extension
Drama	Physical Education
English	Physics
Mathematics	Psychology
Health	Specialist Mathematics
Legal Studies	Study of Religion
Literature	Visual Art

Applied Subjects

Agricultural Practices	Hospitality Practices
Essential English	Religion and Ethics
Essential Mathematics	Science in Practice
Information & Communication Technology	Sport and Recreation
Furnishing Skills	Visual Arts in Practice

Certificate Subjects

Certificate III Business
Certificate III Fitness

- ❖ Vocational Options: TAFE/Traineeship/Apprenticeship
- ❖ University Options: by application
- ❖ Other Certificate courses are available on application

2025 Term Dates

Term 1	Wednesday 29 January – Friday 4 April (10 weeks) <ul style="list-style-type: none"> ▪ Wednesday 29 January Prep Surnames A-K only attend ▪ Thursday 30 January Years 1 to 12 Students attend ▪ Friday 31 January Prep Surnames L-Z only attend All P-12 Students attend
Term 2	Tuesday 22 April – Friday 27 June (10 weeks)
Term 3	Tuesday 15 July – Friday 19 September (10 weeks)
Term 4	Tuesday 7 October – Friday 5 December (9 weeks) <ul style="list-style-type: none"> ▪ Year 12 Students finish Friday 21 November ▪ Years 10 & 11 Students finish Friday 28 November
Pupil Free Days	<ul style="list-style-type: none"> ▪ Wednesday 22 January ▪ Thursday 23 January ▪ Friday 24 January ▪ Tuesday 28 January (Staff Only – Admin Day) ▪ Monday 14 July (Staff Only) ▪ Friday 5 September (Staff Only – CTJ Day) ▪ Friday 5 December (Staff Only)

Technology at Emmaus



At Emmaus College, technology (devices, internet, cameras etc) are used to enhance teaching and learning in several ways: for communicating with other people, for publishing students' work, for research and learning skills.

Emmaus College provides access to technology as part of the Education program.

Students in Prep to Year 3 have access to iPads and in Years 4-6 access to a laptop.

In secondary years (7-12) students are assigned a laptop which may be taken home. Students must agree to follow the College's Acceptable Use of Technology Policy to be able to take the device home.

These educational devices remain the property of the school

Extra Curricular Activities

Junior Years (Years 3-6)

Sport

- * Kingfisher Rugby League
- * Kingfisher Netball
- * Cluster Cup Cricket
- * Cluster Gala Days

Performing Arts

- * Junior Years Choir
- * Ukelele Club
- * Biannual Musical (2026)

Other

- * Opti-MINDS
- * Homework Club
- * Various Lunchtime Clubs
- * Equestrian
- * St Vincent de Paul's Sleepout Afternoon (Yr 6)

Middle & Senior Years (Years 7-12)

SECA Sports Competition

- * Cricket
- * Netball
- * Rugby League
- * Soccer
- * Tennis
- * Touch Football
- * Volleyball
- * Basketball
- * eSports
- * Swimming
- * Athletics
- * Cross Country
- * Chess
- * Theatre Sports
- * Rugby 7's
- * AFL
- * eSports



Other Sport

- * Confraternity Rugby League
- * QISSN (Netball)
- * QLD All Schools Touch Competition
- * Basketball
- * Cricket
- * Titans Cup Rugby League
- * QC Cup Netball
- * Equestrian
- * Qld School Sport - Representative Sport

Performing Arts

- * Rock Band
- * Concert Band
- * Biannual Musical (2026)
- * Music Ministry Team
- * Stage Band

Other

- * Orion Club
- * Tutoring - Maths, English, Science
- * STEM Club
- * St Vincent de Paul Sleepout
- * Opti-MINDS
- * Agriculture Cattle Show Team
- * Reading Club
- * Australian Competitions (Mathematics)



Instrumental Music Program

The Instrumental Music Program at Emmaus offers excellent quality private tuition for keen and committed students in any year level. The aim of the instrumental program is the development of the student's musical, social and personal awareness through participation in instrumental music instruction, ensembles, rehearsals and performances. Instrumental music tuition is available to students for strings, woodwind, piano, drums and guitar.



The College ensemble welcomes new members when their level of proficiency allows them to contribute. More information on the program can be found in the Instrumental Handbook found on our website.

Outside School Hours Care

Before School, After School and Vacation Care are available for students – Prep to Year 6. Bookings are essential. Management of the centre is the responsibility of Catholic Early EdCare, an agency of the Catholic Archdiocese of Brisbane.

Any enquiries should be directed to the Coordinator, telephone number is 5548 6800 or more information is available on their website at catholicearlyedcare.qld.edu.au/emmaus-primary-school-combined-outside-school-hours-care-jimboomba.

Operating hours in the morning are from 6:30am to 8:30am, and in the afternoon from 2:45pm to 6:00pm.

Vacation Care operating hours are 7:00am to 6:00pm.

Uniform Shop

New uniforms, iron-on labels and other accessories are available for purchase at the Uniform Shop.

Orders can be placed by email emmausuniform@bne.catholic.edu.au, online through Flexischools or phone: 5547 9913. Layby and EFTPOS facilities are available.

To see current Uniform Shop hours please refer to the College website.

Bus Services

Emmaus College has several bus services that transport students to and from the College. Further information about bus services to the school can be obtained from Bus Qld busqld.com.au, website emmausjimboomba.qld.edu.au and from the bus companies –

- Beaudesert Bus Services 5541 3432 logancoaches.com.au
- Logan Coaches 5546 3077 logancoaches.com.au
- Park Ridge Transit 3802 1233 busqld.com.au

At all times, students of Emmaus College are expected to follow the *Code of Conduct for School Students Travelling on Buses* issued by the Queensland Government. A copy of this document is located at –

translink.com.au/travel-with-us/school-travel/school-travel-info/code-of-conduct

Students are expected to follow the requirements set out under the *Code of Conduct* in order to ensure safe and enjoyable travel to and from home and school, and whilst on school excursions, camps, sports and study trips.

The Code of Conduct for School Students Travelling on Buses states that students have a responsibility to -

- contribute to safe and enjoyable travel for all passengers
- follow the Code of Conduct and accept the rules of bus operators
- be responsible for their attitudes and actions
- respect the rights of other passengers
- treat bus drivers with respect
- follow the direction/instruction of drivers
- report any unsafe behaviour to drivers/schools
- express concerns in an appropriate manner
- demonstrate self-control
- be co-operative

IT'S THE EMMAUS *way*

EMMAUS COLLEGE JIMBOOMBA

ADDRESS : 48 East Street Jimboomba, QLD 4280
POST : PO Box 539 Jimboomba, QLD 4280
EMAIL : psjimboomba@bne.catholic.edu.au
PHONE : 07 5547 9990
WEB : www.emmausjimboomba.qld.edu.au