



# St Mary's Primary School Greensborough

## ENROLMENT APPLICATION FORM

### PERSONAL DETAILS OF STUDENT

<b>SURNAME:</b>	<b>YEAR COMMENCING:</b>
<b>FIRST GIVEN NAME:</b>	<b>GRADE ENTERING:</b>
<b>SECOND GIVEN NAME:</b>	<b>PREFERRED NAME:</b>
<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>DATE OF BIRTH:</b> (must turn 5 by 30 April of School commencement year)
<b>RELIGION:</b>	

### FAMILY HOME ADDRESS:

<b>NO. &amp; STREET:</b>	
<b>SUBURB:</b>	<b>POSTCODE:</b>
<b>HOME PHONE:</b>	<b>MOBILE PHONE:</b>
<b>FAMILY EMAIL ADDRESS:</b> (required for online communication)	

<b>Name of Person responsible for payment of the school fees and levies:</b>		
Email Address	Phone	Relationship to the student

<b>Please list any siblings:</b>		
<b>Name</b>	<b>Date of Birth</b>	<b>Class at St Mary's (if applicable)</b>

### OFFICE USE ONLY

<b>Date Received:</b>	<b>Start Date:</b>	<b>Student Number:</b>
<b>Copy of Documents (attached):</b>		
Birth <input type="checkbox"/> Immunisation <input type="checkbox"/> Baptism <input type="checkbox"/> Reconciliation <input type="checkbox"/> Communion <input type="checkbox"/> Confirmation <input type="checkbox"/> Visa <input type="checkbox"/> Passport <input type="checkbox"/> • Allergy <input type="checkbox"/> • Health Condition <input type="checkbox"/> • Additional Needs <input type="checkbox"/> • Family <input type="checkbox"/>		
<b>ASTHMA</b> <input type="checkbox"/>	<b>ANAPHYLAXIS</b> <input type="checkbox"/>	<b>Supporting Letter</b> <input type="checkbox"/> <b>Entered in ICON</b> <input type="checkbox"/>

## SACRAMENTAL DETAILS

Child's Religion:		Residential Parish:
Sacrament	Date Received	Parish/Church
Baptism		
Reconciliation		
Eucharist		
Confirmation		

## DETAILS OF STUDENT

<b>Government Requirement</b>	Nationality:	Ethnicity:
Country of Birth:	Australian Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of Arrival in Australia (if applicable):	First Australian Primary School Year:	
Is the child on a Visa ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please attach a copy of full Visa and Passport details		
Visa Sub Class:	Visa Expiry Date:	
Visa Statistical Code: (Required for some sub-classes)		
Is your child of Aboriginal and/or Torres Strait Islander origin? (tick one)  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> No  <input type="checkbox"/> Yes, Torres Strait Islander         </div> <div> <input type="checkbox"/> Yes, Aboriginal  <input type="checkbox"/> Yes, Both Aboriginal &amp; Torres Strait Islander         </div> </div>		

<b>IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS*</b>		
Please tick the relevant category below and record the visa subclass number as per government requirements: <i>(original documents to be sighted and copies to be retained by the school)</i>		
<b>Australian citizen not born in Australia:</b>		
<input type="checkbox"/>	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:	
<b>Not currently an Australian citizen, please provide further details as appropriate below:</b>		
<input type="checkbox"/>	Permanent resident: <i>(if ticked, record the visa subclass number)</i>	
<input type="checkbox"/>	Temporary resident: <i>(if ticked, record the visa subclass number)</i>	
<input type="checkbox"/>	Other/visitor/overseas student: <i>(if ticked, record the visa subclass number)</i>	
<b>* Please attach visa/ImmiCard/letter of notification and passport photo page.</b>		

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 1	Parent B/Guardian 2
No	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Other – please specify all languages			

## PREVIOUS SCHOOL/KINDERGARTEN DETAILS

Name and phone number of PREVIOUS SCHOOL / KINDERGARTEN attended:	
Date of first enrolment in an Australian School: (if not enrolling as a Prep)	
I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning: No <input type="checkbox"/> Yes <input type="checkbox"/>	
(If yes, please complete <a href="#">Form B Sample Consent for Transferring Information.</a> )	
Does the student have a Victorian Student Number (VSN) <input type="checkbox"/> Yes <input type="checkbox"/> Yes, but the VSN is unknown Please Specify: <input type="checkbox"/> No. The student has never been issued a VSN.	
Years of interruption to education:	Is the student repeating a year? Yes No

Have you applied to another primary school? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate the order of school preference, including St Mary's:
1. .... 2. .... 3. ....

## FAMILY BILLING ADDRESS

Write "As Above" if the same as the Family Home Address

NO. & STREET:	
SUBURB:	
STATE:	POSTCODE:

Mail to (eg Mr P & Mrs J Smith):
Email for Correspondence: <input type="checkbox"/> Adult A <input type="checkbox"/> Adult B <input type="checkbox"/> Both Other:

Resides with:	<input type="checkbox"/> Both Parents <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Out of Home Care <input type="checkbox"/> Shared parenting, e.g. one week with each parent: Days with Parent A/Guardian 1: _____ Days with Parent B/Guardian 2: _____
---------------	---

**PRIMARY FAMILY DETAILS**    *NOTE: The 'PRIMARY' Family is: "the family or parent the student mostly lives with".*

**ADULT A DETAILS (PRIMARY CARER – first contact)**

**ADULT B DETAILS**

Relationship to Student:

Relationship to Student:

<input type="checkbox"/> Male <input type="checkbox"/> Female    Title:   Ms   Mrs   Mr   Dr	<input type="checkbox"/> Male <input type="checkbox"/> Female    Title:   Ms   Mrs   Mr   Dr
Married <input type="checkbox"/> Single <input type="checkbox"/> De Facto <input type="checkbox"/> Separated   Divorced <input type="checkbox"/>	Married <input type="checkbox"/> Single <input type="checkbox"/> De Facto <input type="checkbox"/> Separated   Divorced <input type="checkbox"/>
Surname:	Surname:
Given Names:	Given Names:
Preferred Name:	Preferred Name:
Address:	Address:
Home Phone:	Home Phone:
Mobile:	Mobile:
Business Phone:	Business Phone:
Email Address:	Email Address:
Adult A's occupation:	Adult B's occupation:
Adult A's employer:	Adult B's employer:
Country of Birth:                      Nationality:	Country of Birth:                      Nationality:
Religion:	Religion:
Do you speak any languages other than English at home? No <input type="checkbox"/> English only Yes <input type="checkbox"/> (please specify) _____	Do you speak any languages other than English at home? No <input type="checkbox"/> English only Yes <input type="checkbox"/> (please specify) _____
Highest Year of School Education:  Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>	Highest Year of School Education:  Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>
Level of Highest Qualification:  Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl. trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	Level of Highest Qualification:  Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl. trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>
Occupational Group: <i>(refer to attached list of Parental Occupation)</i>  Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/>	Occupational Group: <i>(refer to attached list of Parental Occupation)</i>  Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/>
Main Language Spoken at Home:	

## 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?

Yes ☐ No ☐ If yes, please provide details:

Parent A/Guardian 1 signature:		Date:
Parent B/Guardian 2 signature:		Date:

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

## Consent

The signature of:

- student, if they are over 15 and living independently
- parent as defined in the *Family Law Act 1975*

Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.

- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
- an informal carer, with a statutory declaration. Carers:
  - may be a relative or other carer
  - have day-to-day care of the student with the student regularly living with them
  - may provide any other consent required e.g. excursions.

Notes for informal carer:

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

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

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

## PRIMARY FAMILY EMERGENCY CONTACTS

Please do not enter Adult A or Adult B's details as we will always contact you first. These are additional contacts in the case that you are unattainable. Please ensure they are available during school hours. In the event that both parents/guardians and emergency contacts are unable to be contacted, a staff member will transport your child for medical assistance or an ambulance may be called.

	Name	Relationship to Student	Phone Contact 1	Phone Contact 2
1				
2				

## STUDENT MEDICAL DETAILS

### PRIMARY FAMILY DOCTOR DETAILS

Doctor's Name:		Phone:
Address:		
Ambulance Subscription? <input type="checkbox"/> Yes <input type="checkbox"/> No	Medicare No:	
Private Health Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	Fund:	

### MEDICAL AUTHORITY (to be signed by Parent/Guardian)

In the event of any illness or accident, I authorise the obtaining on my behalf of such medical assistance as my child may require. I accept all operations, blood transfusions and/or anaesthetic risks involved and the responsibility for my payment of any expenses thus incurred.

Following notification by the school, I will promptly attend any location to which my child will be taken for treatment.

Parent A/Guardian 1 signature:		Date:
Parent B/Guardian 2 signature:		Date:

I/we give permission for my child to participate in the school-managed Head Lice Program at St Mary's Greensborough, which includes initial checking by the Principal and Deputy Principal together and by the Council Nurse as a follow-up when requested by St Mary's School.    Yes ☐    No ☐

Parent A/Guardian 1 signature:		Date:
Parent B/Guardian 2 signature:		Date:

**Please specify any health conditions, allergies and/or medical alerts relating to the student applying for enrolment (eg allergies, anaphylaxis, asthma management, dietary restrictions any other medical conditions etc).**

---



---



---



---



---



---



---

[illegible]

Please detail below any other relevant information with respect to the additional needs of your child:
Have you attached all relevant information/reports? Yes <input type="checkbox"/> No <input type="checkbox"/>

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

Parent A/Guardian 1 signature:		Date:
Parent B/Guardian 2 signature:		Date:

# ST MARY'S PARISH PRIMARY SCHOOL

## PHOTOGRAPH/RECORDING PERMISSION FORM



### Dear Parent/Guardian

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

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

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

Thank you for your continued support.

<b>STUDENT'S FULL NAME:</b>		<b>YEAR LEVEL:</b>	
-----------------------------	--	--------------------	--

- I give permission for my child's:
  - name
  - photograph ☐
  - recording ☐

to be published by the school on/in:

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

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

<b>Name of parent/guardian (please circle):</b>			
<b>Signed:</b> parent/guardian		<b>Date:</b>	
<b>If the student is aged 15+, they may also sign:</b> <b>Signed:</b> student		<b>Date:</b>	

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

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

## AGREEMENT – ST MARY’S PRIMARY SCHOOL, GREENSBOROUGH

I acknowledge that I understand and accept the terms and conditions of enrolment as set out in the Explanatory Statement 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 ensure that the information I have provided is kept up to date throughout the period of enrolment and I will notify the school promptly of any changes to that information (e.g. change of residential address, changes to parenting orders)
- I will pay the current school fees and levies for my child and also pay any variation or increase of fees and levies as required upfront at the beginning of the school year or in three instalments (and will pay in full by the end of Term 3 each year), or I will otherwise notify the school immediately if I am experiencing financial difficulties
- I will support my child's participation in the religious life of the school (e.g. school liturgies, retreat programs)
- I will attend parent/teacher and information evenings which relate to my child
- I will participate in a working bee once a year or make a financial contribution
- In the event I have any concerns, I will raise them initially with the relevant teacher or the school principal
- I will treat all members of the school community with respect as befits a Catholic school
- If in time of emergencies, accidents or serious illness I cannot be contacted, I give permission for the principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred
- As a parent/guardian, I 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.

<b>Parent A/Guardian 1 signature:</b>		<b>Date:</b>
<b>Parent B/Guardian 2 signature:</b>		<b>Date:</b>

**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 [smgreensborough.catholic.edu.au](http://smgreensborough.catholic.edu.au)

Please tick the following boxes and sign below:

I/we have included copies of the following documents with this application for enrolment:

- |  |   |
|--|---|
| <input type="checkbox"/> Birth Certificate   | <input type="checkbox"/> Immunisation Certificate                     |
| <input type="checkbox"/> Baptism Certificate   | <input type="checkbox"/> Citizenship documentation (where applicable) |
| <input type="checkbox"/> Visa Details (where applicable)   | <input type="checkbox"/> Passport Details (where applicable)          |
| <input type="checkbox"/> Most recent previous school reports and external test results (where applicable)                                |   |
| <input type="checkbox"/> Relevant Family Court Orders (where applicable)   |   |
| <input type="checkbox"/> Relevant medical and/or special needs information including clinical/educational assessments (where applicable) |   |

**PLEASE NOTE: ACCEPTANCE TO THIS SCHOOL DOES NOT CONSTITUTE ACCEPTANCE INTO ANY OTHER CATHOLIC SCHOOL (PRIMARY OR SECONDARY).**

I/we have read all of the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful. I/we acknowledge that all information provided is accurate. I/we understand that enrolment may not be able to proceed should any information be incorrect.

Parent A/Guardian 1 signature:		Date:
Parent B/Guardian 2 signature:		Date:

## **SCHOOL FEES/CAPITAL LEVY – PER FAMILY**

School fees are billed per family. Statements are sent out at the beginning of each term. You can elect to pay by term, week, fortnight, month or an annual payment in Term One. Payment options are cash, cheque, credit card, EFTPOS or direct debit. For direct debit payments, please call at the school office to collect a Direct Debit Request Form.

Person responsible for payment of school fees:

.....

I/we agree to honour the financial commitments required.

Parent A/Guardian 1 signature:		Date:
Parent B/Guardian 2 signature:		Date:

## **EDUCATION LEVY/PER CHILD**

The education levy charges are per child and payment is made at the beginning of the year to cover the cost of excursions, classroom materials, books and swimming lessons, as well as gym and dance programs, where applicable. Parents are asked to pay these levies early in the school year so that classroom materials can be purchased and programs are able to commence.

Should you have any concerns regarding the payment of school fees or levies, please make an appointment with the Principal, or speak with the Parish Priest.

# Explanatory Statement

## 1. 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 teaching, 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 by supporting the school in furthering the spiritual and academic life of their children.

## 2. Enrolment

- 2.1. You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school. If the information requested is not provided, we may not be able to enrol your child.
- 2.2. To meet school and government requirements, you will need to provide the school with a completed enrolment form including, among other things, the information listed below.

<ul style="list-style-type: none"><li>evidence of your child's date of birth, e.g. birth certificate, passport</li></ul>	<ul style="list-style-type: none"><li>information about the language(s) your child speaks and/or hears at home</li></ul>
<ul style="list-style-type: none"><li>religious denomination</li></ul>	<ul style="list-style-type: none"><li>nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable</li></ul>
<ul style="list-style-type: none"><li>names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians</li></ul>	<ul style="list-style-type: none"><li>doctor's name and telephone number</li></ul>
<ul style="list-style-type: none"><li>names of emergency contacts and their details</li></ul>	<ul style="list-style-type: none"><li>information on additional learning needs (for example, whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)</li></ul>
<ul style="list-style-type: none"><li>specific residence arrangements</li></ul>	<ul style="list-style-type: none"><li>parenting agreements or court orders, including any guardianship orders</li></ul>

- 2.3. After lodgement of this form, school staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if required.
- 2.4. 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 schools. The order of priority is:
  - a) Catholic children who are residents of the parish
  - b) Catholic children who do not reside in the parish but are recognised as parishioners by the parish priest
  - c) Catholic children from other parishes (for pastoral reasons)
  - d) children from non-Catholic Eastern churches who reside in the parish
  - e) children from non-Catholic Eastern churches who reside outside the parish
  - f) other Christian children who reside in the parish
  - g) other Christian children who reside outside the parish
  - h) non-Christian children who reside in the parish
  - i) non-Christian children who reside outside the parish.

## 3. Fees

- 3.1. The setting of fee levels and other compulsory charges in Catholic 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 enrol and to continue enrolment at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

## 4. Enrolment under minimum school entry age

- 4.1. Catholic Education Melbourne Enrolment for Schools Policy 2.4 is intended to ensure that, when enrolling students, Catholic schools are compliant with relevant Victorian and Australian government legislation. The minimum starting age for a child to be enrolled in a Victorian

school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school. Enrolment of children under the minimum school entry age and pre-Prep programs require approval from Catholic Education Melbourne via the 'Application for Early Age Entry to School'.

4.2. In the rare situations where:

- a) a parent/guardian seeks enrolment of a child under the minimum starting age
- b) the principal supports the enrolment of that child at the school

the approval of the Executive Director of Catholic Education Melbourne is required before enrolment under the minimum starting age can occur. Approval for early age enrolment will only be granted in exceptional circumstances.

## 5. Child safe environment

- 5.1. Catholic school communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.
- 5.2. Every person involved in Catholic education, including all parents at our school, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- 5.3. Our school's child safe policies, codes of conduct and practices set out our school's commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with children in order to safeguard them against abuse.
- 5.4. Our school has established human resources practices where newly recruited staff, existing staff and volunteers in our school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of our school's relevant policies and procedures. Our school also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with children as part of our human resources practices.
- 5.5. Our school has robust, structured risk management processes that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities that children within our school engage in.
- 5.6. Our school, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously, and their concerns are addressed in a just and timely manner.
- 5.7. Our school's child safety policies and procedures are readily available and accessible. Further details on the Catholic education community's commitment to child safety across Victoria can be accessed by visiting:
  - a) Catholic Education Commission of Victoria Ltd's child safety page [www.cecv.catholic.edu.au/Our-Schools/Child-Safety](http://www.cecv.catholic.edu.au/Our-Schools/Child-Safety)
  - b) Catholic Education Melbourne's child safety page [www.cem.edu.au/Our-Schools/Choosing-a-School/Child-Safety.aspx](http://www.cem.edu.au/Our-Schools/Choosing-a-School/Child-Safety.aspx).

## 6. Terms of enrolment regarding acceptable behaviour

- 6.1. Our school is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The school community recognises that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 6.2. Every person at the school has a right to feel safe, to be happy and to learn; therefore, we aim to:
  - a) promote the values of honesty, fairness and respect for others
  - b) acknowledge the worth of all members of the community and their right to work and learn in a positive environment
  - c) maintain good order and harmony
  - d) affirm cooperation as well as responsible independence in learning
  - e) foster self-discipline and develop responsibility for one's own behaviour.
- 6.3. The school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and code of conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.
- 6.4. Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

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

- 7.1. As a provider of Catholic education, the principal will take into account the need for the school community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at our school. However, the school reserves the 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.

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

- 8.1. It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.
- 8.2. Parents and guardians must provide accurate and up-to-date information when completing an enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.
- 8.3. 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.
- 8.4. 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.

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

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

## **10. Assessment and updates**

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

**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 [smgreensborough.catholic.edu.au](http://smgreensborough.catholic.edu.au)

## PARENTAL OCCUPATION DEFINITION

Please select appropriate group from the following list.

Occupation Group A	Occupation Group B
<p><b>SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS</b></p> <p><b>Senior management in large business organisations</b></p> <p><b>Senior Executive/Manager/Department Head</b> in industry, commerce, media or other large organisations</p> <ul style="list-style-type: none"> <li><b>Business</b> [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]</li> <li><b>Media</b> [e.g. newspaper editor, film/television/radio/stage producer/director/manager]</li> </ul> <p><b>Government administration</b></p> <ul style="list-style-type: none"> <li><b>Public service manager</b> (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]</li> <li><b>Defence Forces commissioned officer</b></li> </ul> <p><b>Qualified professionals</b> – 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</p> <p><i>Health, Education, Law, Social Welfare, Engineering, Science, Computing, Business, Air/sea transport professionals</i></p> <ul style="list-style-type: none"> <li><b>Health</b> [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]</li> <li><b>Education</b> [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]</li> <li><b>Law</b> [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]</li> <li><b>Social Welfare</b> [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]</li> <li><b>Engineering</b> [e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]</li> <li><b>Science</b> [e.g. scientist, geologist, meteorologist, metallurgist]</li> <li><b>Computing</b> [e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]</li> <li><b>Business</b> [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]</li> </ul> <p><b>Air/sea transport</b> [e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot]</p>	<p><b>OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS</b></p> <p><b>Business owner/manager</b></p> <ul style="list-style-type: none"> <li><b>Farm/business owner/manager</b> [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]</li> <li><b>Specialist manager</b> [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]</li> <li><b>Financial services manager</b> [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]</li> <li><b>Retail sales/services manager</b> [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]</li> </ul> <p><b>Arts/media/sportspersons</b></p> <ul style="list-style-type: none"> <li><b>Artist/writer</b> [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]</li> <li><b>Sports</b> [e.g. sportsman/woman, coach, trainer, sports official]</li> </ul> <p><b>Associate professionals</b> – generally have diploma/technical qualifications and provide support to managers and professionals</p> <p><i>Health, Education, Law, Social Welfare, Engineering, Science, Computing, Business/administration</i></p> <ul style="list-style-type: none"> <li><b>Medical, science, building, engineering, computer</b> technician/associate professional</li> <li><b>Health/social welfare</b> [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]</li> <li><b>Law</b> [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, law clerk, court officer, bailiff]</li> <li><b>Business/administration</b> [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]</li> <li><b>Defence Forces</b> [e.g. senior non-commissioned officer]</li> <li><b>Other</b> [e.g. library technician, museum/gallery technician, research assistant, proof reader]</li> </ul>

Occupation Group C	Occupation Group D
<p><b>TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF</b></p> <p><b>Tradesmen/women</b> – generally have completed a four-year trade certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <ul style="list-style-type: none"> <li><b>Trades</b> [e.g. electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]</li> </ul> <p><b>Clerks, skilled office, sales and service staff</b></p> <ul style="list-style-type: none"> <li><b>Clerk</b> [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]</li> <li><b>Office</b> [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]</li> <li><b>Sales</b> [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]</li> <li><b>Carer</b> [e.g. aged/disabled/refuge care worker, child care assistant, nanny]</li> <li><b>Service</b> [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]</li> </ul>	<p><b>MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS</b></p> <p><b>Drivers, mobile plant, production/processing machinery and other machinery operators</b></p> <ul style="list-style-type: none"> <li><b>Driver or mobile plant operator</b> [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]</li> <li><b>Production/processing machine operator</b> [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]</li> <li><b>Machinery operator</b> [e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]</li> </ul> <p><b>Hospitality, office staff</b></p> <ul style="list-style-type: none"> <li><b>Sales staff</b> [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]</li> <li><b>Office staff</b> [e.g. typist, word processing/data entry/business machine operator, receptionist]</li> <li><b>Hospitality staff</b> [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]</li> <li><b>Assistant/aide</b> [e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]</li> </ul> <p><b>Labourers and related workers</b></p> <ul style="list-style-type: none"> <li><b>Defence Forces</b> [other ranks (below senior NCO) without trade qualification not included above]</li> <li><b>Agriculture, horticulture, forestry, fishing, mining worker</b> [e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]  <b>Other worker</b> [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</li> </ul>

#### 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.

**SCHOOL POLICY REGARDING ENROLMENT AND PRIVACY** - All States and Territories have privacy or freedom of information legislation encompassing such matters as the manner and purpose of collection of personal information, storage and security of data, and access to Information. Schools and school systems have in place comprehensive confidentiality and security policies and procedures for the collection and handling of personal information. Such policies set out the types of information collected, used and disclosed, the purpose for which it is collected, and matters relating to access and correction of Information. All information that could identify or would reasonably identify individual students to whom particular background characteristics belong is removed for national reporting so that no personal information is reported publicly.



## COLLECTION NOTICE

1. The School collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the School, Catholic Education Offices and the Catholic Education Commission of Victoria Ltd (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School.
2. Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. Health information about students (which includes information about any disability as defined by the Disability Discrimination Act 1992) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. The School may request medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
5. If any personal information requested by the School is not provided, this may affect the School's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the School.
6. The School may disclose personal and sensitive information for **administrative, educational and support purposes** (or may permit the information to be directly collected by third parties). This may include to:
  - School service providers such as the CECV, Catholic Education Offices, school governing bodies and other dioceses
  - third party service providers that provide online educational and assessment support services or applications (apps) such as SeeSaw, ClassDojos, Skoolbag, nForma and Care Monkey 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 such as Individual Learning Plans 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 Regulations 2013 (Regulation) and the Australian Education Act 2013 (Cth) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students.
  - CECV to support the training of selected staff in the use of schools' systems, such as ICON
  - another school to facilitate the transfer of a student
  - Federal and State government departments and agencies acting on behalf of the government e.g. for audit purposes
  - health service providers, and people providing educational support and health services to the School, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
  - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority
  - people providing administrative and financial services to the School
  - anyone you authorise the School to disclose information to; and
  - anyone to whom the School is required or authorised to disclose the information to by law, including under child protection laws.
7. The school is required by the Federal Australian Education Regulation (2013) and Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. The school provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.

8. Personal information collected from students is regularly disclosed to their parents or guardians.
9. 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.
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 APPs.
11. When the School uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) of 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.
12. The countries in which the servers of cloud service providers and other third party service providers may be located are:
  - **Australia, Singapore, North America and New Zealand**
13. Where personal, including sensitive information is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it may be stored on servers located within or outside Australia.
14. School personnel and the school's service providers, and the CECV and its service providers, may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the ICON system and ensuring its proper use.
15. The School may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
16. The School's Privacy Policy is accessible via the school website or from the School office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the School's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
17. The School's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint if they believe the School has interfered with their privacy [and how the complaint will be handled].
18. The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
19. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet [and on our website]. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions from the student's parent or guardian (and from the student if appropriate) prior to publication to enable the school to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet. The school may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents and guardians to notify the school if they wish to vary the permissions previously provided.
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.

Website: [smgreensborough.catholic.edu.au](http://smgreensborough.catholic.edu.au)

[illegible]

**CONSENT:**

Parent A/Guardian 1 signature:		Date:
Parent B/Guardian 2 signature:		Date:

Please refer to each school’s information about their use and disclosure of information, and information regarding their privacy policy. Further clarification is available on request from the principals.

**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 [smgreensborough.catholic.edu.au](http://smgreensborough.catholic.edu.au)*