ENROLMENT AGREEMENT

STUDENT NAME:

Office use only	Date received:	VSN:
	Start date:	Class at admission:
	Student code:	House colour:
	Birth certificate attached: Yes ☐ No ☐	Baptism certificate attached: Yes ☐ No ☐
	Immunisation history statement attached: Yes ☐ No ☐	Court orders attached (if relevant: Yes ☐ No ☐
	Visa information attached (if relevant): Yes ☐ No ☐	Photo/Recording Permission: Yes – all ☐ Yes – some ☐ No ☐
	NAPLAN, school or other reports attached: Yes ☐ No ☐ N/A ☐	Parish sharing Yes ☐ No ☐

1 Conway Street, Kilmore, 3764
(03) 5782 1579
principal@spkilmore.catholic.edu.au | www.spkilmore.catholic.edu.au
Parish of Kilmore, est 1849

ENROLMENT FORM

STUDENT DETAILS		
Surname:	Proposed commencement:	Entry year level:
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:	

SACRAMENTAL INFORMATION		
Baptism:	Date:	Parish:
Reconciliation:	Date:	Parish:
First Eucharist:	Date:	Parish:
Confirmation:	Date:	Parish:
Current parish:		

NATIONALITY		
Government Requirement	Nationality:	Ethnicity:
In which country was the student born?	Australia ☐	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 ☐	Yes, Aboriginal ☐	Yes, Torres Strait Islander ☐

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.**		

Does the student or their parent(s)/guardian(s) speak a language other than English at home?
Note: Record all languages spoken.

		Student	Parent A / Guardian A	Parent B / Guardian B
No	English only	☐	☐	☐
Yes	Other – please specify all languages			

IMMUNISATION *(please attach an immunisation history statement for your child)*	
All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement for your child (visit myGov) and provide it to the school with this enrolment form.	Immunisation history statement attached: Yes ☐ No ☐ If no, please provide explanation:
If the student entered Australia on a humanitarian visa, did they receive a refugee health check?	Yes ☐ No ☐

MEDICAL INFORMATION			
Doctor's name:			
Street number and name:			
Suburb:		Postcode:	Phone:
Medicare number:		Ref number:	Expiry:
Private health insurance:	Yes ☐ No ☐	Fund:	Number:
Ambulance cover:	Yes ☐ No ☐	Number:	
Medical condition:	*Please specify any relevant medical conditions for the student, e.g. asthma, diabetes, anaphylaxis, and/or any medications prescribed for the student. A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed.*		
	Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.		
Has the student been diagnosed as being at risk of anaphylaxis?	Yes ☐ No ☐		
If yes, does the student have an EpiPen or Anapen?	Yes ☐ No ☐		

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 ☐

Has your child ever been part of a Special Learning Needs Program or an Early Childhood Intervention Service (ECIS)? Yes ☐ No ☐

Does your child present with:

autism (ASD)	☐	behavioural concerns	☐	hearing impairment	☐
intellectual disability/ developmental delay	☐	mental health issues	☐	oral language/communication difficulties	☐
ADD/ADHD	☐	acquired brain injury	☐	vision impairment	☐
giftedness	☐	physical impairment	☐	other condition (please specify)	☐

Has your child ever seen a:

paediatrician	☐	physiotherapist	☐	audiologist	☐
psychologist/counsellor	☐	occupational therapist	☐	speech pathologist	☐
psychiatrist	☐	continence nurse	☐	other specialist (please specify)	☐

Have you attached all relevant information/reports? Yes ☐ No ☐

PARENT A / GUARDIAN A					
Surname:		Title: (e.g. Mr/Mrs/Ms)		First name:	
Residential Address:					
Postal Address:					
Home phone:		Work phone:		Mobile:	
SMS messaging: (for emergency and reminder purposes)				Yes ☐	No ☐
Email:					
Marital Status:	Married ☐	Separated ☐	Divorced ☐	Single ☐	Widowed ☐
Self-employed?	No ☐	Yes ☐ - trade:			
Place of employment:					
Address of employment:					
Government Requirement	Occupation:		What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index on p17)		
Religion (include rite):			Nationality:	Ethnicity if not born in Australia:	
Country of birth:	☐ Australia	☐ Other (please specify):			
What is the highest year of primary or secondary school Parent A/Guardian A has completed? *(Persons who have never attended secondary school, tick 'Year 9 or below'.)*					
Year 9 or below ☐	Year 10 or equivalent ☐	Year 11 or equivalent ☐	Year 12 or equivalent ☐		
What is the level of the highest qualification Parent A/Guardian 1 has completed?					
No post-school qualification ☐	Certificate I to IV (including trade certificate) ☐	Advanced diploma/diploma ☐	Bachelor degree or above ☐		

PARENT B / GUARDIAN B					
Surname:		Title: (e.g. Mr/Mrs/Ms)		First name:	
Residential Address:					
Postal Address:					
Home phone:		Work phone:		Mobile:	
SMS messaging: (for emergency and reminder purposes)				Yes ☐	No ☐
Email:					
Marital Status:	Married ☐	Separated ☐	Divorced ☐	Single ☐	Widowed ☐
Self-employed?	No ☐	Yes ☐ - trade:			
Place of employment:					
Address of employment:					
Government Requirement	Occupation:		What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index on p17)		
Religion (include rite):			Nationality:	Ethnicity if not born in Australia:	
Country of birth:	☐ Australia	☐ Other (please specify):			
What is the highest year of primary or secondary school Parent B/Guardian B has completed? *(Persons who have never attended secondary school, tick 'Year 9 or below'.)*					
Year 9 or below ☐	Year 10 or equivalent ☐	Year 11 or equivalent ☐	Year 12 or equivalent ☐		
What is the level of the highest qualification Parent B/Guardian 2 has completed?					
No post-school qualification ☐	Certificate I to IV (including trade certificate) ☐	Advanced diploma/diploma ☐	Bachelor degree or above ☐		

STUDENT'S HOME CARE ARRANGEMENTS	
☐ Living with immediate family	☐ Out-of-home care
☐ Carer/guardian	☐ Shared parenting, e.g. one week with each parent: Days with Parent A / Guardian A: Days with Parent B / Guardian B:
☐ Kinship care	☐ Other (please specify)

FAMILY DETAILS					
Who will be responsible for payment of the school fees and levies?					
Surname	First name	Address and email	Phone	Relationship to student	If split, what %

EMERGENCY CONTACTS – OTHER THAN PARENT/GUARDIAN (if parent/guardian cannot be contacted)			
1. Name:		2. Name:	
Relationship to child:		Relationship to child:	
Home phone:		Home phone:	
Mobile:		Mobile:	

SIBLINGS:			
List all children in your family:			
Name	School/preschool (if applicable)	Year/grade	Date of birth

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

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: Yes ☐ No ☐

PHOTOGRAPHIC/RECORDING PERMISSION
Do you give permission for photos / images / videos taken (or of articles of work produced by your child) during school activities to be published from time to time by the School? Yes ☐ No ☐ If yes, please confirm the following: ☐ school documents ☐ school newsletter ☐ school displays ☐ articles in the local newspaper ☐ School's closed parent-only Facebook group ☐ school website (both are fully controlled and operated by the School)
Do you give permission for these photos / images / videos to be provided to Catholic Education Melbourne (CEM) or Catholic Education Commission Victoria (CECV) for their use in print and online promotional, marketing, media and educational materials? Yes ☐ No ☐

PARISH INFORMATION SHARING PERMISSION
Do you give permission for St Patrick's Primary School to supply your families' addresses, phone numbers, parent/guardian names, student names, dates of birth and class at St Patrick's, to the St Patrick's Parish, Kilmore. This information will be used only to enable the parish office to directly contact families about parish and sacramental matters. This permission is granted only for the duration of your child's enrolment at St. Patrick's Primary School? Yes ☐ No ☐

EXCURSION PERMISSION
Excursions are a normal part of our school curriculum and all children are expected to participate. Do you give permission for your child to attend local excursions within walking distance from the school? (Separate permission forms for excursions not within walking distance from the school, will be sent home as they occur) Yes ☐ No ☐

FINANCIAL AGREEMENT
Do you agree that all due fees and other charges appearing on the school statements rendered to you for this application will be paid within 14 days of receipt of such statement unless written authority from the School amending these terms is provided? Yes ☐ No ☐

PARENT A / GUARDIAN A NAME AND SIGNATURE:		**Date:**
PARENT B / GUARDIAN B NAME AND SIGNATURE:		**Date:**

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

Consent
The signature of:

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

Notes for informal carer:

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

Disclaimer: *Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website www.spkilmore.catholic.edu.au.*

ENROLMENT POLICY

Policy Background

The enrolment of children into St Patrick's Primary School (School) must be efficient and enable planning for the provision of resources. The process should assist both the families and the School to determine whether enrolment at St Patrick's Primary School is appropriate. Catholic education is intrinsic to the mission of the Catholic Church and is one way in which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. The priority of a Catholic school is to provide Catholic education for Catholic children.

St Patrick Primary School's Policy

St Patrick's Primary School is committed to the Catholic mission of providing a Catholic education to those families that want a Catholic education for their children. It is our policy that:

- St Patrick's Primary School has an appropriate enrolment process both for children starting their primary education and those transferring from other institutions; and
- There is an open and transparent process for the School, families and children alike.

Definitions

Catholic System	all Catholic schools in the Archdiocese of Melbourne, parish priests, canonical administrators and religious orders, together with Catholic Education Melbourne.
Families	collective term for any home arrangement established to care for and rear children, regardless of its makeup.
Parent	collective term for any adult with parental responsibility and guardianship of a child.
Parish	the Parish of St Patrick's Kilmore, Victoria.

Provisions

School Vision Statement

The School's Vision Statement is as follows:

St Patrick's is a welcoming Catholic learning community.
We commit to being a school where staff, students and families have an opportunity to flourish in an inclusive relational environment.
We believe in developing active and curious learners.
We aspire to be compassionate and responsive to the needs of all.

Families wishing their child to attend St Patrick's, must embrace and support this vision.

General

School's discretion

The School shall exercise its discretion in determining whether to make an offer of enrolment. Enrolment decisions shall be based on a range of information and factors and will be determined on a case-by-case basis. Each application shall be judged on its merits, taking individual circumstances, finances and practical implications into account, as well as:

- Physical numbers of currently enrolled students;
- Resources available to cater for the educational needs of students; and
- Willingness of the student and the student's family (where applicable) to comply with the School's policies and procedures.

School's right of withdrawal of offer

An offer of enrolment may be withdrawn, regardless of those conditions outlined above, is situations where:

- Relevant information is withheld or information provided is found to be inaccurate (refer to "Provision of Accurate Information" below for further information); or
- There is a significant change in the circumstances of a family and/or student which cannot be reasonably accommodated by the School. In these circumstances, all due consultation will take place with the student and family involved.

Continuous Enrolment

Once a student has commenced at the School, their enrolment is continuous through to Year 6, unless the student is formally withdrawn.

Selection Criteria

Enrolment Procedure

The enrolment procedure can be found in Annexure One to this Policy. Enrolment applications are considered at any time, but prep enrolments for the next calendar year are preferred before the end of May in the year prior to the proposed commencement. Outside of this, offers are made on a places-available basis. All applicants must submit the Enrolment Application form fully signed and completed. Enrolment Applications will only be recorded on the waiting list if the applicant has correctly submitted the Enrolment Application form to the School.

Enrolment priorities

Priority for enrolment at our School is given to Catholic children who are:

- Siblings of children already enrolled in the School;
- Siblings of children enrolled at Assumption College, Kilmore who previously attended St Patrick's Primary School;
- Baptised Catholic, or have a parent who is baptised Catholic;
- Transferring from another Catholic school.

however enrolments are also invited for children from non-Catholic families. The child should be a resident in the Parish and within the catchment zone for our School in Kilmore. Parents, as the prime educators of their children in faith, must demonstrate a commitment to upholding the teachings of the Catholic Church in practical ways and agree to support our School in all aspects of the total education of their child. Other circumstances may be considered and the Parish Priest is the final authority in accepting the enrolment application.

Enrolment consideration

The School will:

- Not normally consider a re-enrolment of a student who has previously concluded their enrolment at the School because of dissatisfaction on the part of the student, parents or School.
- Not normally consider a family with unresolved financial matters with the School, or another Catholic school or institution until those matters have been resolved to the satisfaction of our School or that other Catholic school or institution.
- Only accept an overseas student who is not an Australian citizen once all Australian government requirements have been satisfied, prerequisite minimum English language standards have been formally verified and the full year's fees have been received by the School.
- Reserve the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.

Catchment Zone

Families who live in the Kilmore, Kilmore East, Bylands, Broadford, Pyalong, Wandong and Heathcote Junction areas are zoned for enrolment at the School. Those who reside outside of this area should seek enrolment in their local Catholic school.

Specific Yearly Prep Enrolment Process

Expression of Interest Form

The expression of interest process is the first step in the enrolment process. It indicates a family's interest in enrolling in the School, but it is not an actual request by the family for enrolment, or an offer from the School of enrolment. Any family wishing to enrol their child into our School for the start of Prep should contact the School and request an expression of interest form. This form must be completed prior to an enrolment pack being provided.

Enrolment Pack

Enrolment Form

Once a family makes the decision to request to enrol their child at the School, the enrolment form must be completed and returned to the School as the formal request for enrolment.

Supporting Documentation

In addition to the enrolment form, the following supporting documentation must be provided:

- Birth certificate;
- Immunisation certificate;
- Baptism certificate (where applicable); and
- Any additional specialist reports (where applicable).

School Tours

Each year our School will conduct tours of the School for families interested in sending their child to our School in the following year. The School will notify families of the dates, times and how to book a school tour as part of the enrolment advertising.

Information Night

All families interested in sending their child to our School must attend a prep information night, which will be held at the School. Children are always welcome to attend as well, however it is not a requirement. The information night is a compulsory aspect of the enrolment process and will provide key information including dates and booking details for the current enrolment year.

Transition Conversations

All families must attend a transition conversation, (enrolment interview). These conversations are used to discuss how the School can best support the child and family with the transition to school. The conversations are not about a child's "readiness" for school, and any queries about a child's readiness should be directed to the kindergarten teacher.

Letters of Offer

Currently, our School has three prep classes, each with a maximum of 26 students, for a total of 78 enrolments each year. Our School may need to make decisions about whether or not to enrol a child at our School giving consideration to the number of enrolment applications, a family's decision on readiness for school and other factors.

Once those decisions are made, letters are sent to all families that applied for an enrolment. The letters will take one of the following forms:

Accepted

A letter of acceptance is an unconditional offer of a place in prep for the following year.

Accepted subject to readiness decision

A letter of acceptance subject to a readiness decision is an offer of a place in prep for the following year, but it is subject to the child being ready for school as determined by the family in partnership with the kindergarten and the School, and may include recommendations to attend additional transition sessions and take part in follow up meetings with the kindergarten and/or the School. If a family decides that the child is not ready to start prep in the following year, the School shall support the family's decision by keeping that enrolment offer open for the subsequent year.

Waiting List

In the event that there are enrolment requests in excess of 78, our School will not be able to offer every child an enrolment at our School. In that event, some children will need to be placed on a waiting list and a letter to that effect will be sent to those families. In the event that a place becomes available, the child at the top of the waiting list will be offered that enrolment place.

Acceptance

Any letter of offer that offers an acceptance or acceptance subject to a readiness decision, will contain an Enrolment Application Acceptance Form that must be completed by the family and returned as soon as possible after receipt. An enrolment is not confirmed until such time as the completed Enrolment Application Acceptance Form is received by the School.

Enrolments by way of transfer

When a family wishes to transfer their child from another school (State, Catholic or independent) to our School, the family should make contact with our School directly for an expression of interest and enrolment pack. Once completed, the family can make arrangements for an individual school tour and interview with the Principal. Once a decision to transfer to our School is made, in addition to the standard supporting documents, a copy of the last two school reports will also be required.

Transition Program

Prep Transition

Our School will conduct a transition program for all of the children that are enrolled into the School for the following year. The transition program will consist of sessions for the children in the prep classrooms to help their transition from kinder to school. Whilst those transition sessions are taking place for the children, family information sessions will be provided for the families of those children starting prep. Those compulsory information sessions will provide the necessary information that both existing and new families require to make a transition to our School successful.

Years 1 to 6 Transition

For students commencing an enrolment at the beginning of a year calendar year, the child will be invited to take part in the School transition day, which will occur towards the end of Term 4 of the year before. For students commencing an enrolment during the calendar year, they are invited to arrange an individual school tour and to meet with the class teacher prior to commencement.

Privacy

Our School takes its responsibility of protection of privacy seriously. A copy of the School's **Privacy Policy** and **Standard Collection Notice** can also be found on the School's website.

School Fees and other costs and allowances

School Fees

School fees must be set in strict adherence to the Guidelines sent to our School annually by the Catholic Education Office of Victoria. School fees are published on the School website annually.

Uniform

Our School has a uniform policy and families and children are expected to adhere to this policy. The **Student Uniform and Grooming Policy** can also be found on the School's website.

Travel Allowance

The Conveyance Allowance for bus and car travel is available to any child living at least 4.8kms away from the school. Please contact our School for more information about the conveyance allowance. For all enquiries about the school bus service, please refer to the **Bus Service** page on our website.

Camps, Sports and Excursion Fund

The CSEF is available to families that hold a current Health Care Card (HCC). Any family that holds a HCC should be encouraged to apply for the CSEF to offset school fees.

Enrolment under minimum school entry age

The minimum starting age for a child to be enrolled in a Victorian school is four year and eight months, ie a child must turn five by 30 April in the year of starting school. Our School will make an in-house assessment of a child's readiness for school when considering the enrolment of a child under the minimum age, but in principle our School does not support it.

In the rare situation where:

- parent seeks enrolment of a child under the minimum starting age; and
- The Principal supports the enrolment of that child at the School if approval were granted,

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.

Children with additional needs requiring reasonable adjustment

Nature of need and assistance

Our School welcomes parents who wish to enrol a child with additional needs and will make reasonable adjustments in accordance with the **Disability Discrimination Act 1992**, to support a child to engage in the school curriculum, provided that an understanding has been reached between the School and the parents prior to enrolment regarding:

- The nature of any diagnosed or imputed 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 deemed appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, adjustments and modifications to the classroom environment or curriculum, aide assistance, personalised learning 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 and the School will work in partnership to achieve these goals; and
- Any limitations on our School's ability to provide the additional assistance requested.

In order to achieve that understanding, the School will take into account the above information as well as:

- Information provided by, or on behalf of, the student about how their additional needs affects the student's ability to participate;
- Views of the student, or an associate of the student, about whether a proposed adjustment is reasonable and will enable the student with the additional need to access and participate in education on the same basis as students without additional need;
- Information provided by, or on behalf of, the student about his or her preferred adjustments;
- The effect of the proposed adjustment on the student, including the student's ability to participate in class and achieve learning outcomes and independence;
- The effect of the proposed adjustment on anyone else affected, including the School, staff and other students; and
- The costs and benefits of making the adjustment.

Documentary information

The Principal may require the parents to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the student to enable the Principal to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).

Adjustments and unjustifiable hardship

If reasonable adjustments are necessary to enable a student to enrol in or participate at the School, the School will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the School, the Principal will take into account the relevant circumstances of the case including the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the School community, the student and the family of the student). This includes (without limitation):

- Costs resulting from the student's participation in the learning environment, including any adverse impact on learning and social outcomes for the student, other students and teachers; and
- Benefits deriving from the student's participation in the learning environment, including positive learning and social outcomes for the student, other students and teachers; and
- The effect of the Disability of the student; and
- The School's financial circumstances and the estimated amount of expenditure required to be made by the School Community - including costs associated with additional staffing and the provision of special resources or modification of the curriculum; and
- The impact of the adjustments on the School's capacity to provide education of high quality to all students while remaining financially viable; and
- The availability of financial and other assistance to the School (such as financial incentives, subsidies or grants available to the School as a result of the student's participation); and
- The nature of the student's additional needs, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

The Principal will discuss with the student and their family (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the School. If the Principal is satisfied that it has sufficiently consulted the student and their parents (as appropriate), and adjustments required are not reasonable, or would cause unjustifiable hardship, the School may decide to decline to offer the student a position or may defer the offer.

Enrolment process

The process for enrolling a child with additional needs is otherwise the same as for enrolling any child.

Changes in need or assistance

As every child's educational needs can change over time, it will often be necessary for our School to review any additional assistance that is being provided to the child, in consultation with parents 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 our School's ability to continue to provide the additional assistance, given any limitations that may exist.

Acceptable behaviour

Our School is a community that exemplifies the gospel values of love, forgiveness, justice and truth where everyone is respected and has the right to be respected, feel safe and be safe. By enrolling a child in our School, the family and the child should understand these rights and acknowledge their obligation to behave responsibly.

As previously stated, our School has a Uniform Policy which prescribes standards of dress and appearance for the students of the School. As a

condition of a child's enrolment, parents are expected to support this Policy and ensure their child upholds the prescribed standards of dress and appearance.

Unacceptable behaviour by a child, or a parent, that in the School's view is unacceptable and damaging to the partnership between parent and the School, will be addressed by the School and may adversely affect the ongoing enrolment of the child.

Conformity with principles of the Catholic faith

As a provider of Catholic education, our School principal will take into account the need for the School community to represent and conform to the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment.

Children and families who are members of other faiths are warmly welcomed at our School. However, our 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.

Provision of accurate Information

Our school needs to be made aware of a child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where our school is required to provide additional support to the child.

Accurate information
Parents must provide accurate information when completing an enrolment form and supply the School prior to enrolment any additional information as may be requested, including copies of documents such as medical or specialists reports (relevant to a 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 where a parent has unreasonably refused to provide the requested information or has knowingly withheld relevant information from the School.

New information
During the course of enrolment, where new information becomes available that is material to the child's educational, safety and/or wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.

Residential address
The provision of an inaccurate residential address, or failure to provide an updated residential address for the child will be treated as a breach of the terms of enrolment.

Child Safety

Our School takes child safety very seriously and complies with all legislative requirements in this regard. Our School's child safe policies can be found on the School's website.

Complaints and Concerns

Should a parent have a complaint or concern about the enrolment process, that parent should read the School's **Complaints and Concerns Policy** which can also be found on the School's website and follow the procedure contained therein.

Implementation

This policy is implemented through a combination of:

- Staff training;
- Effective communication with prospective families;
- Effective record keeping procedures;
- Effective transition programs; and
- Strong links between families and the School's Learning Diversity Leader.

Appendices

Appendix One - Enrolment Procedure Flowchart

Key Legislation and References

Education and Training Reform Act 2006
Equal Opportunity Act 1996
Disability Discrimination Act 1992 (Cth)

Related Policies

Privacy Policy
Child Protection and Safety Policy

Review Date

October 2022, or upon each change in legislation or reference document.

Responsible Officer

Transition Officer

Ratified by

School Principal and School Advisory Board

Commenced on

Policy last updated on: October 2018 (CompliSpace implementation)

TERMS AND CONDITIONS OF ENROLMENT

1. Definitions

"**Applicant**" means the person/s set out in the Enrolment Agreement being the Parent/s and/or Guardian/s A/B of the Student listed in the Agreement and if more than one, each of them jointly and severally.
"**School**" means St Patrick's Primary School Kilmore.
"**Conditions of Enrolment**" means these Terms and Conditions of Enrolment including any subsequent amendments made by St Patrick's Primary School Kilmore.
"**Enrolment Agreement**" means the Agreement comprised of these Terms and Conditions of Enrolment (and School policies) by which the Applicant agrees to be bound.
"Fees" means tuition, capital and other fees and levies as invoiced by the School at the beginning of every school year.
"**Student**" means the student named in the Enrolment Agreement.
"**The Principal**" means the Principal of St Patrick's Primary School Kilmore, or the Principal's authorised representative.

2. Continued enrolment

2.1 In signing the Enrolment Agreement, the Applicant agrees to the School's policies which may be changed during the period of enrolment at the discretion of the School.
2.2 The School's policies form part of the Enrolment Agreement.
2.3 If the Applicant wishes to withdraw the Student from the School, the Applicant must give to the School one term's notice in writing signed by each of the persons who signed the Enrolment Agreement or pay to the School the equivalent of one term's fees.

3. Fees and charges

3.1 Where there is more than one Applicant, both persons will be equally responsible jointly and severally for the School's fees and any other charges, unless specific arrangements are made.
3.2 All Fees are due and payable in full on the date set out in the fee statement unless another arrangement has been pre-agreed in writing between the Applicant and the School.
3.3 The Applicant is responsible for Fees and charges supplied in relation to all excursions and camps, and all other applicable levies, during the enrolment period.
3.4 The Student will not be permitted to enter a new term while any part of the Fees or charges for the previous billing period remain unpaid, unless approved by the Finance Officer.
3.5 If the Student is admitted to the School during a term, Fees will be charged on a pro rata basis.
3.6 Students exiting the school after the commencement of a term will be charged on a pro-rata basis for the number of weeks attended during the term and exiting families must settle any outstanding fees before the last day of attendance.
3.7 If a student is withdrawn at the insistence of the School, the Applicant is liable for all Fees and charges to the date of notification of the Student's enrolment at the School being terminated.
3.8 The Finance Officer is authorised to take such action deemed necessary to recover unpaid Fees or charges, including recovery costs.
3.9 Any overdue accounts may result in recovery via legal action which shall involve both payment of the unpaid Fees and charges and costs of recovery being charged to the Applicant.

4. Disclosure

4.1 The Applicant acknowledges that the Enrolment Application Form has been completed honestly and correctly, and that the Applicant has made full disclosure in response to the matters and questions raised in the Enrolment Application Form.
4.2 The Enrolment Application Form forms part of the Enrolment Agreement, and failure to complete the Enrolment Application Form honestly and correctly, or to make full disclosure, may result in the immediate termination of the Enrolment Agreement by the School.
4.3 The School reserves the right to obtain further information regarding the Student including all academic information, school reports, living arrangements and all medical and other reports regarding the Student, if applicable.

5. Disciplinary action

5.1 The School reserves the right to discipline the Student, including for out of hours behaviour that may affect other students or staff or unduly damage the reputation or property of the School.
5.2 Disciplinary action may be implemented against the Student (including suspension, detention and up to expulsion from the School) if in the opinion of the Principal, the Student is found to have of breached the School policies or is found to have engaged in behaviour detrimental to the School, its staff or students.
5.3 If the Principal suspends the Student, the Applicant shall be notified to that effect and the period for which the suspension shall operate.

5.4 The Applicant is expected to support the aims, objectives, Marist and Catholic ethos, rules and policies and discipline of the School. Disciplinary action may be implemented against the Student and/or Applicant if in the opinion of the Principal the Applicant is found to have breached the parent code of conduct, the School Community Charter. Disciplinary action may be taken at the discretion of the Principal in consultation with Catholic Education Melbourne (CEM).

6. Health and medical treatment

6.1 If, during the period of enrolment, the physical and/or mental health of the Student changes at any time, the Applicant will notify the School and provide any relevant medical information or reports in a timely manner. The School reserves the right to assess and determine its ability to provide ongoing education to a student, and reserves the right to require the Applicant to provide the School with information as requested, or to require the Applicant to withdraw the Student for a period of time reasonably required to undergo medical treatment.

6.2 In the event the Student is involved in a medical emergency and the Applicant or nominated contact person cannot be reached, the School can take action such as calling an ambulance, as it considers necessary in the best interests of the Student. The Applicant will indemnify the School for the cost of any such treatment or action taken.

7. Personal possessions

7.1 It is the responsibility of the Student and the Applicant to take care of any personal possessions including musical instruments, sporting equipment, electronic devices and clothing, and the School is not liable for any loss or damage to this property.

7.2 The Applicant will indemnify the School for any loss or damage to school property arising from the use or possession of such property by the Student.

8. Attendance

8.1 The Student must attend the School on the dates and between the hours advised by the School unless written advice is received from the parent/guardian of a student absence. In addition, the Student, and the Applicant if required, shall attend and participate in all co-curricular activities including sporting training and matches, camps, excursions, Mass, music rehearsal and performances, inter-school activities and public and community events, which may be held on the weekend or before or after normal school hours.

8.2 It is the responsibility of the Applicant to advise the School as soon as practicable if a Student is to be absent for any reason and the estimated length of absence through the use of an email to the class teacher, the Skoolbag app or phone call to the school.

8.3 The Student will not be able to attend the School for any period of time during which the Student is suffering from a disease or condition which is contagious through normal social contact or a medical practitioner has recommended the Student not attend.

8.4 The Applicant will encourage the Student to take full advantage of the curricular and co-curricular opportunities provided to further their education so that the student may develop holistically in accordance with Catholic teaching.

9. Communication & privacy

9.1 The Applicant is required to provide copies of all existing court or parenting orders at the time of enrolment and during the period of enrolment. The School will abide by such orders.

9.2 From time to time the School may wish to include photographs and/or audio/visual of the Student captured with or without their name in print and online for distribution within the School community, including with Catholic Education Melbourne. The Applicant must indicate consent to such use and disclosure of the Student's photographs and/or audio/visual in the Enrolment Application, unless such consent is expressly withdrawn via written notification to the School later.

9.3 The School will not disclose any information in relation to the Student to any party other than the Applicant, subject to the Privacy Policy and its other legislative obligations.

9.4 In the event the Applicant is not the natural parent/s, copies of supporting documentation evidencing legal guardianship of the Student must be supplied to the School with the Enrolment Application Form.

9.5 All information pertaining to the Student and the School will be provided to the Applicant in accordance with the Privacy Policy which is available on the School's website.

9.6 In order to ensure the ongoing health, wellbeing and enrolment of the Student at the School, the Applicant agrees to keep the School informed and maintain open communication in regard to all relevant information and issues relating to the Student.

9.7 The holistic development of the student in accordance with the Catholic tradition remains the priority of the School in carrying out its duty of care to the Student. As such, the School makes no representation or promise regarding any particular academic achievement or level of performance of any Student.

SCHOOL COMMUNITY CHARTER

St Patrick's Primary School ("the School") recognises that many people and organisations contribute the success of a school both on and off the school grounds. The School's "School Community" includes all adults with a parenting role (including parents, guardians, step-parents, grandparents, extended family, carers) (who we will refer to as "parents" for convenience), as well as any others that are involved in activities or communication in relation to the School whether they be volunteers or invitees of the school, as well as the broader community that the School engages with.

The School Principal, staff, contractors and students work in partnership with the School Community to promote a shared responsibility for the education of each child. This Charter provides the principles and expectations that will help to achieve this critical partnership and applies to all of our School Community members.

This partnership recognises:

- Parents as the primary and ongoing educators of their children.
- Contributions that parents make by valuing the Catholic identity of the School.
- The shared responsibility for the moral, spiritual, emotional and social development of students.

The School Community can expect that the School will:

- Provide an excellent education based on the traditions of Catholic teachings.
- Strive to maintain a safe, secure and welcoming environment for children, in accordance with Child Safe policies and legislation.
- Relate with and respond to you in a respectful and professional manner.
- Involve parents as the first educators in any decisions that affect their child's learning or well-being.
- Provide timely and accurate information about a child's progress.
- Respond to communications within a 24-hour business day (not including public and school holidays).

The School expects that the School Community will:

- Actively support school policies and expectations.
- Understand the importance of healthy parent/teacher/student relationships and strive to build those relationships, and not deliberately exclude others or purposely treat some members of the School Community differently from others.
- Work collaboratively with school leaders, teachers and staff.
- Respect the skills, knowledge and experience of school leaders and teachers, and the authority a teacher has over their classroom, including who can enter the classroom.
- Demonstrate respect for the reputation of the School and its staff in all communications including through email, digital technologies and social media, without malice or gossip, and be fair and truthful.
- Seek the Principal's permission before using the School's name in creating electronic or social media.
- Contribute to the life of the School in ways that reflect their interests, skills and experience.
- Fulfil the parental commitment to pay all fees in a timely manner, and in circumstances of hardship, to actively work with the School to seek out mutually suitable arrangements for their payment.
- Respect the School's working hours in terms of response times to emails and phone calls.
- Request a formal interview time with a child's teacher when there is a concern to be discussed.
- Act in accordance with this Charter and the Complaints and Concerns Policy when making a complaint.
- Support children's consistent and punctual attendance at school.
- Not discipline or reprimand a child that is not their own.

Integral partners in the life of school, the School and the School Community have a co-responsibility to:

- Value and respect the Catholic identity of the School, its relationship to its parish community and the teaching of Catholic beliefs.
- Model Christian values and support the ethos of the School.
- Value and respect the diversity of faiths and cultures within the School Community and act inclusively without harassment, discrimination or vilification.
- Contribute to a welcoming and inclusive school community through respect and courtesy to all.
- Support a child's learning at school and home.
- Contribute to consultation and decision making processes.
- Demonstrate integrity and respect for the privacy of staff, students and members of the School Community in all interactions, including through the use of technology and social media.
- Use clear, friendly, courteous and acceptable written and spoken language and be open in all communications with staff, students and members of the School Community.
- Ensure no profane, insulting, harassing, aggressive, derogatory or otherwise offensive language is used.
- Strive to resolve issues in accordance with the Complaints and Concerns Policy, through ensuring views and opinions are heard and understood with constructive and respectful communication.
- Contribute to a culture where privacy and confidentiality of everyone is assured.
- Ensure respectful and caring relationships are reflected in the ways in which staff, students and the School Community interact when engaging in sporting and extra-curricular activities.
- Acknowledge and support the work of the School Advisory Board and associated committees, such as the Parents and Friends.
- Not take or post a photo or video of a child without the express consent of the parent.
- Not assault (physically or sexually), intimidate, undermine, threaten, bully or harass any member of the staff, students or School Community.

When onsite, the School Community shall:

- During school hours, sign into the school through the iPad at the front office so your presence is known in the event of an emergency.
- Comply with all safety and emergency procedures and follow any instructions during an emergency.
- Listen respectfully and refrain from raised voices, interruptions, disruption, inappropriate noise or disturbance during school classes, assembly, performances or meetings.
- Not smoke cigarettes (or e-cigarettes) (on school grounds, or within four metres of any entrances to school grounds), or be under the influence of alcohol or illicit drugs.
- Switch mobile phones off, or into silent mode, and not use them in the presence of students.

Consequences of breaching this Charter:

Any member of staff, students or the School Community may notify the School Principal or Deputy Principal of a potential breach of the School Community Charter. The School Principal or Deputy Principal shall investigate the notification and where a breach is found to have occurred:

- Provide a first and final warning that a breach has occurred and that a further breach will not be tolerated;
- Determine whether a breach can be rectified through a private or public apology, as appropriate;
- Where the breach was during a school visit, issue a trespass warning advising if the behaviour continues they may be issued with a trespass notice requiring the person to stay away from school, unless express permission is provided otherwise by the School Principal or Deputy Principal;
- Termination of enrolment (or employment, if the breach was by a staff member).

Nothing in this Charter precludes a person from exercising their individual legal rights.

In reading this School Community Charter we note that there are a number of School policies that may apply, including Privacy Policy (including the *Privacy Act*), School Child Safety Policy, Complaints and Concerns Policy, and Working With Children Policy (including the *Working with Children Act*), and we encourage our School Community to read and understand those policies.

STUDENT'S RESPECTFUL RELATIONSHIPS CHARTER

St Patrick's Primary School ("the School") is committed to ensuring a respectful learning community that is safe, positive and supportive for all students of the School.

It is the intention of the School to guide and support all students to learn and uphold the School's core values at all times.

This Charter:

- Applies to all the School's students until they withdraw and/or are no longer enrolled at the School ("students").
- Is not limited to the School site and school hours, but extends to all activities and events that are school-related and when representing or acting on behalf of the School.

The School will guide students to learn to:

- act with integrity and uphold the School core values at all times;
- abide by all health and safety rules and procedures operating within the School and other locations at which the students may visit;
- act appropriately in transit to and from the School and when wearing School uniform;
- respect the authority of members of staff and observe school rules as required;
- adhere to the School's policies and procedures as required;
- be respectful and supportive of the School's beliefs and values;
- behave and speak with courtesy, respect and consideration for others. In particular, students must refrain from all forms of bullying and harassment (see Positive Behaviours Policy)
- respect School property and the property of staff, contractors, visitors and other students;
- respect the privacy and confidential information of staff, contractors, visitors and other students;
- value the differences in others and listen and be open to different points of view;
- remain in the School's grounds during the school day unless otherwise arranged by a parent;
- dress neatly and with due regard for health, hygiene and safety in accordance with the School uniform requirements;
- listen respectfully and refrain from raised voices, interruptions, disruption, inappropriate noise or disturbances during school classes, assembly, performances or meetings;
- work to the best of their ability and to take full advantage of the educational opportunities offered at the School;
- listen to and act on progress reports from teachers and other staff members;

The School will guide students to not:

- touch, handle, push or otherwise physically or sexually engage with students or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person.
- endanger the health, safety and wellbeing of themselves or others.
- engage in any form of physical or verbal violence including fighting, assault or threats of violence.
- engage in any form of cyber bullying or cyber abuse.
- bring unsafe, dangerous or inappropriate equipment, materials or tools to the School.
- discipline or reprimand another student;
- take a photo or video of another student without the parent of that student being present and providing consent to the photo or video being taken, or post such photo or video on social media without the student's consent.
- send inappropriate, offensive or explicit text messages, photos or videos.
- use language or conduct (either personally or through social media) which is likely to intimidate, undermine, threaten, offend, harass, bully, exclude or unfairly discriminate against any student, teacher, contractor or visitor.
- use inappropriate or profane words or gestures and images.
- possess or smoke cigarettes, e-cigarettes, possess or use or be under the influence of alcohol or illicit drugs or other substances harmful to health, at School, on school excursions, at sporting or other functions as a representative of the School, in transit between the School and home or otherwise while wearing School uniform.

Behaviour not in keeping with this Charter:

Should a staff member believe that a student is not conducting themselves in accordance with this Charter, in the first instance that staff member, or their representative, will speak with the student to discuss what was observed.

Students who continue to not conduct themselves in accordance with the Charter will meet with the Wellbeing Leader, or their representative. Appropriate follow up action may include reminders, verbal warnings, using think sheets, an apology (as part of restorative practice philosophy) or have a conversation with the student's family.

The Wellbeing Leader may refer the matter to the School Principal, who has full discretion to take further action.

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

Nothing in this Charter precludes a person from exercising their individual legal rights.

In reading this Student's Respectful Relationships Charter we note that there are a number of School policies that may apply, including Privacy Policy (including the *Privacy Act*), School Child Safety Policy, Positive Behaviour Policy, Student Behaviour Management Policy, Information Technology Acceptable Use Policy, Complaints and Concerns Policy, and Working With Children Policy (including the *Working with Children Act*), and we encourage parents to read and understand those policies.

AGREEMENT

I acknowledge that I understand and accept the Enrolment Policy and Enrolment Terms and Conditions of enrolment as set out in this Enrolment Agreement and, if enrolment is accepted, 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 will support and abide by school policies and rules, 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 support and abide by the school's parent code of conduct, the School Community Charter
- I will ensure that my child supports and abides by the school's student code of conduct, the Student Respectful Relationships Charter
- 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 where 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 understand that if this application is successful, I will support the vision of the school and parish. In accepting the enrolment, I agree to abide by all of the school's policies, procedures and protocols (Policies). These Policies 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.). The consequence of not complying with the school's Policies 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 A signature:		**Date:**
Parent B / Guardian B signature:		**Date:**

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 [insert school web address].*

SCHOOL FAMILY OCCUPATION INDEX

PARENT OCCUPATION GROUPS

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, Education, Law, Social Welfare, Engineering, Science, Computing, Business, Air/sea transport professionals

- **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

Health, Education, Law, Social Welfare, Engineering, Science, Computing, Business/administration

- **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]

General School Information Collection Notice: Students

This Collection Notice explains in general terms how we protect the privacy of the personal information you provide when you are enrolling your child or your child is enrolled at the School. In reviewing this Collection Notice and providing us with your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you tell us otherwise.

1. 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. The primary purpose of collecting this information is to enable the School 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. The School may request medical reports and health information about students from time to time to discharge its legal duty of care to the student and to other students and staff. This includes a student's asthma and anaphylaxis action plans, as well as any other health or medical information which is reasonably likely to impact on the School's ability to provide educational, first aid and related services.
5. A student's health and medical information will be disseminated and used within the School to best meet the School's duty of care responsibilities. This may include the use of photographs with health action plans to facilitate the identification of students who may be at heightened risk.
6. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988.
7. 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:
   - government departments;
   - third party service providers that provide online educational and assessment support services or applications (apps), which may include email and instant messaging;
   - another School to facilitate the transfer of a student;
   - medical practitioners, 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.
8. If this information is not provided to us, the School views this as an unacceptable risk and may not proceed with the enrolment and will not be able to fully discharge its duty of care to its students and staff.
9. The School will engage in fundraising activities from time to time. Information received from you may be used for these purposes. It may also be disclosed to the School's Parent & Friends Association who assist in the fundraising activities of the School. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. 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.
11. 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. 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.
12. The School's Privacy Policy is accessible via the School website 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.
13. The School's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint about a breach of the APPs and how the complaint will be handled.
14. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on physical displays throughout the School and on our closed Facebook group. This may include photographs and videos of student activities such as sporting events, School camps and School excursions.
    The School will obtain separate permissions from the student's parent or guardian (and from the student if appropriate) prior to including such photographs or videos or other identifying material in our promotional material or otherwise making this material available to the public, such as on the internet.
    The School will obtain separate permissions from the student's parent or guardian prior to including personal information on class lists or School directories.
15. 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 that 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.