

# PREP 2022 ENROLMENT PACK



ST. PAUL'S PRIMARY SCHOOL

230-240 SUNSHINE AVENUE

KEALBA VICTORIA 3021

Phone: 03 9366 6033

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April 2021

Dear Parents & Guardians,

Thank you for considering Saint Paul's Primary School as a school for your child.

St. Paul's Primary School is one of two Catholic primary schools, in the local Catholic parish of St. Mary of the Assumption.

Catholic education is intrinsic to the mission of the Catholic Church. It is one means by which the church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teachings, as well as a lived appreciation of membership of the Catholic Church.

Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership with the school by supporting the school in furthering the spiritual and academic life of their children.

As a Catholic school, we are central to the Catholic Church and its mission to make Christ known to the world. As a Catholic school, we live out the Gospel message of love & acceptance, in all our interactions; acknowledging that ***Christ lives in all of us*** (St. Paul's Primary School, 'Vision Statement').

St. Paul's Primary School stands as a proud and aspirational Catholic learning community, wherein all its members (students, staff, parents & guardians and families) are considered lifelong learners, engaged in rich & rigorous learning programs and opportunities. At the core of our learning is the community's Faith Dimension; Christian values and a rich Religious Education Program, support our students in coming to 'know, worship and love' their faith, in a supported & guided learning environment.

St. Paul, our patron, was a teacher for his time; he wrote to the people of Phillipi (modern-day Greece), that "*We can do all things with Christ who strengthens us*" (Philippians 4:13). As a Catholic school, our way is the way of Christ, our strength is in the strength of Christ and our inspiration is in the unconditional love of Christ.

***'It takes a whole village to raise a child'*** (Old African Proverb); with this ancient proverb in mind, the St. Paul's learning and teaching community, places immense value upon the importance of the parent-educator / teacher-educator partnership. Communication between the school and the home is seen as vital and must be two-way; parent-teacher conversations are encouraged and are informal & formal in nature. Communication is essential in ensuring your children are engaged as learners, in a safe, happy & informed learning environment.

The Victorian Curriculum underpins all our academic programs and is the mandated curriculum program for our children. Supplemented by the Melbourne Archdiocese Catholic Schools' MACS), 'Horizons of Hope' Education Framework, as well as its 'Coming To Know, Worship & Love' Religious Education Framework, our children are encouraged to come to 'know & love' their faith and to always aspire to be the best they can be, in all aspects of the curriculum, as well as in their involvement in the parish community and the local & wider communities.

As you face one of the most important of decisions for your child, that is, which school you should enrol them in, be assured that St. Paul's Primary School, recognises every child as unique, capable of achieving their best and encouraged to be their best.

In a safe and secure learning and teaching environment, all members of the St. Paul's 'family', engage with one another within our School Wide Positive Behaviour Framework, where the wellbeing of every community member is of the highest priority. Your child's safety is of the highest priority at St. Paul's; this is clearly & concisely articulated in our 'Statement of Commitment to Child Safety', wherein we state that, ***St. Paul's Primary School prioritises the safety and wellbeing of all children in our care. We work with diligence and intent to protect them, prioritising their safety and wellbeing at all times and in every situation.***

As a teacher-educator of some forty years, learning is my passion and your children are my priority. I work with a staff team who, through their commitment, dedication and passion, come to school each day, to ensure your children are happy and safe, and as a consequence, are open to learning.

Every child is unique and learns in different ways and at a different pace. Learning at St. Paul's is individualised and personalised, with learning plans designed to ensure every child's needs are considered and catered for. The dreams and aspirations you have for your children are acknowledged and supported in their realisation by the enthusiasm and experience of a staff team, who are here for your children and your children only. Our 'School Essence Statement' is explicit in this regard, stating that, ***'Like Christ, we believe in valuing each individual for who they are and who they can be.'***

Formal Information Sessions & School Tours at 9.30 am and 6.30 pm, will be held on Thursday April 22 2021. These sessions will allow you the opportunity to hear about our school and view its facilities and amenities. Individual school tours may be booked through the school office on days & dates mutually convenient to you and the school.

If you wish to apply for enrolment, please complete and return an Enrolment Application to the school office by Friday April 30 2021.

Please fill out the Enrolment Documents listed below and required by the school.

Please familiarise yourself with the documents listed below to be kept by yourselves. Your understanding of & acceptance of these policies & procedure detailed in these documents, are a condition of your child's ongoing enrolment at St. Paul's Primary School, should they be accepted for enrolment.

I encourage you to call our office, should you have any questions regarding the enrolment process.

We look forward to meeting with you.

Yours Sincerely,



**Denis J. Daly**  
Principal

#### **Enrolment Documents:**

##### **Required by the school:**

- **Enrolment Application**
- **School Family Occupation Index: Parent Occupation Groups**
- **St. Paul's Primary School: Photograph / Recording Permission Form**
- **St. Paul's primary School: Parent / Guardian / Carer Code of Conduct**
- **St. Paul's primary School: Student Code of Conduct**
- **St. Paul's Primary School: School Enrolment Agreement**

##### **To Be Kept by Parents, Guardians or Carers:**

- **St. Paul's Primary School: Enrolment Policy**
- **St. Paul's primary School: Enrolment Procedure**
- **St. Paul's Primary School: Fees & Charges Policy**
- **St. Paul's primary School: Privacy Policy**
- **St. Paul's Primary School: Standard Collection Notice**

**ST PAUL'S PRIMARY SCHOOL  
KEALBA**



**ENROLMENT TIMELINE  
FOUNDATION (PREP) 2022**

- Thursday 22 April: Information Sessions & School Tours (9.30 am & 6.30 pm)
- Friday 30 April: Enrolment Applications due
- Monday 10 May – Friday 21 May: Enrolment Interviews: New Families
- Monday 24 May: Enrolment Offers posted
- Monday 31 May: Enrolment Acceptances + Deposit due
- Monday 19 July – Friday 23 July: Enrolment Interviews: Existing Families
- Mon. 22 November: Orientation Session 1: 9.30 am – 11.00 am
- Mon. 29 November: Orientation Session 2: 9.30 am – 11.00 am
- Mon. 6 December: Orientation Session 3: 9.30 am – 11.00 am
- Monday 13 December: Step Up Day: 9.30 am – 11.00 am
- Monday 31 January 2022: Foundation Students start (9.30 am)
- Wed. 02.02, Wed. 09.02, Wed. 16.02, Wed. 23.02, & Wed. 02.03: **NO SCHOOL**
- Mon. 7 March 2021: First fulltime week

# St. Paul's Primary School Enrolment Policy



St. Paul's Primary School, Kealba, is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd. (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

## Enrolment principles

Our governing body, the MACS Board, has established an agreed order of priority for enrolment which St. Paul's Primary School must follow.

**Our first priority is the provision of a Catholic education for Catholic children.**

While St. Paul's Primary School is open to families of all faith and non-religious backgrounds, we aim and give priority to enrol Catholic and Orthodox children ahead of other Christian denominations, non-Christians or children of no religious affiliation.

## Definitions

**Parish:** The local parish as defined by the Catholic Archdiocese of Melbourne.

**Enrolment catchment area:** A defined area from which a school enrolls students as officially designated to a school by the MACS Board.

The St. Paul's Primary School catchment area boundaries run along the Maribyrnong River from the Western Ring Road to Green Gully Road and Taylors Roads in the East, from Taylors Road along Leslie Street and Vincent Street in the West and from Vincent Street along Main Road East to Sunshine Avenue in the South.

**Catholic:** A child is considered Catholic if they have been baptised and can provide a Certificate of Baptism from a Catholic Parish.

**Orthodox:** Includes children from non-Catholic Eastern churches. That is, Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox.

## Enrolment priorities

Our order of priority for enrolment has been approved by our governing body, the MACS Board. The Board requires St. Paul's Primary School to follow this Enrolment Policy.

Our order of priority is:

- 1) Children with a familial relationship:
  - a) siblings of children who are enrolled at, or have previously attended the school
  - b) daughters/sons of former students
- 2) Children who are residents of the school catchment and are in order of preference:
  - a) Catholic
  - b) Orthodox
  - c) Other Christian
  - d) Non-Christian
  - e) of no religion

3) Children who are not residents of the school catchment, are unable to access the local Catholic primary school in their parish of residence, and are in order of preference:

- a) Catholic
- b) Orthodox
- c) Other Christian
- d) Non-Christian
- e) of no religion

Enrolment is subject to the maximum capacity of the school.

### Application for enrolment

We strive to be welcoming and inclusive and to collaborate with parents as partners in the education of their child, while making every effort to ensure a Catholic education is accessible to every Catholic family through the provision of family-friendly fee policies and fee relief.

We are open and welcoming to all Catholic students, regardless of their background, and do everything reasonable to accommodate the individual needs of each student.

The MACS Board encourages and supports its schools to extend particular assistance to children who are impacted by poor, disadvantaged or considered most at risk.

Parents who wish to accept a place in a MACS school for their children will be required to agree and sign an Enrolment Agreement with MACS, represented by the Principal, for enrolment at the particular School.

We are required to collect and retain particular information about parents and their child in accordance with this Framework. Parents are required to provide particular information about their child during the enrolment procedure in order for our governing body to meet its duty of care obligations and to satisfy government requirements.

Lodging an Enrolment Form does not guarantee enrolment at the particular School.

# St. Paul's Primary School

## Enrolment Procedure

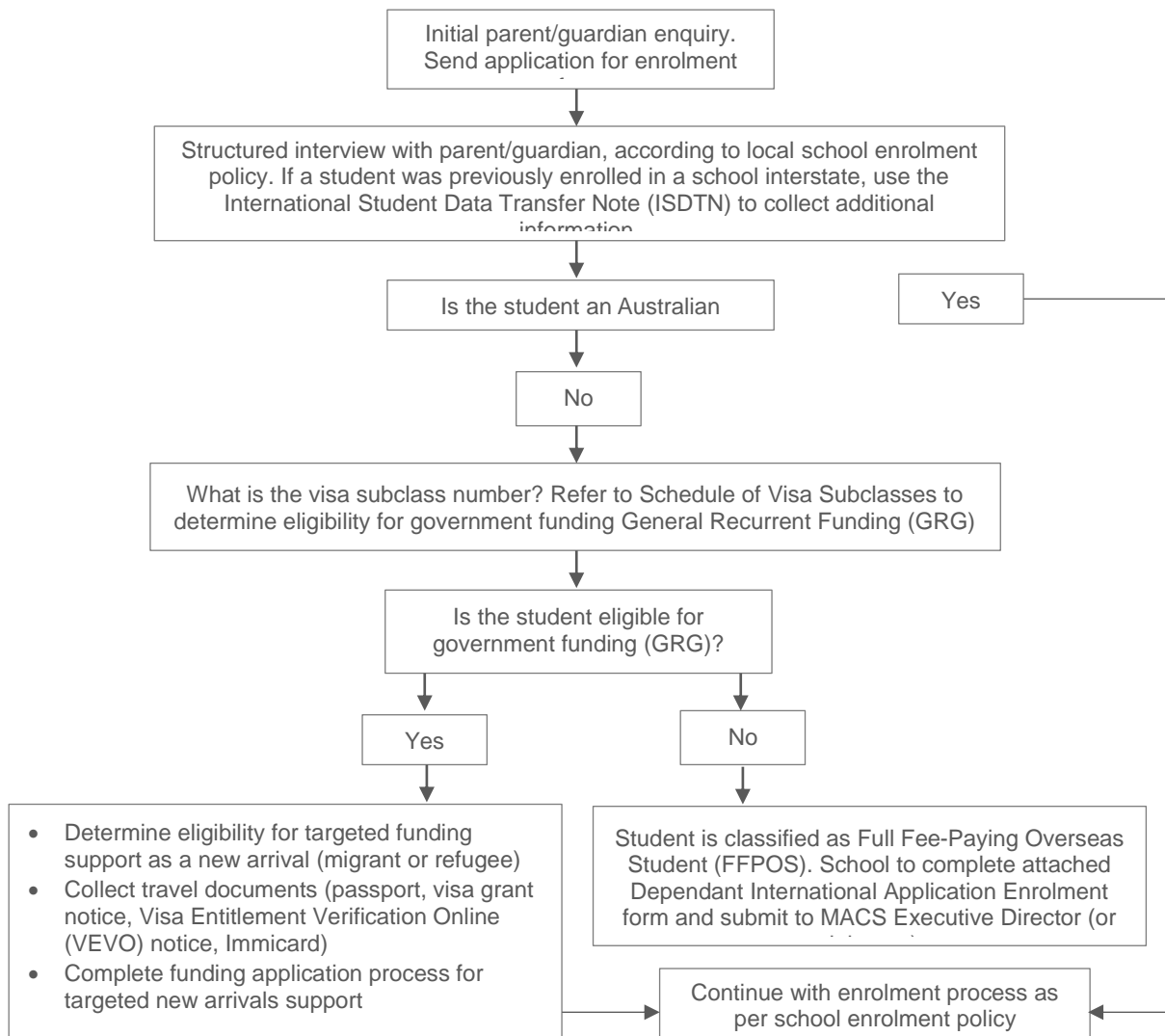


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Parents seeking to enrol their child in St. Paul's Primary School should review our Enrolment Policies and Procedures to understand the enrolment procedure and their obligations if the application to enrol their child is successful. A reference to Parent in this document includes a reference to a parent or guardian (as applicable).

### Mandated Enrolment Procedure

To ensure consistency and transparency, we are required to follow the enrolment procedure presented in the following flow chart.



## Children under the minimum school entry age and pre-Prep programs

### Exemption for enrolment under minimum school entry age

Under the *Education and Training Reform Act 2006*, schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. Victorian children are eligible to commence school if they are **5 years of age on 30 April** in the year they start school. If a parent/guardian is seeking to enrol their child in a school at a younger age, a minimum age exemption is required. Exemptions are the exception rather than the norm and will only be granted when commencement of formal education is deemed to be in the child's best interests. Enrolment can only proceed with written approval by the MACS Executive Director (or the delegate of the MACS Executive Director) subject to the following Minimum Age Exemption Application Criteria:

#### Minimum Age Exemption Application Criteria

1. Suitable academic ability as evidenced by cognitive assessment documenting a  $\geq 130$  Full Scale IQ (2 standard deviations or more above the mean).
2. Evidence of enrolment in formal schooling and attendance for more than one term at an interstate or overseas school (not pre-school), and transfer documentation including evidence of appropriate academic achievement.
3. The student will be aged at least 4 years 6 months on or before 30 April in the year they commence school as evidenced by a birth certificate or passport (in addition to meeting criteria 1 or 2).
4. Evidence from childcare, kindergarten, allied health or other relevant professionals that support early age entry and the detrimental impacts to the longer term interests of the child were they not to attend school.

To apply for a minimum age exemption application:

1. The parent/guardian should contact the Principal to seek advice about the minimum age exemption procedure. Note additional support (e.g. an interpreter) can be provided upon request.
2. The Principal will determine if there is sufficient evidence to meet the aforementioned Minimum Age Exemption Application Criteria.
3. The Principal will submit an application to the MACS Executive Director for approval by the Executive Director or a delegate. The application should include:
  - minimum Age Exemption Application form
  - supporting letter from the parent(s)/guardian(s) requesting an exemption for enrolment under minimum school entry age
  - supporting documentation from appropriate health or educational professionals detailing cognitive assessment results (IQ at or above 130) and substantive reasons for early school entry
  - if relevant, evidence of enrolment in formal schooling and attendance for more than one term at an interstate or overseas school (not pre-school), and transfer documentation including evidence of appropriate academic achievement (e.g. school report).

### Pre-Foundation programs

These Procedures do not support the promotion of pre-Prep/Foundation programs which provide two years of schooling at the Foundation level. Indeed, repetition of a school year at any level has not been proven to create the opportune conditions for future learning development, is often detrimental to future progress and not recommended. A child's perceived lack of 'readiness' for school in the Foundation year may be caused by developmental needs, which would be better identified and addressed through flexible arrangements that cater for the needs of every child from the point of school entry, i.e. the Foundation year.



## Year 7 enrolment

In enrolling students at Year 7, secondary schools that share priority parishes are required to collaborate to ensure all applicants are offered a place at a secondary MACS school. Collaboration aims to be open and transparent and consistent with local school enrolment policies and practices. Secondary schools must comply with the upper limit ceiling for Year 7 enrolments for each MACS school, and take into account the priority parishes for each school together with the agreed timeline for the Year 7 enrolment procedure.

## Enrolment of students with additional learning needs

We welcome parents who wish to enrol a child with additional learning needs and explore available options to fully understand and accommodate the child's needs. The procedure for enrolling students with additional learning needs should be the same as that for enrolling any student. There is collaboration between primary and secondary MACS schools to ensure coordination and consistency of policy and procedures. We are required to comply with the relevant Australian and Victorian government legislation when considering the enrolment of a child with additional learning needs.

## Enrolment of students from interstate

When enrolling students whose previous school was interstate, we use the protocols of the Interstate Student Data Transfer Note (ISDTN). This is a mandatory requirement of the Australian Government. It is the responsibility of the enrolling school to initiate and manage this procedure, and be sensitive to parent/student consent requirements for the provision of information. All relevant documents and information are available at the Education Council's website [www.educationcouncil.edu.au/EC- Reports-and-Publications/EC-ISDTN/EC-ISDTN--](http://www.educationcouncil.edu.au/EC-Reports-and-Publications/EC-ISDTN/EC-ISDTN--)

## Dependent Full-Fee Paying Overseas Students

Parents who are studying, or planning to study, in Victoria and wish to enrol their child as a full-fee paying overseas student (FFPOS) are to refer to the Dependent Full-Fee Paying Overseas Students (FFPOS) Application which explains the application procedure and requirements and the relevant visa classes that apply.

## Relevant legislation to be considered when enrolling students in MACS schools

### Education and Training Reform Regulations 2017 (Vic.)

The regulations require a registered school to have a clearly defined enrolment policy that complies with all applicable state and Commonwealth laws. The Principal must be familiar with the relevant provisions of this legislation and Enrolment Policy and, as appropriate, ensure application of this Enrolment Policy.

### Equal Opportunity Act 2010 (Vic.)

This legislation prohibits discrimination by an educational authority against a person in deciding who should be admitted as a student, in the terms on which the authority admits a person as a student, or by refusing or failing to accept the person's application for admission as a student. However, an exception is provided for an educational authority that operates an educational institution wholly or mainly for students of a particular sex, religious belief, age or age group, such that it may exclude from that institution people who are not of the particular sex, religious belief, age or age group. All other discrimination in enrolment of students is prohibited.

### Disability Discrimination Act 1992 (Cth)

Under this legislation, discrimination based on disability is unlawful. It applies to school authorities and their employees. The definition of disability is broad and includes physical, intellectual, psychiatric, sensory, and neurological or learning disability, as well as physical disfigurement and the presence in the body of a disease-causing organism.

Relevant for enrolments, it is unlawful for an educational authority to discriminate against a person on the ground of the person's disability, or a disability of any of the person's associates, by refusing or failing to accept the person's application for admission as a student, or in the terms and conditions on which it is prepared to admit the person as a student.

However, it is not unlawful to refuse or fail to accept a person's application for admission as a student in an educational institution where the person, if admitted as a student by the educational authority, would require services or facilities that are not required by students who do not have a disability and the provision of which would impose unjustifiable hardship on the educational authority.

### **Privacy Act 1988 (Cth)**

This legislation governs how schools must handle personal information collected as part of the enrolment procedure.

Our governing body has adopted a Privacy Policy in respect of its schools with which we must comply. We ensure the Privacy Policy is kept up-to-date on the school's website and in applicable forms and school documentation.

# ST. PAUL'S PRIMARY SCHOOL

## Enrolment Application



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### ENROLMENT FORM

Name:

Address:

Email:

Tel:

Fax:

#### OFFICE USE ONLY

Date received:

Birth certificate attached:

Yes  No

Enrolment date:

English as an Additional Language:

Yes  No

Start date:

House colour:

Student/family code:

VSN:

Immunisation history statement attached: Yes  No

Visa information attached (if relevant): Yes  No

### STUDENT DETAILS

Surname:

Entry year (YYYY):

Entry level/grade:

First name/s:

Preferred first name:

Date of birth:

Religion: (include rite)

Male:

Female:

Other:

### HOME ADDRESS OF STUDENT

Street number and name:

Suburb:

Postcode:

Home phone:

### EMERGENCY CONTACTS – OTHER THAN PARENT/GUARDIAN

1. Name:	2. Name:
Relationship to child:	Relationship to child:
Home phone:	Home phone:
Mobile:	Mobile:

### SACRAMENTAL INFORMATION

Baptism	Date:	Parish:
Confirmation	Date:	Parish:
Reconciliation	Date:	Parish:
Communion	Date:	Parish:
Current parish:		

### PREVIOUS SCHOOL/PRESCHOOL PERMISSION

Name and address of previous school/preschool:		
I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning:	No <input type="checkbox"/>	Yes <input type="checkbox"/>

### NATIONALITY

Government Requirement	Nationality:	Ethnicity:		
In which country was the student born?	<input type="checkbox"/> Australia	<input type="checkbox"/> Other – please specify:		
Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both.)				
No <input type="checkbox"/>	Yes, Aboriginal <input type="checkbox"/>	Yes, Torres Strait Islander <input type="checkbox"/>		
<b>Does the student or their parent(s)/guardian(s) speak a language other than English at home?</b> Note: Record all languages spoken.				
		Student	Parent A/Guardian 1	Parent B/Guardian 2
<b>No</b>	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Yes</b>	Other – please specify all languages			

## IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS\*

**Please tick the relevant category below and record the visa subclass number as per government requirements:**

(original documents to be sighted and copies to be retained by the school)

### Australian citizen not born in Australia:

Australian citizen (Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia)

Australian passport number:

Naturalisation certificate number:

Visa subclass recorded on entry to Australia:

Date of arrival in Australia:

### Not currently an Australian citizen, please provide further details as appropriate below:

Permanent resident: (if ticked, record the visa subclass number)

Temporary resident: (if ticked, record the visa subclass number)

Other/visitor/overseas student: (if ticked, record the visa subclass number)

**\* Please attach visa/ImmiCard/letter of notification and passport photo page.**

## MEDICAL INFORMATION

Doctor's name:

Street number and name:

Suburb:

Postcode:

Phone:

Medicare number:

Ref number:

Expiry:

Private health insurance: Yes  No

Fund:

Number:

Ambulance cover: Yes  No

Number:

Medical condition: Please specify any relevant medical conditions for the student, e.g. asthma, diabetes, anaphylaxis, and/or any medications prescribed for the student. A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed:

Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.

**Has the student been diagnosed as being at risk of anaphylaxis?** Yes  No

**If yes, does the student have an EpiPen or Anapen?** Yes  No

## IMMUNISATION (please attach an immunisation history statement for your child)

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement for your child (visit [myGov](#)) and provide it to the school with this enrolment form.

Immunisation history statement attached:

Yes

No

If no, please provide explanation:

If the student entered Australia on a humanitarian visa, did they receive a refugee health check?

Yes

No

Please provide all required information to allow us to meet our duty of care obligations and facilitate the smooth transition of your child into our school. It will assist the school to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.

## ADDITIONAL NEEDS

Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support?

Yes

No

Does your child present with:

autism (ASD)

behavioural concerns

hearing impairment

intellectual disability/  
developmental delay

mental health issues

oral language/communication  
difficulties

ADD/ADHD

acquired brain injury

vision impairment

giftedness

physical impairment

other condition (please  
specify)

Has your child ever seen a:

paediatrician

physiotherapist

audiologist

psychologist/counsellor

occupational  
therapist

speech pathologist

psychiatrist

continence nurse

other specialist (please  
specify)

Have you attached all relevant information/reports?

Yes

No

## FAMILY DETAILS

Who will be responsible for payment of the school fees and levies?

Surname	First name	Address and email	Phone	Relationship to the student

## PARENT /GUARDIAN 1

Surname:	Title: (e.g. Mr/Mrs/Ms)	First name:
Address:		
Home phone:	Work phone:	Mobile:
SMS messaging: (for emergency and reminder purposes)		Yes <input type="checkbox"/> No <input type="checkbox"/>
Email:		
<b>Government Requirement</b>	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index on p. 11)
Religion: (include rite)		Nationality: Ethnicity if not born in Australia:
Country of birth:	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):	
<p><b>What is the highest year of primary or secondary school Parent A/Guardian 1 has completed?</b> (Persons who have never attended secondary school, tick 'Year 9 or below'.)</p> <p>Year 9 or below      Year 10 or equivalent      Year 11 or equivalent      Year 12 or equivalent</p> <p><input type="checkbox"/>                              <input type="checkbox"/>                              <input type="checkbox"/>                              <input type="checkbox"/></p>		
<p><b>What is the level of the highest qualification Parent A/Guardian 1 has completed?</b></p> <p>No post-school qualification      Certificate I to IV (including trade certificate)      Advanced diploma/diploma      Bachelor degree or above</p> <p><input type="checkbox"/>                              <input type="checkbox"/>                              <input type="checkbox"/>                              <input type="checkbox"/></p>		

**PARENT /GUARDIAN 2**

Surname:		Title: (e.g. Mr/Mrs/Ms)	First name:	
Address:				
Home phone:		Work phone:	Mobile:	
SMS messaging: (for emergency and reminder purposes)			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email:				
<b>Government Requirement</b>	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index on p. 11)		
Religion: (include rite)		Nationality: Ethnicity if not born in Australia:		
Country of birth:	Australia	Other (please specify):		
<p><b>What is the highest year of primary or secondary school Parent B/Guardian 2 has completed?</b> (Persons who have never attended secondary school, tick 'Year 9 or below'.)</p> <p>Year 9 or below      Year 10 or equivalent      Year 11 or equivalent      Year 12 or equivalent</p> <p><input type="checkbox"/>                      <input type="checkbox"/>                      <input type="checkbox"/>                      <input type="checkbox"/></p>				
<p><b>What is the level of the highest qualification Parent B/Guardian 2 has completed?</b></p> <p>No post-school qualification      Certificate I to IV (including trade certificate)      Advanced diploma/diploma      Bachelor degree or above</p> <p><input type="checkbox"/>                      <input type="checkbox"/>                      <input type="checkbox"/>                      <input type="checkbox"/></p>				

**SIBLINGS ATTENDING A SCHOOL/PRESCHOOL**

List all children in your family attending school or preschool (oldest to youngest) – include applicant:

Name	School/preschool	Year/grade	Date of birth



HOME CARE ARRANGEMENTS	
<input type="checkbox"/> Living with immediate family	<input type="checkbox"/> Out-of-home care
<input type="checkbox"/> Carer/guardian	<input type="checkbox"/> Shared parenting, e.g. one week with each parent: Days with Parent A/Guardian 1: Days with Parent B/Guardian 2:
<input type="checkbox"/> Kinship care	<input type="checkbox"/> Other (please specify)

COURT ORDERS OR PARENTING ORDERS (if applicable)	
Are there any current court orders or parenting orders relating to the student?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes, copies of these court orders/parenting orders (e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders) must be provided.</i>	
Is there any other information you wish the school to be aware of?	

**Please note that the completion, signing and lodgement of this enrolment form is a pre-requisite for consideration of the enrolment of your child at the School, however it does not guarantee enrolment. The enrolment is formalised after the Enrolment Agreement is signed, following an offer for enrolment being made by the School. Please refer to the Terms and Conditions of the Enrolment Agreement for further details and explanation of the terms and conditions that will apply to enrolment at the School, once offered and accepted.**

PARENT/CARER/GUARDIAN SIGNATURE:	Date:
PARENT/CARER/GUARDIAN SIGNATURE:	Date:

**Note:** The Victorian Government provides the following guidance regarding admission requirements:

*Consent*

The signature of:

- student, if they are over 15 and living independently
- parent as defined in the *Family Law Act 1975*
- Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
- an informal carer, with a statutory declaration. Carers:
  - may be a relative or other carer
  - have day-to-day care of the student with the student regularly living with them
  - may provide any other consent required e.g. excursions.

Notes for informal carer:

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

Note: Secondary students may complete parts of the form and co-sign.

**Disclaimer:** *Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy enclosed with this Enrolment Pack and available on its website [www.spkealba.catholic.edu.au](http://www.spkealba.catholic.edu.au)*

# School Family Occupation Index: Parent Occupation Groups



St. Paul's Primary School, Kealba, is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

Please select the appropriate group from the following list.

## Group N: Unemployed for more than 12 months

If you are not currently in paid work but **have had a job in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.

## Occupation Group A: Senior Management in Large Business Organisations, Government Administration and Defence and Qualified Professionals

### Senior management in large business organisations

- Senior Executive/Manager/Department Head** in industry, commerce, media or other large organisations
- Business** (e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager)
- Media** (e.g. newspaper editor, film/television/radio/stage producer/director/manager)

### Government administration

- Public service manager** (Section head or above) (e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research/facility manager, police/fire services administrator)
- Defence Forces commissioned officer**

**Qualified professionals** – generally have a degree or higher qualifications and experience in applying this knowledge to: design, develop or operate complex systems, identify, treat and advise on problems, teach others

- Health** (e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician)
- Education** (e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer)
- Law** (e.g. judge, magistrate, barrister, coroner, solicitor, lawyer)
- Social Welfare** (e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator)
- Engineering** (e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer)
- Science** (e.g. scientist, geologist, meteorologist, metallurgist)
- Computing** (e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer)

- Business** (e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)
- Air/sea transport** (e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot)

## Occupation Group B: Other Business Owners/Managers, Arts/Media/Sportspersons and Associate Professionals

### Business owner/manager

- Farm/business owner/manager** (e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business)
- Specialist manager** (e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations)
- Financial services manager** (e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer)
- Retail sales/services manager** (e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station)

### Arts/media/sportspersons

- Artist/writer** (e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor)
- Sports** (e.g. sportsman/woman, coach, trainer, sports official)

**Associate professionals** – generally have diploma/technical qualifications and provide support to managers and professionals

- Medical, science, building, engineering, computer** technician/associate professional
- Health/social welfare** (e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)
- Law** (e.g. police officer, government inspector, examiner or assessor, occupational/ environmental health officer, security advisor, private investigator, law clerk, court officer, bailiff)
- Business/administration** (e.g. Recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors)
- Defence Forces** (e.g. senior non-commissioned officer)
- Other** (e.g. library technician, museum/gallery technician, research assistant, proof reader)

## Occupation Group C: Tradesmen/Women, Clerks and Skilled Office, Sales and Service Staff

**Tradesmen/women** – generally have completed a four-year trade certificate, usually by apprenticeship. All tradesmen/women are included in this group.

- Trades** (e.g. electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer)

### Clerks, skilled office, sales and service staff

- Clerk** (e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/ despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk)
- Office** (e.g. secretary, personal assistant, desktop publishing operator, switchboard operator)
- Sales** (e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher)
- Carer** (e.g. aged/disabled/refuge care worker, child care assistant, nanny)
- Service** (e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor)

### Occupation Group D: Machine Operators, Hospitality Staff, Office Assistants, Labourers and Related Workers

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

- Driver or mobile plant operator** (e.g. car, taxi, truck, bus, tram or train driver, courier/ deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/ excavator operator, farm/horticulture/forestry machinery operator)
- Production/processing machine operator** (e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator)
- Machinery operator** (e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery)

#### Hospitality, office staff

- Sales staff** (e.g. sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker)
- Office staff** (e.g. typist, word processing/data entry/business machine operator, receptionist)
- Hospitality staff** (e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper)
- Assistant/aide** (e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant)

## Labourers and related workers

- Defence Forces** (other ranks (below senior NCO) without trade qualification not included above)
- Agriculture, horticulture, forestry, fishing, mining worker** (e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- Other worker** (e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

# St. Paul's Primary School Fees and Charges Policy



St. Paul's Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

## 1. Delegation to Set and Vary Fees

- 1.1 The Principal has delegated power to set and vary fees of St. Paul's Primary School.

## 2. Setting School Fees, Levies and Ad Hoc

- 2.1 St. Paul's Primary procedure for setting school fees, levies and ad hoc charges recognises the significant contribution that St. Paul's Primary School makes to the cost of education through the generation of private income that includes the payment of fees by families.
- 2.2 St. Paul's Primary School sets and varies fees, levies and ad hoc according to criteria that represent a thorough and transparent assessment of the internal and external factors influencing costs and the families' ability to pay.
- 2.3 FFPOS are not funded by Australian or State recurrent grant funding. FFPOS student fees should set at local student fees, plus Australian and State government funding amounts and other overhead cost relating to FFPOS.
- 2.4 Fees for FFPOS must not be subsidised by recurrent grant or private income received for/from local students.
- 2.5 St. Paul's Primary School fees and levies are accessible in a variety of ways, including the School website at [www.spkealba.catholic.edu.au](http://www.spkealba.catholic.edu.au)
- 2.6 St. Paul's Primary School communication/strategy plan makes provision for the development and review of strategies for the dissemination of information about its fees and levies.

## 3. Advice to Families, Invoicing and Collection of Fees and Levies

- 3.1 St. Paul's Primary School's invoicing cycle and invoicing throughout the school year is as follows:  
at the beginning of the school year an account is sent out to all families for the full amount due, inclusive of any arrears; outstanding accounts are then sent out in the first week of each following term
- 3.2 St. Paul's Primary School is responsible for its own debt collection throughout the school year.
- 3.3 St. Paul's Primary School will make every effort to help families understand their obligation to pay fees and levies.
- 3.4 St. Paul's Primary School will discuss payment of school fees and levies, and establish a payment method with families at the time of student enrolment.
- 3.5 The preferred method of payment is direct debit, established as part of student enrolment prior to commencing at the school.
- 3.6 Recovery of unpaid fees, particularly if recovery involves legal action, will be approached humanely and sensitively to protect the student as much as possible from the public embarrassment that could arise.
- 3.7 All collection approaches to families will be based on appropriate pastoral procedures.
- 3.8 A judgment by the Principal as to whether families are unable to pay because of their financial situation will err on the side of leniency.

## **4. Fee Remissions and Concessions**

- 4.1 St. Paul's Primary School will provide fee remissions/concessions to families in need, including students who hold an HCC.
- 4.2 The MACS Board has delegated the power to provide fee remissions and/or concessions (as applicable) to the Principal of St. Paul's Primary School.
- 4.3 Refer to the St. Paul's Primary School Concessional School Fees Policy for further information.

## **Procedures**

### **1. Setting and Varying Schools Fees, levies and ad hoc charges**

- 1.1 School fees and levies will be reviewed and set annually, in sufficient time to advise School families of the following year's fees and levies
- 1.2 When setting School fees and levies, the Principal will consider recurrent fees and levies to assist in meeting the operating expenses of the School, and capital fees to assist in the purchase of assets and/or repayment of loans for capital purposes.
- 1.3 Where the school accepts enrolment of FFPOS, separate fees and levies will be set for FFPOS.

### **2. Billing Fees, Levies and Fee Concessions/Remissions**

- 2.1 Fee and levy billing and application of fee concessions/remissions are processed wholly within the School's accounting system, in accordance with the School's billing cycle. At the beginning of the school year an account is sent out to all families for the full amount due, inclusive of any arrears; outstanding accounts are then sent out in the first week of each following term
- 2.2 Fees and levies are billed in full for all students, with any fee concessions or remissions applied to the full fee or levy charged.
- 2.3 St. Paul's Primary School follows the procedures detailed in the St. Paul's Primary School Concessional Fee Policy to determine appropriate fee concessions or remissions.

### **3. Collection of Fees, Levies and Ad Hoc Charges**

- 3.1 The Principal of St. Paul's Primary School will establish a payment method with families at the time of student enrolment.
- 3.2 The preferred method of payment of school fees, levies and charges is direct debit, established at the time of student enrolment.
- 3.3 Where payment is made in cash, or on request, the School will issue a School accounting system generated receipt.
- 3.4 St. Paul's Primary School will issue periodic statements (at least once per term) to families, to assist with fee collection.
- 3.5 If a family fails to keep up with their payment commitment, the Principal will bring the matter to their attention promptly and seek resolution. Debt recovery process may need to be initiated, including follow up phone calls, letters and formal debt recovery.
- 3.6 St. Paul's Primary School will follow up debt recovery in a sensitive, discreet and confidential manner. Parents/guardians will be invited to discuss the matter with the Principal.
- 3.7 Whilst no child will be denied access to a Catholic education due to genuine financial hardship, when families decide on a Catholic school for their children they knowingly take on additional financial responsibilities associated with school fees, which must be honoured in accordance with normal commercial practices.



# St. Paul's Primary School

## Privacy Policy



This Privacy Policy sets out how the School manages personal information provided to or collected by it. The School is bound by the Australian Privacy Principles (APPs) contained in the Commonwealth Privacy Act 1988. In relation to health records, the School is also bound by the Health Records Act 2001 (Vic.) and the Health Privacy Principles in that Act.

The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

### What kinds of personal information does the School collect and how does the School collect it?

The School collects and holds personal information, including health and other sensitive information, about:

- students and parents and/or guardians ('Parents') before, during and after the course of a student's enrolment at the School including:
  - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion
  - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion
  - parents' education, occupation and language background
  - medical information (e.g. details of disability and/or allergies, and details of any assistance the student receives in relation to those disabilities, medical reports, names of doctors)
  - conduct and complaint records, or other behaviour notes, school attendance and school reports
  - information about referrals to government welfare agencies
  - counselling reports
  - health fund details and Medicare number
  - any court orders
  - volunteering information (including Working With Children Checks - WWCC)
  - photos and videos at school events.
- job applicants, staff members, volunteers and contractors, including:
  - name, contact details (including next of kin), date of birth and religion
  - information on job applications
  - professional development history
  - salary and payment information, including superannuation details
  - medical information (e.g. details of disability and/or allergies and medical certificates)
  - complaint records and investigation reports
  - leave details
  - photos and videos at school events
  - workplace surveillance information
  - work emails and private emails (when using work email address) and internet browsing history
- other people who come into contact with the School, including name and contact details and any other information necessary for the particular contact with the School.

## **Personal Information you provide**

The School will generally collect personal information held about an individual by way of forms filled out by Parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than Parents and students (such as job applicants and contractors) provide personal information to the School.

## **Personal Information provided by other people**

In some circumstances the School may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school. The type of information the School may collect from another school may include:

- academic records and/or achievement levels
- information that may be relevant to assisting the new school meet the needs of the student including any adjustments

## **Exception in relation to employee records**

Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record where the treatment is directly related to a current or former employment relationship between the School and employee. The School handles staff health records in accordance with the Health Privacy Principles in the Health Records Act 2001 (Vic.).

## **Anonymity**

The School needs to be able to identify individuals with whom it interacts and to collect identifiable information about them to facilitate the delivery of schooling to its students and its educational and support services, conduct the job application process and fulfil other obligations and processes. However, in some limited circumstances some activities and interactions with the School may be done anonymously where practicable, which may include making an inquiry, complaint or providing feedback.

## **How will the School use the personal information you provide?**

The School will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

Students and Parents: In relation to personal information of students and Parents, the School's primary purpose of collection is to enable the School to provide schooling to students enrolled at the School (including educational and support services for the student), exercise its duty of care and perform necessary associated administrative activities which will enable students to take part in all the activities of the School. This includes satisfying the needs of Parents, the needs of the student and the needs of the School throughout the whole period the student is enrolled at the School.

The purposes for which the School uses personal information of students and Parents include:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines
- day-to-day administration of the School
- looking after students' educational, social and medical wellbeing
- seeking donations and marketing for the School
- to satisfy the School's legal obligations and allow the School to discharge its duty of care
- to satisfy the School service providers' legal obligations, including the Catholic Education Commission of Victoria Ltd (CECV) and the Catholic Education Offices.

In some cases where the School requests personal information about a student or Parent, if the information requested is not provided, the School may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

## **Job applicants and contractors**

In relation to personal information of job applicants and contractors, the School's primary purpose of collection is to assess and (if successful) to engage the applicant, or contractor, as the case may be.

The purposes for which the School uses personal information of job applicants and contractors include:

- administering the individual's employment or contract, as the case may be
- for insurance purposes
- seeking donations and marketing for the School
- satisfying the School's legal obligations, for example, in relation to child protection legislation.

### **Volunteers**

The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as [include any alumni associations], to enable the School and the volunteers to work together, to confirm their suitability and to manage their visits.

### **Counsellors**

The School contracts with external providers to provide counselling services for some students. The principal may require the Counsellor to inform him or her or other teachers of any issues the principal and the Counsellor believe may be necessary for the School to know for the well-being or development of the student who is counselled or other students at the School.

### **Parish**

The School may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.

### **Marketing and fundraising**

The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to provide a quality learning environment in which both students and staff thrive. Personal information held by the School may be disclosed to organisations that assist in the School's fundraising, for example, the School's Foundation or alumni organisation [or, on occasions, external fundraising organisations].

Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information and sometimes people's images, may be used for marketing purposes.

### **Who might the School disclose personal information to and store your information with?**

The School may disclose personal information, including sensitive information, held about an individual for educational, administrative and support purposes. This may include to:

- School service providers which provide educational, support and health services to the School, (either at the School or off campus) including the Catholic Education Commission of Victoria Ltd (CECV), Catholic Education Offices, specialist visiting teachers, volunteers, counsellors, sports coaches and providers of learning and assessment tools
- third party service providers that provide online educational and assessment support services, document and data management services, training and support services, hosting services, and software-as-a-services applications (such as the Integrated Catholic Online Network (ICON) and Google's G Suite)
- CECV and Catholic Education offices to discharge its responsibilities under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) (AE Act) relating to students with a disability
- other third parties which the school uses to support or enhance the educational or pastoral care services for its students or to facilitate communications with Parents
- another school including to its teachers to facilitate the transfer of a student
- Federal and State government departments and agencies
- health service providers
- recipients of School publications, such as newsletters and magazines
- student's parents or guardians and their emergency contacts
- assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority
- anyone to whom you authorise the School to disclose information
- anyone who we are required or authorised to disclose the information to by law, including child protection laws.

## **Nationally Consistent Collection of Data on School Students with Disability**

The school is required by the Federal Australian Education Regulation (2013) and Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. The school provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.

### **Sending and storing information overseas**

The School may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, the School will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual; or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The School may from time to time use the services of third party online service providers (including for the delivery of services and third party online applications, or Apps relating to email, instant messaging and education and assessment, such as Google's G Suite, including Gmail) which may be accessible by you. Some personal information [including sensitive information] may be collected and processed or stored by these providers in connection with these services. These online service providers may be located in or outside Australia.

School personnel and the school's service providers, and the CECV and its service providers, may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the system and services ensuring their proper use.

The school makes reasonable efforts to be satisfied about the security of any personal information that may be collected, processed and stored outside Australia, in connection with any cloud and third party services and will endeavour to ensure the cloud is located in countries with substantially similar protections as the APPs.

The countries in which the servers of cloud service providers and other third party service providers are located may include:

- United States of America

Where personal and sensitive information is retained by a cloud service provider on behalf of CECV to facilitate Human Resources and staff administrative support, this information may be stored on servers located in or outside Australia.

### **How does the School treat sensitive information?**

In referring to 'sensitive information', the School means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

### **Management and security of personal information**

The School's staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals.

The School has in place steps to protect the personal information the School holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records. This includes responding to any incidents which may affect the security of the personal information it holds. If we assess that anyone whose information is affected by such a breach is likely to suffer serious harm as a result, we will notify them and the Office of the Australian Information Commissioner of the breach.

It is recommended that parents and the school community adopt secure practices to protect themselves. You should ensure that all passwords you use are strong and regularly updated and that your log in details are kept secure. Do not share your personal information with anyone without first verifying their identity and organisation. If you believe any of your personal information has been compromised, please let the School know immediately.

### **Access and correction of personal information**

Under the Privacy Act and the Health Records Act, an individual has the right to seek and obtain access to any personal information and health records respectively which the School holds about them and to advise the School of any perceived inaccuracy. Students will generally be able to access and update their personal information through their Parents, but older students may seek access and correction themselves.

There are some exceptions to the access rights set out in the applicable legislation.

To make a request to access or to update any personal information the School holds about you or your child, please contact the [School Principal] or [School Administrator] by telephone or in writing. The School may require you to verify your identity and specify what information you require. The School may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the School will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

There may be circumstances where the reason for refusal is not provided, if doing so may breach the privacy of another person.

### **Consent and rights of access to the personal information of students**

The School respects every Parent's right to make decisions concerning their child's education.

Generally, the School will refer any requests for consent and notices in relation to the personal information of a student to the student's Parents. The School will treat consent given by Parents as consent given on behalf of the student, and notice to Parents will act as notice given to the student.

Parents may seek access to personal information held by the School about them or their child by contacting the [School Principal] or [School Administrator] by telephone or in writing. However, there may be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School's duty of care to the student.

The School may, at its discretion, on the request of a student grant that student access to information held by the School about them, or allow a student to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

### **Enquiries and complaints and contact details**

If you would like further information about the way the School manages the personal information it holds about you, or wish to complain that you believe that the School has breached its privacy obligations, please contact the [School Principal] by writing or telephone at [insert contact details here]. The School will investigate your complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

If you are not satisfied with the School's decision you may make a complaint to the Office of the Australian Information Commissioner (OAIC) whose contact details are:

GPO Box 5218, Sydney, NSW 2001

Telephone: 1300 363 992

[www.oaic.gov.au](http://www.oaic.gov.au)

# St. Paul's Primary School Standard Collection Notice



1. The School collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at the School. This may be in writing, through technology systems or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the School, Catholic Education Offices and the Catholic Education Commission of Victoria Ltd (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School.
2. Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable the School 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 students (which includes information about any disability as defined by the *Disability Discrimination Act 1992*) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. The School may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
5. If any personal information requested by the School is not provided, this may affect the School's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the School.
6. The School may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:
  - School service providers such as the CECV, Catholic Education Offices, school governing bodies and other dioceses
  - third party service providers that provide online educational and assessment support services, document and data management services, training and support services, hosting services, and software-as-a-services applications (such as the Integrated Catholic Online Network (ICON), Google's G Suite, Operoo & SkoolBag)
  - CECV and Catholic Education Offices to discharge its responsibilities under the *Australian Education Regulation 2013* (Regulation) and the *Australian Education Act 2013* (Cth) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students
  - CECV to support the training of selected staff in the use of schools' systems, such as ICON
  - another school to facilitate the transfer of a student
  - Federal and State government departments and agencies acting on behalf of the government e.g. for audit purposes
  - health service providers, and people providing educational support and health services to the School, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
  - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority
  - people providing administrative and financial services to the School
  - 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 under child protection laws.



7. The school is required by the Federal *Australian Education Regulation (2013) and Australian Education Act 2013* (Cth) (AE Act) to collect and disclose certain information under the *Nationally Consistent Collection of Data* (NCCD) on students with a disability. The school provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.
8. Personal information collected from students is regularly disclosed to their parents or guardians.
9. If you make an enrolment application to another School, personal information including health information provided during the application stage may be collected from, or shared with, the other school.
10. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the School's use of an online or 'cloud' service providers is contained in the School's Privacy Policy.
11. The School's Privacy Policy, accessible on the School's website, sets out how parents or students 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 student, where students have provided information in confidence or where the School is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
12. The School makes reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third party services and will endeavour to ensure it will be located in countries with substantially similar protections as the APPs.
13. Where personal, including sensitive information is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it may be stored on servers located within or outside Australia.
14. School personnel and the school's service providers, and the CECV and its service providers, may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the ICON system and ensuring its proper use.
15. The School may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
16. The School's Privacy Policy is accessible via the school website, newsletter, handbook, or from the School office. The policy sets out how parents, guardians or students 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, or may result in a breach of the School's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
17. The School's Privacy Policy also sets out how parents and students can make a complaint if they believe there has been a breach of the APPs and how the complaint will be handled.
18. 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.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
19. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet [and on our

website]. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions from the student's parent or guardian (and from the student if appropriate) prior to publication to enable the school to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet. The school may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents and guardians to notify the school if they wish to vary the permissions previously provided. [We may include student's and parents' or guardians' contact details in a class list and School directory.]

20. If you provide the School with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the School and why.



# St. Paul's Primary School Photograph/Recording Permission Form



Dear Parent/Guardian

At certain times throughout the year, students may have the opportunity to be photographed or recorded/filmed by the school or its service providers for school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

Melbourne Archdiocese Catholic Schools Ltd (MACS) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/recordings in print and online promotional, marketing, media and educational materials.

We would like permission to use your child's photograph/recording for the above purposes. Please complete the permission form below and return it to the school as soon as possible. Thank you for your continued support.

NAME OF STUDENT	YEAR LEVEL
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I give permission for my child's:

- name
- photograph
- recording

to be published by the school on/in:

- the school website
- social media
- promotional materials
- newspapers and other media.

- I authorise MACS/the CECV to use the photograph/recording in material available free of charge to schools and education departments around Australia for MACS/the CECV's promotional, marketing, media and educational purposes.
- I give permission for a photograph/recording of my child to be used by the school/MACS/the CECV in the agreed publications without acknowledgment, remuneration or compensation.
- I understand and agree that if I do not wish to consent to my child's photograph/recording appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

**LICENSED UNDER NEALS:** The photograph/recording may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

NAME OF PARENT / GUARDIAN / CARER (Please circle)	
Signature	Date
If the student is aged 15+, they may also sign	
Signature	Date

Any permission and consent given may be withdrawn by the parent/guardian or student (if they are aged 15 or over) by notifying the school in advance of any photograph or recording being made.

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website [www.spkealba.catholic.edu.au](http://www.spkealba.catholic.edu.au)

# St. Paul's Primary School Parent / Guardian / Carer Code of Conduct



St. Paul's Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

## Purpose

St. Paul's Primary School is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the School.

It is the intention of St. Paul's Primary School to provide clear guidelines to all parents and visitors regarding the conduct expected of them whilst on the School premises, engaging in School related activities or representing the School. Parents/guardians and visitors are expected to uphold the School's core values at all times.

## Application

This Code applies to all St. Paul's Primary School's parents and visitors to the School. The application of this Code is not limited to the School site and School hours. It extends to all activities and events that are school-related and when visiting or representing the School, including without limitation at all times when wearing the School uniform. The Code also requires that parent/guardian or visitor actions do not bring the School into disrepute at any time regardless of whether the action occurs within or outside of School activities.

## Definition of a 'Parent' and 'Visitor'

For the purposes of this policy, 'Visitor' of St. Paul's Primary School includes anyone visiting the School who is not a current student or employee. Reference to 'Parent' includes 'Guardians and Carers'.

## Basic Principles

This Code of Conduct is based on the following Principles that everyone at St. Paul's Primary School:

- has the right to be safe
- has the right to be treated with respect and be valued even in disagreement
- has the right to participate within a secure environment without interference, intimidation, harassment, bullying or discrimination
- is encouraged to be respectful, polite, courteous and considerate of others
- has the right to be supported and challenged as ongoing learners.

## Expected Conduct and Bearing of All Parents and Visitors

It is expected that every parent and visitor will:

- uphold the School's core beliefs and values
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
- abide by all health and safety rules and procedures operating within the School and other locations at which they may visit whilst representing the School
- ensure that their actions do not bring the School into disrepute
- respect School staff and accept their authority and direction within the exercise of their duties at the School
- observe all School rules as required
- strictly adhere to the School's policies and procedures as required

- behave with respect, courtesy and consideration for others
- refrain from all forms of bullying and harassment
- refrain from any form of verbal insult or abuse and from any form of physical abuse or intimidation
- refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the School, employees or students of the School (including activities on social media);
- respect School property and the property of staff, contractors, volunteers and other students
- not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health whilst visiting the School site, attending School functions or engaging in School based activities
- respect school staff and accept their authority and direction within the exercise of their duties at the School
- use the School's Complaints Handling Policy to seek resolution for any problems that arise, and accept the school's procedures for handling matters of complaint.

## Unacceptable Conduct

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students, children or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person
- any form of physical or verbal violence including fighting, assault or threats of violence
- approaching a child that is not your own with a view to disciplining that child for their behaviour (such matters are only to be dealt with by school staff)
- approaching other school parents to resolve issues arising between students at school (such matters should be referred to school staff)
- any form of cyber bullying or cyber abuse that is directed towards the school, staff members, students or parents or any member connected to the School
- any form of threatening language, gestures or conduct
- language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, employee, contractor, volunteer or other
- theft, fraud or misuse of School resources
- the use of inappropriate or profane words or gestures and images
- visiting School, attending social, sporting or other functions whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health
- smoking on the School premises or within the immediate environs of the School
- claiming to represent the School in any matter without explicit permission from the School Principal to do so.

## Breach of the Code of Conduct

Parents and visitors who breach the Code of Conduct will be contacted by the School Principal. Appropriate action, which may include being banned from coming onto School grounds, attending School functions or School based activities, is at the discretion of the School Principal.

Parents who continually breach the Code of Conduct will be referred to the Principal, who has full discretion to take action which may include termination of this enrolment agreement.

In accordance with applicable legislation and the School's Child Protection Policy, the Police and/or Department of Human and Health Services will be informed of any unlawful breaches of this Code.

NAME OF PARENT A / GUARDIAN / CARER	Signature	Date:
NAME OF PARENT B / GUARDIAN / CARER	Signature	Date

# St. Paul's Primary School

## Student Code of Conduct



St. Paul's Primary School, Kealba, is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

### Purpose

St. Paul's Primary School is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students of the School.

It is the intention of St. Paul's Primary School to provide clear guidelines to all students regarding the conduct expected of them whilst at School, engaging in School related activities or representing the School. Students are expected to uphold the School's core values at all times.

### Application

This Code applies to all St. Paul's Primary School students. The application of this Code is not limited to the School site and School hours. It extends to all activities and events that are school-related and when representing or acting on behalf of the School, including without limitation at all times when wearing the School uniform. The Code also requires that student actions do not bring the School into disrepute at any time regardless of whether the action occurs within or outside of School activities.

### Basic principles

This Code of Conduct is based on the following Principles that everyone at St. Paul's Primary School:

- has the right to be safe
- has the right to be treated with respect and be valued even in diversity
- has the right to participate within a secure environment without interference, intimidation, harassment, bullying or discrimination
- is encouraged to be respectful, polite, courteous and considerate of others
- has the right to be supported and challenged as ongoing learners.

### Expected Conduct and Bearing of All Students principles

It is expected that every student will:

- uphold the School's core values at all times
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
- abide by all health and safety rules and procedures operating within the School and other locations at which the students may visit
- ensure that their actions do not bring the School into disrepute
- respect the authority of members of staff and observe school rules and teacher directions as required
- strictly adhere to the Student ICT Responsible Use Agreement
- be respectful and supportive of the school's beliefs and values
- behave with courtesy and consideration for others.
- refrain from all forms of bullying, harassment, racial vilification and discrimination of any nature
- report any behaviour of other students that is harmful to other students or to the teachers or School
- support other students, or seek help for other students who need assistance or are in a vulnerable situation

- refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students
- respect school property and the property of staff, contractors, visitors and other students;
- be punctual and attend all classes
- remain in the School grounds during the School day unless otherwise approved by the Principal
- complete work set by teachers promptly and to the best of their ability and to take full advantage of the educational opportunities offered at the School
- dress neatly and with due regard for health, hygiene and safety in accordance with the School's uniform requirements.

### Unacceptable conduct

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person
- any form of physical or verbal violence including fighting, assault or threats of violence, bullying, name calling, racial discrimination or discrimination on grounds of disability, appearance or religion
- any form of cyber bullying or cyber abuse
- theft or misuse of property belonging to other students or the School
- sending inappropriate, offensive or explicit text messages, photos or videos
- language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, teacher, contractor or visitor
- the use of inappropriate or profane words or gestures and images
- unacceptable class attendance levels
- being uncooperative with teachers during class or school activities and generally disrupting planned activities.

### Supporting Positive Behaviour

The School's Behaviour Management Policy is based on a model of Positive Behaviour Support. This is a model that acknowledges the positive behaviour of the majority of students, puts strategies into place to model and specifically teach expected behaviours and targets focussed support (including staged sanctions) for the minority of students that do not embrace positive behaviour.

### Breach of Student Code of Conduct

Students who breach the Code of Conduct may be sanctioned by the class teacher or school principal as deemed appropriate given the nature of breach and the age of the student. (cf. Behaviour Management Policy)

In cases of serious and /or persistent breaches of the student code of conduct the St. Paul's Primary School **Behaviour Management Policy** outlines consequences for student misbehaviour and the management of suspension and expulsion if matters came to those extremes.

In accordance with applicable legislation and the School's **Child Safety Policy**, the Police and/or Department of Human and Health Services will be informed of any unlawful breaches of this Code.

NAME OF STUDENT		Date:
SIGNATURE OF STUDENT		Date:
SIGNATURE OF PARENT / CARER		

#### Related Policies

- St. Paul's Primary School Enrolment Policy
- St. Paul's Primary School Enrolment Form and Agreement
- St. Paul's Primary School Complaints Handling policy
- St. Paul's Primary School School Behaviour Management policy



# St. Paul's Primary School School Enrolment Agreement



St. Paul's primary School, Kealba, is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

## Terms and Conditions of Enrolment

### 1. Education services

- 1.1 Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church. Melbourne Archdiocese Catholic Schools Ltd (MACS) governs the operation of MACS schools and owns, governs and operates the School.
- 1.2 Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership by supporting the school in the provision of education to their children within the scope of School's registration and furthering the spiritual and academic life of their children.

### 2. Enrolment

- 2.1 You are required to provide particular information about your child during the enrolment procedure, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school. If the information requested is not provided, we may not be able to enrol your child.
- 2.2 To meet MACS and government requirements, you will need to provide the school with a completed enrolment form including, among other things, the information listed below.
  - evidence of your child's date of birth (e.g. birth certificate, passport)
  - religious denomination
  - previous school reports (if applicable)
  - names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians
  - names of emergency contacts and their details
  - specific residence arrangements
  - information about the language(s) your child speaks and/or hears at home
  - nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable
  - doctor's name and telephone number
  - medical conditions, including immunisation history
  - information on additional learning needs (e.g. whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
  - parenting agreements or court orders, including any guardianship orders.

After lodgement of the enrolment form, school staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if required.

- 2.3 Subject to any special exercise of discretion by the Board of MACS, the order of priority for enrolment in our school is detailed in the School Enrolment Policy.

### **3. Fees**

- 3.1 The setting of the levels of fees, levies and other compulsory ad hoc charges in MACS schools is the responsibility of the School within the prescribed requirements of MACS, taking into account the allocation of government funds. The School offers a number of methods for paying fees, levies and ad hoc charges to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required payment of fees, levies and ad hoc charges, you are welcome to discuss this with the Principal of the school.
- 3.2 Parents/guardians are responsible for payment of all fee, levies and charges associated with the student's enrolment and attendance at the School, as contained in the School's Fees, Levies and Charges Schedule provided to parents from time to time. The fees must be paid for a child to enrol and to continue enrolment at the school. The School has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

### **4. Enrolment under minimum school entry age**

- 4.1 The School's enrolment policies and procedures are intended to ensure that, when enrolling students, MACS schools are compliant with relevant Victorian and Australian government legislation. The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school. Enrolment of children under the minimum school entry age and pre-Prep programs require approval from the MACS Executive Director (or the delegate of the MACS Executive Director) via the 'Application for Early Age Entry to School'.
- 4.2 In the rare situations where:
- a parent/guardian seeks enrolment of a child under the minimum starting age
  - the principal supports the enrolment of that child at the school
  - the approval of the MACS Executive Director (or the delegate of the MACS Executive Director) for an exemption is required before enrolment under the minimum starting age can occur.
- Approval for early age enrolment will only be granted in exceptional circumstances.

### **5. Child safe environment**

- 5.1 Catholic school communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.
- 5.2 Every person involved in Catholic education, including all parents at our School, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- 5.3 MACS school's child safe policies, codes of conduct and practices set out our commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with children in order to safeguard them against abuse.
- 5.4 Our School has established human resources practices where newly recruited staff, existing staff and volunteers in our school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of our school's relevant policies and procedures. Our School also

provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with children as part of our human resources practices.

- 5.5 Our School has robust, structured risk management processes as prescribed by MACS that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities that children within our school engage in.
- 5.6 Our School, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.
- 5.7 Our School's child safety policies and procedures are readily available and accessible. Further details on MACS' and the Catholic education community's commitment to child safety across Victoria can be accessed by visiting:
  - Catholic Education Commission of Victoria Ltd.'s child safety page [www.cecv.catholic.edu.au/Our-Schools/Child-Safety](http://www.cecv.catholic.edu.au/Our-Schools/Child-Safety)
  - MACS' child safety page <https://www.macs.vic.edu.au/Our-Schools/Child-Safety.aspx>

## 6. Period of Enrolment

- 6.1 The enrolment of the student, once approved by the Principal of the School, commences in the Entry Year and continues until the completion of last year at the School or until the Student's enrolment is otherwise withdrawn or terminated.

## 7. Policies and procedures

- 7.1 All of the School's Policies and Procedures are available on the School's website. For the purposes of this agreement, a reference to School's Policies and Procedures also includes processes, guidelines and any other applicable governance documentation.
- 7.2 The parents/guardians must comply with and take all reasonable steps to uphold the School's Policies and Procedures (as introduced or amended from time to time) including those concerning or dealing with:
  - a) the care, safety and welfare of students;
  - b) standards of dress, grooming and appearance;
  - c) grievance and complaints;
  - d) social media and the use of information, communication and technology systems;
  - e) student behaviour and conduct and discipline of students;
  - f) parent behaviour and conduct, including any Parent/Guardian Code of Conduct as may be published from time to time; and
  - g) privacy.
- 7.3 The School has absolute discretion in all of its operational and educational matters and offerings, as determined by its governing body, the Board of Directors of MACS and MACS Executive Director, and subject to relevant delegations to the Principal of the School.

## **8. Terms of enrolment regarding acceptable behaviour or conduct**

- 8.1 Our School is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The School community recognises that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 8.2 Every person at the School has a right to feel safe, to be happy and to learn; therefore, we aim to:
- a) promote the values of honesty, fairness and respect for others
  - b) acknowledge the worth of all members of the community and their right to work and learn in a positive environment
  - c) maintain good order and harmony
  - d) affirm cooperation as well as responsible independence in learning
  - e) foster self-discipline and develop responsibility for one's own behaviour.
- 8.3 The MACS Board and our School administration in consultation with the School community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body.
- 8.4 As a term of your child's enrolment, parents and guardians agree that the Student is required to comply with the school's behaviour aims and code of conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour and ensure compliance with the Code of Conduct for Students.
- 8.5 The parents/guardians agree to be responsible for ensuring that the student is aware of all Policies and Procedures that apply to the student, including those relating to the student conduct and behaviour and any code of conduct for students, and to actively support the School in the implementation of such Policies, Procedures and codes of conduct.
- 8.6 The parents/guardians agree to comply with any Code of Conduct for Parents/Guardians or other policy implemented by the School from time to time which sets out the School's expectations of parents/guardians who have a student enrolled at the School.
- 8.7 The parents/guardians agree that any unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, or otherwise in breach of the Student Code of Conduct or the Parent/Guardian Code of Conduct may result in suspension or termination of the child's enrolment.

## **9. Terms of enrolment regarding conformity with principles of the Catholic faith**

- 9.1 As a provider of Catholic education, the Principal will take into account the need for the school community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of School administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at our School. However, the MACS Board or its delegates reserves the right to exercise administrative discretion in appropriate circumstances to suspend or terminate enrolment, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

## **10. Terms of enrolment regarding provision of accurate information**

- 10.1 It is vitally important that the Principal is made aware of each child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the School is required to provide additional support to the child.
- 10.2 Parents and guardians must provide accurate and up-to-date information when completing an enrolment form and must supply the School, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may

be refused or terminated where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the School.

- 10.3 Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the School promptly. Non-provision of such information will be treated as breach of these terms and conditions of enrolment.
- 10.4 The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.
- 10.5 Any breach of the terms and conditions of enrolment regarding provision of accurate information that is not rectified upon request by the school may result in a suspension or termination of enrolment.

## **11. Enrolment for children with additional needs**

- 11.1 The School welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:
- a) the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma)
  - b) the nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant)
  - c) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the School will work in partnership to achieve these goals
  - d) any limitations on the School's ability to provide the additional assistance requested.
- 11.2 The procedure for enrolling students with additional needs is otherwise the same as for enrolling any student.
- 11.3 As every child's educational needs can change over time, it will often be necessary for the School to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess whether:
- a) the additional assistance remains necessary and/or appropriate to the child's needs
  - b) the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
  - c) it remains within the School's ability to continue to provide the additional assistance, given any limitations that may exist.

## **12. Assessment and updates**

- 12.1 Various opportunities are provided to keep you up to date with your child's progress. You will receive two comprehensive written reports each year and arrangements will be made for at least one interview where you can discuss your child's development with their teacher. In addition, you can always contact the School to arrange a meeting if you have any concerns or wish to receive an update on progress.

## **13. Discipline**

- 13.1 The School has absolute discretion to determine when student conduct warrants disciplinary action to be taken by the School and that the School may apply disciplinary measures that the School deems appropriate in accordance with the School's Policies and Procedures, and which may include:

- a) withdrawal of privileges;
- b) detention at such times as the Principal may deem appropriate;
- c) requiring the student to undertake additional school work during or after normal school hours;
- d) suspension;
- e) expulsion; and
- f) such other consequences as the School considers reasonable and appropriate.

13.2 Any serious failure by the student to comply with the School's Policies and Procedures may affect the student's enrolment at the School, and that as a result, the student may be suspended from attending the School, their enrolment may be terminated and/or the School may charge or retain all or part of the fees, levies or charges for that term.

#### 14. Termination of student's enrolment by the school

14.1 The School reserves the right to require the parents or guardian to withdraw the student from the School or to cancel the student's enrolment at any time if the School reasonably considers that:

- a) the student's behaviour, attitude or conduct to school work, other school activities or while attending school is considered unsatisfactory;
- b) on grounds of the student's unsatisfactory conduct or performance or for misconduct;
- c) the student fails to obey the School's Policies and Procedures or any Student Code of Conduct of the School;
- d) a mutually beneficial relationship of trust and cooperation between the parents/guardians and the School or any of its staff has broken down to the extent that it adversely impacts on the School, any of its staff or the ability of the School to provide satisfactory educational services to the student;
- e) the student's progress and performance is such that the student is not benefiting from the academic courses provided by the School;
- f) the behaviour or conduct of the parents/guardians towards the School or to any of its staff breaches any Parent/Guardian Code of Conduct;
- g) if any accounts or fees payable by the parents/guardians are not paid within the School's terms of payment or within the terms of any written agreement between the School and the parents/guardians permitting a later or deferred payment; or
- h) circumstances exist whereby the ongoing enrolment of the student at the school is considered to be untenable or is not in the best interests of the student or the School.

#### 15. General

- 15.1 This enrolment agreement constitutes the sole and entire agreement between the parents/guardians and MACS in relation to the enrolment of the student at the School.
- 15.2 The parents/guardians acknowledge that MACS may from time to time vary the terms and conditions of this enrolment agreement.
- 15.3 Parents/guardians acknowledge that a student's enrolment at the School and this agreement with MACS may be terminated in event of a material breach of this agreement or the application of one of the School's Policies and Procedures necessitates or permits such termination.
- 15.4 Any warranty, representation, guarantee or other term or condition whatsoever that is not contained in this agreement is excluded and is of no force or effect.
- 15.5 The agreement is governed by the laws of the State of Victoria, Australia.

#### Acceptance of Enrolment

- By signing this Enrolment Agreement, I acknowledge that I enter into an agreement with Melbourne Archdiocese Catholic Schools Ltd, as the owner and governing authority for the School and I understand and accept the Terms and Conditions of Enrolment as set out in this Enrolment Agreement and I agree that there are certain expectations, obligations and guarantees required of parents/guardians of the School's students, so that a harmonious relationship may be established: I accept the offer of enrolment of my child at the School in the entry year and entry level noted in the enrolment application form;
- I will support and abide by all MACS and School Policies and Procedures (including processes, guidelines and other governance documentation), as amended from time to time, in relation to



programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the School

- I will ensure that the information I have provided is kept up to date throughout the period of enrolment and I will notify the School promptly of any changes to that information (e.g. change of residential address, changes to parenting orders)
- I will pay the current School fees and levies for my child and also pay any variation or increase of fees and levies as required upfront at the beginning of the school year or in three instalments (and will pay in full by the end of Term 3 each year), or I will otherwise notify the school immediately if I am experiencing financial difficulties
- I will support my child's participation in the religious life of the School (e.g. school liturgies, retreat programs)
- I will attend parent/teacher and information evenings which relate to my child
- I will participate in a working bee once a year or make a financial contribution
- In the event I have any concerns, I will raise them initially with the relevant teacher or the School Principal
- I will treat all members of the School community with respect as befits a Catholic school
- If in time of emergencies, accidents or serious illness I cannot be contacted, I give permission for the Principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred
- As a parent/guardian, I will support the vision of MACS, the School and parish. In accepting the enrolment, I agree to abide by all of MACS' and School's Policies, Procedures (including processes, guidelines and other governance documentation), which are reviewed regularly and may be subject to change at the School's discretion. I will work with the School to support any academic/social/behavioural needs of my child. I agree to support my child's participation in the religious life of the School (e.g. school liturgies, Masses etc.). I understand that the consequence of not complying with MACS' and the School's Policies and Procedures may result in the termination of the enrolment.

I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

PARENT A / GUARDIAN SIGNATURE		Date:
PARENT B / GUARDIAN SIGNATURE		Date:

**Disclaimer:** Personal information will be held, used and disclosed in accordance with MACS' Privacy Collection Notice and Privacy Policy enclosed in the Enrolment Pack and available on its website [www.spkealba.catholic.edu.au](http://www.spkealba.catholic.edu.au)