

## Preamble

- 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 teachings, as well as a lived appreciation of membership of the Catholic Church.
- 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 with the school by supporting the school in furthering the spiritual and academic life of their children.

## Enrolment

- 2.1 You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgment of the enrolment forms does not guarantee enrolment at the school.
- 2.2 To meet school and government requirements, you will need to provide the school with a completed enrolment form including, amongst other things, the information listed below.
  - Certificate of Baptism (and Reconciliation, Eucharist, Confirmation, if these sacraments have been completed)
  - Names and addresses of the child and parent/guardians; telephone numbers (home, work, mobile) or parents/guardians
  - Parents'/guardians' occupation and level of education attained
  - Names of emergency contacts and their details
  - Specific residence arrangements
  - Information on additional learning needs (for example, does your child require additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, modification to the curriculum, etc.)
  - Immunisation certificate (showing whether your child has been immunized against diphtheria, tetanus, polio, measles, mumps, rubella, whooping cough and haemophilus influenza type B)
  - Nationality and/or citizenship including the visa sub-class granted upon entry to Australia (prior to citizenship being granted) where applicable.
  - Doctor's name and telephone number
  - Medical information about your child (for example, does the child suffer from asthma, diabetes, allergies, poor eyesight/hearing, a diagnosed disability, etc.) and details of any medication that the school will be requested to administer to the child or health/attendant care needs.
  - Parenting agreements or court orders, including any guardianship orders
- 2.3 After lodgment of these forms, school staff may need to request further information from you, 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 special any special needs your child may have. An interpreter may be organised, if you require it.
- 2.4 Subject to any special exercise of discretion by the Parish Priest, the following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for all Catholic primary schools. The order of priority is:
  1. Catholic children from existing families
  2. Other Christian children from existing families
  3. New Catholic children from Sacred Heart Parish
  4. New Catholic children from outside the parish, ensuring consultation as required.
  5. Other Christian children who reside in the parish.
  6. Other Christian children who reside outside the parish.
  7. Non-Christian children who reside in the parish.
  8. Non-Christian children who reside outside the parish.

**Note:** Siblings of children already enrolled in the school are given priority.

N.B. There are zones in place for Parish Primary School.

The Parish Priest reserves the right to vary the application of the above priority list in special situations.

## **Fees**

- 3.1 The setting of fee levels and other compulsory charges in Catholic primary schools is the responsibility of the school, taking into account the allocation of government funds. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the Principal of the school.
- 3.2 The fees must be paid for a child to enroll 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.

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

- 4.1 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. The school will make an assessment of a child's readiness for school when considering the enrolment of a child under the minimum age, but in principle the school does not support it.
- 4.2 In the rare situations where:
  - a) A parent/guardian seeks enrolment of a child under the minimum starting age; and
  - b) The Principal supports the enrolment of that child at the school if approval were granted,
  - c) The approval of the Director of Catholic Education is required before enrolment under the minimum starting age can occur. Approval for early age enrolment will only be granted in exceptional circumstances.

## **Terms of enrolment regarding acceptable behavior**

- 5.1 Our school is a community that exemplifies the gospel values of love, forgiveness, justice and honesty. 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.
- 5.2 Every person at the school has a right to feel safe, to be happy and to learn, therefore we aim:
  - a) To promote the values of honesty, fairness and respect for others;
  - b) To acknowledge the worth of all members of the community and their right to work and learn in a positive environment;
  - c) To maintain good order and harmony;
  - d) To affirm cooperation as well as responsible independence in learning; and
  - e) To foster self-discipline and to develop responsibility for one's own behavior.
- 5.3 The school, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behavior for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the Whole School Behaviour Management Guidelines, and to support the school in upholding prescribed standards of dress, appearance and behavior.
- 5.4 Behavior by a child, parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

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

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

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

- 7.1 It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon his or her physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.
- 7.2 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. Where a parent/guardian has unreasonably refused to provide requested information or

knowingly withheld relevant information from the school will lead to the child's enrolment being reviewed by the school and may result in termination of child's enrolment.

- 7.3 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.
- 7.4 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.

### **Enrolment for children with special needs**

- 8.1 The school welcomes parents/guardians who wish to enroll a child with special 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:
- 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);
  - 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, individualised educational programs, behaviour support plans or other educational interventions as may be relevant);
  - 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; and
  - Any limitations on the school's ability to provide the additional assistance requested.
- 8.2 The process for enrolling students with special needs is otherwise the same as for enrolling any student.
- 8.3 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 the additional assistance remains necessary and /or appropriate to the child's needs;
  - Whether the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals; and
  - Whether it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

### **Assessment and updates**

- 9.1 Various opportunities are provided during the year to let you know 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 progress with the teacher. In addition, you can always contact the school to arrange a meeting with the teacher if you have concerns or wish to have an update on progress.

### **Policies**

- 10.1 School policies are published on Parent Access Module (PAM). Written copies are available on request from Reception.

### **Standard Collection Notice**

- 11.1 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 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.
- 11.2 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.
- 11.3 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.
- 11.4 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.

- 11.5 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.
- 11.6 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 or applications (SAS, SWIS, Clear Track, SIMON, PAM & ICON), or services in relation to school improvement surveys, which may include email and instant messaging.
  - School systems, including the Integrated Catholic Online Network (ICON) and Google's 'G Suite' including Gmail. Limited personal information^ may be collected and processed or stored by these providers in connection with these services
  - 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.
- 11.7 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.
- 11.8 Personal information collected from students is regularly disclosed to their parents or guardians.
- 11.9 The School may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia.
- 11.10 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.
- 11.11 When the School uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) about students, parents or guardians may be transferred, stored and processed by Google in the United States, or in any other country through which Google provides these services or where it processes and stores information. This personal information will be stored and processed by Google in accordance with Google's terms and conditions stated in the G-Suite for Education Agreement which the school entered into with Google.
- 11.12 The School's Privacy Policy contains further information about its use of cloud and other third party service providers and any of their overseas locations

- 11.13 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.
- 11.14 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.
- 11.15 The School may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
- 11.16 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.
- 11.17 The School's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint if they believe the School has interfered with their privacy.
- 11.18 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.
- 11.19 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 school 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
- 11.20 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, that they can request access to and correction of that information if they wish and to also refer them to the School's Privacy Policy for further details about such requests and how the School otherwise handles personal information it collects and complaints it receives.

## Occupation Groups

Please select the appropriate group from the following list. 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' field on the enrolment form.

<p style="text-align: center;"><b>Occupation Group A</b> <b>Senior management in large business organisation, government administration and defence, and qualified professionals</b></p> <p><b>Senior Executive/Manager/Department Head</b> in industry commerce, media or other large organisation  <b>Public Service Manager</b> (Section head or above), regional director, health/education/police/fire services administrators  <b>Other administrator</b> (school principal, faculty head/dean, library/museum/gallery director, research facility director)  <b>Defence forces</b> Commissioned Officer  <b>Professionals</b> – generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others:</p> <ul style="list-style-type: none"> <li>• <i>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional</i></li> <li>• <i>Business (management consultant, business analyst accountant, auditor, policy analyst, actuary, valuer)</i></li> <li>• <i>Air/sea/rampart (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)</i></li> </ul>	<p style="text-align: center;"><b>Occupation Group B</b> <b>Other business managers, arts/media/sportsperson and associate professional</b></p> <p><b>Owner/manager</b> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business  <b>Specialist Manager</b> (finance/engineering/production/personnel/industrial relations/sales/marketing)  <b>Financial Services Manager</b> (bank branch manager, finance/investment/insurance broker, credit/loans officer)  <b>Retail sales/Service manager</b> (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)  <b>Arts/Media/Sports</b> (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official)  <b>Associate Professional</b> – generally have diploma/technical qualifications and support managers and professionals:</p> <ul style="list-style-type: none"> <li>• <i>Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional</i></li> <li>• <i>Business/administration</i></li> <li>• <i>(recruitment/employment/industrial relations training officer, marketing' advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager)</i></li> <li>• <i>Defence Forces senior Non-Commissioned officer</i></li> </ul>
<p style="text-align: center;"><b>Occupation Group C</b> <b>Tradesmen/women, clerks and skilled office, sales and service staff</b></p> <p><b>Tradesmen/women</b> generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group  <b>Clerks</b> (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accountant/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customers services clerk, admissions clerk)  <b>Skilled office, sales and service staff:</b></p> <ul style="list-style-type: none"> <li>• <i>Office (secretary, personal assistant, desktop publishing operator, switchboard operator)</i></li> <li>• <i>Sales (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)</i></li> <li>• <i>Service (aged/disabled/refuge child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)</i></li> </ul>	<p style="text-align: center;"><b>Occupation Group D</b> <b>Machine operators, hospitality staff, assistants, labourers and related workers</b> <b>Drivers, mobile plant, production/processing machinery and other machinery operators</b></p> <p><b>Hospitality staff</b> (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper)  <b>Office Assistants</b>, sales assistants and other assistants:</p> <ul style="list-style-type: none"> <li>• <i>Office (typist, word processing/data entry/business machine operator, receptionist, office assistant)</i></li> <li>• <i>Sales (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, shelf stacker)</i></li> <li>• <i>Assistant/aide (trades' assistant, school teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/galley attendant, usher, home helper, salon assistant, animal attendant)</i></li> </ul> <p><b>Labourers and related workers:</b></p> <ul style="list-style-type: none"> <li>• <i>Defence Forces – ranks between senior NCO not included above</i></li> <li>• <i>Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, green keeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer, fishing hand)</i></li> <li>• <i>Other worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker).</i></li> </ul>

Reviewed: 1<sup>st</sup> April 2019