

# St.Scholastica's Primary School

## Enrolment Form 2023



St. Scholastica's 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 (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 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"/> (If yes, please complete <a href="#">Form B</a> Sample Consent for Transferring Information.)

**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.

<b>Has the student been diagnosed as being at risk of anaphylaxis?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If yes, does the student have an EpiPen or Anapen?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### 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](https://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:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> autism (ASD)                                | <input type="checkbox"/> behavioural concerns  | <input type="checkbox"/> hearing impairment                       |
| <input type="checkbox"/> intellectual disability/developmental delay | <input type="checkbox"/> mental health issues  | <input type="checkbox"/> oral language/communication difficulties |
| <input type="checkbox"/> ADD/ADHD                                    | <input type="checkbox"/> acquired brain injury | <input type="checkbox"/> vision impairment                        |
| <input type="checkbox"/> giftedness                                  | <input type="checkbox"/> physical impairment   | <input type="checkbox"/> other condition (please specify)         |

**Has your child ever seen a:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> paediatrician           | <input type="checkbox"/> physiotherapist        | <input type="checkbox"/> audiologist                       |
| <input type="checkbox"/> psychologist/counsellor | <input type="checkbox"/> occupational therapist | <input type="checkbox"/> speech pathologist                |
| <input type="checkbox"/> psychiatrist            | <input type="checkbox"/> continence nurse       | <input type="checkbox"/> 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
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				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):				
<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'.)				
Year 9 or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>	
<b>What is the level of the highest qualification Parent A/Guardian 1 has completed?</b>				
No post-school qualification <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Advanced diploma/diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>	

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):	
<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'.)			
Year 9 or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>
<b>What is the level of the highest qualification Parent B/Guardian 2 has completed?</b>			
No post-school qualification <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Advanced diploma/diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>

#### 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)



# St.Scholastica's Primary School

## Minimum Age Exemption Application



Principal please forward completed application form, parent letter and supporting documentation to:  
 Executive Director  
 Melbourne Archdiocese Catholic Schools Ltd  
 PO Box 3  
 EAST MELBOURNE VIC 8002

This application should be completed by parent/s or guardian/s in consultation with relevant professionals and provided to the Principal for submission to the Executive Director of Melbourne Archdiocese Catholic Schools Ltd. Note that a student seeking enrolment in Victoria must turn five by 30 April in the year of starting school and early entry will only be possible where specific criteria are met.

CHILD'S SURNAME			<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> OTHER
CHILD'S FIRST NAME		YEAR OF INTENDED COMMENCEMENT	
DATE OF BIRTH		AGE	
Please attach proof, e.g. child's birth certificate, passport, ImmiCard or letter from doctor attesting to age.			
PARENT / GUARDIAN'S NAME		RELATIONSHIP TO CHILD	
PARENT / GUARDIAN'S NAME		RELATIONSHIP TO CHILD	
ADDRESS			
CONTACT NUMBER		EMAIL	
Please provide full details of custodial parent/s, parenting orders, contact details for those with authority to enrol the child at school.			



## 1. Reasons for Early Entry

<b>SUITABLE ACADEMIC CRITERION</b>			
Has your child been assessed as having a Full Scale Intelligence Quotient (FSIQ) $\geq$ 130?			<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>The result of the FSIQ assessment must be at least 130 (i.e. two or more standard deviations above the mean), preferably using the Wechsler Preschool and Primary Scale of Intelligence, Fourth Edition, Australian and New Zealand (WPPSI-IV A&amp;NZ), including the 10 subtests required to calculate the FSIQ and Primary Index Scales, and conducted after the child has attained the age of 4:0 years.</p>			
If yes, FSIQ score:		<p>Please attach a copy of the relevant cognitive assessment by an educational psychologist registered under AHPRA.</p> <p>Note: It is the responsibility of the parent/guardian to obtain the cognitive assessment.</p>	
<b>INTERSTATE TRANSFER CRITERION</b>			
Is your child transferring from another school, either interstate or overseas?			<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Please attach a copy of proof of enrolment and attendance for more than one full term (3 months) at the other school and other relevant information such as attendance and school reports demonstrating academic ability.</p>			
PREVIOUS SCHOOL'S NAME			
ADDRESS			
SUBURB		POSTCODE	
PRINCIPAL'S NAME			
CONTACT NUMBER		DATE OF INITIAL ENROLMENT AND YEAR LEVEL E.G. KINDER / PREP / FOUNDATION	

**In addition, please provide evidence to support:**

BEST INTERESTS CRITERION	
<p>How is early entry to school in the best interests of your child?                  Please provide details of the academic, social and emotional needs of your child, including any relevant information related to their school readiness Explain why your child would be at risk of long-term educational disadvantage if the application for early entry were not approved.</p>	
<p>Please attach reports or letters from suitably qualified independent professionals such as Early Childhood Educator, Educational Psychologist or allied health professional that includes observations of the child’s development, language and communication, literacy, numeracy, academic, social ability and emotional maturity related to their school readiness. The documentation must recommend early entry to formal schooling and note the detrimental impact for the child should they not attend.</p>	
<p><input type="checkbox"/> Early Childhood Educator report addressing developmental criteria  <input type="checkbox"/> Educational Psychologist/Allied Health professional report addressing developmental criteria</p>	
<p>What would be the impact on your child if an exemption is not granted? Please describe what the consequences would be for your child if early entry is not approved</p>	
Empty space for response	

**DECLARATION (to be signed by parent/guardian)**

I declare that the information I have included in this form is true and correct, and that all relevant supporting documentation is attached. By submitting this form, you consent to the information contained within the form being shared with relevant Melbourne Archdiocese Catholic Schools Ltd. employees for the purpose of considering your child’s application.

SIGNATURE		DATE	
SIGNATURE		DATE	

## 2. Receiving Principal Endorsement

### Documentary Evidence Checklist

Birth certificate, passport or ImmiCard indicating that the child will be at least 4 years 6 months of age on or before 30 April in the year of commencing school.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Copy of a cognitive assessment detailing a $\geq 130$ Full Scale IQ (2 standard deviations or more above the mean) conducted post age 4.	<input type="checkbox"/> YES <input type="checkbox"/> NO
If relevant, evidence from previous school regarding attendance and academic ability (e.g. full details of the previous school, date of enrolment, and year level, transfer notice, letter from principal).	<input type="checkbox"/> YES <input type="checkbox"/> NO
Proof that the academic program at the other school was equivalent to the Foundation (Prep) program offered by Victorian schools, e.g. school report.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Evidence from an authoritative independent source indicating suitable social, emotional and academic ability to attend school?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<ul style="list-style-type: none"> <li>• observations academic, language/communication, literacy, numeracy skill</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<ul style="list-style-type: none"> <li>• observations of social and emotional development; and</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<ul style="list-style-type: none"> <li>• an assessment indicating risk of long-term academic disadvantage if the application for early entry is not approved.</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO

Do you endorse the child for early entry to school?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Please provide reasons for your answer.	

DECLARATION. (to be signed by the principal)

I declare that the information I have included in this form is true and correct, and that all relevant supporting documentation is attached.

PRINCIPAL NAME			
SIGNATURE		DATE	

**3. MACS Executive Director (or delegate) decision**

<input type="checkbox"/> APPROVED	
<input type="checkbox"/> NOT APPROVED	
Comments	
SIGNATURE	
NAME	
POSITION	
DATE	

# St. Scholastica'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)
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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 <https://ssbennettswood.catholic.edu.au/>.

# St. Scholastica's Primary School

## School Enrolment Agreement



St.Scholastica's 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 <https://ssbennettswood.catholic.edu.au/>

# School Family Occupation Index: Parent Occupation Groups

St. Scholastica's 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)

# 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)
  - 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:

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. scholastica'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) 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, 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 servers 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.

**Apps Used by St.Scholastica's:**

- Operoo
- Skoolbag

# Student Code of Conduct



St. Scholastica's 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. Scholastica's 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. Scholastica's 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. Scholastica's 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. Scholastica's:

- \*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. Scholastica's **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. Scholastica’s Enrolment Policy
- St. Scholastica’s Enrolment Form and Agreement
- St. Scholastica’s School Complaints Handling policy
- St. Scholastica’s school Behaviour Management policy