

Parish of St Brigid's

Incorporating St Brigid's Catholic Learning Community and Holy Cross Catholic Primary School

Application for Enrolment 2021

NAME OF STUDENT: _____

YEAR LEVEL: _____

PROPOSED COMMENCEMENT DATE: _____

(if other than the start of the school year)



St Brigid's Catholic Learning Community
68 Aitken Street
GISBORNE VIC 3437

Phone: 5428 2220

Holy Cross Catholic Primary School
158 Hamilton Road
NEW GISBORNE VIC 3438

Phone: 5420 8100

Please note that this enrolment cannot proceed without the required paperwork as marked ** below.

OFFICE USE ONLY	
Date received:	** Birth Certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
Enrolment date:	English as an Additional Language: Yes <input type="checkbox"/> No <input type="checkbox"/>
Start date:	House colour:
Student/family code:	VSN:
** Immunisation Statement attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	** Visa information attached (if relevant): Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional needs: Yes <input type="checkbox"/> No <input type="checkbox"/>	** Relevant additional needs reports attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
** Court Order attached (if any): Yes <input type="checkbox"/> No <input type="checkbox"/> (please provide us with the current Court Order)	
Enrolment Fee Received: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Cash / Cheque / Credit Card (please circle)	

ENROLMENT POLICY

STATEMENT

As a Catholic Community in the Archdiocese of Melbourne, we offer to the Catholic families of our Parish the opportunity to nurture and develop their faith within the context of a total education process.

In April 1978, the Bishops of Victoria reaffirmed *“the Catholic school as a most appropriate means of ensuring the proper education of Catholic children.....”*. It is in the light of this directive that our Enrolment Policy has been formulated.

GENERAL GUIDELINES

Priority of access to our schools will be given to Catholic children and to siblings of children already enrolled at either school. Siblings of non-Catholic children previously enrolled at either school would not be excluded under this criteria. St Brigid’s Parish (and its schools) provide regular opportunities for masses, liturgies, several ministries, and opportunities for financial contributions. As Parishioners, families of children enrolled in parish schools would be active participants in this Parish life. Enrolling families would need to consider how they further enrich the life of our School and Parish.

It is also expected that families would support the policies, religious teachings and practices of the Church as advocated by the school. The request for enrolment indicates your wish for your child to be part of the Catholic culture of our school community.

Students at any academic level or with a disability are entitled to apply for enrolment.

Enrolments will be called for during Term 2 of the preceding year. These applications are to be advertised concurrently in the Parish Newsletters and in the weekly School newsletters for at least two weeks. Application forms should be returned to the Parish Office, together with copies of relevant documents attached to the application form.

Acceptance of the enrolment does not indicate that enrolment has taken place. When all applications have been received, the enrolment sub-committee, which is made up of the Parish Priest, the Schools’ Principals, and a representative of the Parish Education Advisory Board will place the children at the Parish Schools according to the following criteria:

1. Priority for enrolment will be given to families living in St Brigid’s Parish.
2. Which school siblings already attend.
3. The boundary for each year (the boundary may alter from year to year according to the number of children wishing to attend the Parish Schools.
4. Once the child has been placed at either school a transfer within the Parish Schools will only happen in extraordinary circumstances.

The families of applicants will be contacted as soon as placement is finalised and interviews arranged with children and parents may take place. Late applications will only be considered while there are vacancies available.

Annual School Fees are charged on a family basis to supplement Government Grants. In addition there are other levies charged as needed. Several options are provided for payment of these fees.

There is no school-based Council Immunisation Program. However, children need to be immunised prior to starting school. Children are required to have completed their infant course of vaccines and the 4-5 year old school entry vaccination.

The Parish Education Advisory Board reserves the right to review this policy at any time.

I have read and fully understand the conditions of enrolment as expressed in this Policy.

PARENT A / GUARDIAN 1: (Name)

(Signature)

PARENT B / GUARDIAN 2: (Name)

(Signature)

STUDENT DETAILS		
Surname:	Entry year (eg 2021)	Entry Grade (eg Gr 2)
First name/s:		
Preferred first name:		
Date of birth:	Religion:	
Gender: () Male () Female		

CURRENT RESIDENTIAL ADDRESS OF STUDENT	
Street number and name:	
Suburb:	Postcode:
Home phone:	

NEW RESIDENTIAL ADDRESS OF STUDENT (IF APPLICABLE)	
Street number and name:	
Suburb:	Postcode:
Date new residential address will apply:	

EMERGENCY CONTACTS – OTHER THAN PARENT/GUARDIAN			
1. Name:		2. Name:	
Relationship to child:		Relationship to child:	
Home phone:		Home phone:	
Mobile:		Mobile:	

SACRAMENTAL INFORMATION		
Baptism:	Date:	Parish:
Reconciliation:	Date:	Parish:
Eucharist:	Date:	Parish:
Current Parish:		

PREVIOUS SCHOOL/PRESCHOOL PERMISSION
Name and address of previous School / Pre-school:
1 st Australian School Year (eg, 2021):
VSN (Victoria Student Number):
I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning: No <input type="checkbox"/> Yes <input type="checkbox"/>

NATIONALITY		
Government Requirement	Nationality:	
In which country was the student born?	Australia <input type="checkbox"/>	Other – please specify:
Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both.)		
No <input type="checkbox"/>	Yes, Aboriginal <input type="checkbox"/>	Yes, Torres Strait Islander <input type="checkbox"/>

LANGUAGE OTHER THAN ENGLISH				
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			

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:	
<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:	
Date of arrival in Australia:	
Not currently an Australian citizen, please provide further details as appropriate below:	
<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>
* Please attach Visa / Immigration Card / letter of notification and passport photo page	

MEDICAL INFORMATION			
Doctor's name:			
Street number and name:			
Suburb:		Postcode:	Phone:
Medicare number:		Ref number:	Expiry:
Ambulance cover:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Number:

Medical condition:	<p>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.</p> <p>Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.</p>		
Has the student been diagnosed as being at risk of anaphylaxis?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, does the student have an EpiPen or Anapen?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

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

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 <input type="checkbox"/> No <input type="checkbox"/>					
Does your child present with:					
Autism (ASD)	<input type="checkbox"/>	behavioural concerns	<input type="checkbox"/>	hearing impairment	<input type="checkbox"/>
intellectual disability/developmental delay	<input type="checkbox"/>	mental health issues	<input type="checkbox"/>	oral language/communication difficulties	<input type="checkbox"/>
ADD/ADHD	<input type="checkbox"/>	acquired brain injury	<input type="checkbox"/>	vision impairment	<input type="checkbox"/>
Giftedness	<input type="checkbox"/>	physical impairment	<input type="checkbox"/>	other condition (please specify)	<input type="checkbox"/>

Has your child ever seen a:					
paediatrician	<input type="checkbox"/>	physiotherapist	<input type="checkbox"/>	audiologist	<input type="checkbox"/>
psychologist/counsellor	<input type="checkbox"/>	occupational therapist	<input type="checkbox"/>	speech pathologist	<input type="checkbox"/>
psychiatrist	<input type="checkbox"/>	continence nurse	<input type="checkbox"/>	other specialist (please specify)	<input type="checkbox"/>
Have you attached all relevant information/reports? Yes <input type="checkbox"/> No <input type="checkbox"/>					

SCHOOL FEES				
Who will be responsible for payment of the school fees and levies?				
Surname	First name	Address	Phone	Relationship to the student

PRIORITY MOBILE NUMBER

Please list ONE mobile number that the School can send any SMS communications to

Surname	First name	Mobile Number

PARENT A / GUARDIAN 1

Surname:	Title: (e.g. Mr/Mrs/Ms)	First name:	
Address:			
Postal Address:			
Home phone:	Work phone:	Mobile:	
Email:			
Government Requirement	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index attached)	
Religion: (include rite)		Nationality:	
Country of birth:	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):		
What is the highest year of primary or secondary school Parent A/Guardian 1 has completed? (Persons who have never attended secondary school, tick 'Year 9 or below'.)			
Year 9 or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>
What is the level of the highest qualification Parent A/Guardian 1 has completed?			
No post-school qualification <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Advanced diploma/diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>

PARENT B / GUARDIAN 2

Surname:	Title: (e.g. Mr/Mrs/Ms)	First name:
Address:		
Postal Address:		
Home phone:	Work phone:	Mobile:
Email:		
Government Requirement	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index attached)
Religion: (include rite)		Nationality:
Country of birth:	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):	

What is the highest year of primary or secondary school Parent B/Guardian 2 has completed? (Persons who have never attended secondary school, tick 'Year 9 or below'.)			
Year 9 or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>
What is the level of the highest qualification Parent B/Guardian 2 has completed?			
No post-school qualification <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Advanced diploma/diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>

WORKING WITH CHILDREN CHECK		
PARENT A / GUARDIAN 1		
I DO / DO NOT have a current Working With Children Check (please circle)		
If Yes, Card Number: No	Expiry Date:	Copy Attached: Yes /
PARENT B / GUARDIAN 2		
I DO / DO NOT have a current Working With Children Check (please circle)		
If Yes, Card Number: No	Expiry Date:	Copy Attached: Yes /

SIBLINGS ATTENDING A SCHOOL/PRESCHOOL			
List all children in your family attending school or preschool (oldest to youngest) – include applicant:			
Name	School/preschool	Year/grade	Date of birth

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

COURT ORDERS OR PARENTING ORDERS (if applicable)	
Are there any current Court Orders or parenting orders relating to the student? Yes <input type="checkbox"/> No <input type="checkbox"/>	
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?	

PARENT A / GUARDIAN 1 SIGNATURE:		Date:
PARENT A / GUARDIAN 2 SIGNATURE:		Date:

ST BRIGID'S CATHOLIC LEARNING COMMUNITY AND/OR HOLY CROSS CATHOLIC 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.

STUDENT'S FULL NAME:		YEAR LEVEL:	
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- I give permission for my child's:
Name, photograph & recording to be published by the school on/in the school website, social media, promotional materials, newspapers and other media.

- I authorise 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.

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.

PARENT / GUARDIAN NAME		
PARENT / GUARDIAN SIGNATURE		Date:

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">• evidence of your child's date of birth, e.g. birth certificate, passport	<ul style="list-style-type: none">• information about the language(s) your child speaks and/or hears at home
<ul style="list-style-type: none">• religious denomination	<ul style="list-style-type: none">• nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable
<ul style="list-style-type: none">• names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians	<ul style="list-style-type: none">• doctor's name and telephone number
<ul style="list-style-type: none">• names of emergency contacts and their details	<ul style="list-style-type: none">• 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.)
<ul style="list-style-type: none">• specific residence arrangements	<ul style="list-style-type: none">• parenting agreements or court orders, including any guardianship orders

- 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
 - b) Catholic Education Melbourne's child safety page 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.*

Agreement

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, 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 any 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 1 signature:		Date:
Parent B / Guardian 2 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.

Privacy Information for Standard Collection Notice Policy

The Schools:

St Brigid's Catholic Learning Community
68 Aitken Street, Gisborne 3437
Tel: (03) 5428 2220

AND

Holy Cross Catholic Primary School
158 Hamilton Road, New Gisborne, 3438
Tel: (03) 5420 8100

This Privacy Policy sets out how each School manages personal information provided to or collected by it.

Each school is bound by the Australian Privacy Principles (APPs) contained in the Commonwealth *Privacy Act 1988*. In relation to health records, each School is also bound by the *Health Records Act 2001* (Vic.) and the Health Privacy Principles in that Act.

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

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

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

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

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

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

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

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

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

How will each School use the personal information you provide?

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

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

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

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

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

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

- assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority
- anyone you authorise each School to disclose information to
- anyone who we are required or authorised to disclose the information to by law, including child protection laws.

Nationally Consistent Collection of Data on School Students with Disability

Each 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. Each school provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.

Sending and storing information overseas: Each School may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, each School will not send personal information about an individual outside Australia without:

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

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

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

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

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

- USA
- Hong Kong
- Singapore
- Taiwan
- Finland
- Belgium
- Ireland
- Chile
- Netherlands
- Netherlands
- Hungary

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

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

Volunteers: Each of the Schools also obtain personal information about volunteers who assist each School in its functions or conduct associated activities to enable each School and the volunteers to work together, to confirm their suitability and to manage their visits.

Counsellors: Each School contracts with external providers to provide counselling services for some students. The principals may require the Counsellor to inform him or her or other teachers of any issues the principals and the Counsellor believe may be necessary for each School to know for the wellbeing or development of the student who is counselled or other students at each School.

Parish: Each School may disclose personal information to the schools parish to facilitate religious and sacramental programs, and other activities such as fundraising.

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

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

Who might each School disclose personal information to and store your information with?

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

- School service providers which provide educational, support and health services to the School, (either at the School or off campus) including the Catholic Education Commission of Victoria Ltd (CECV), Catholic Education Offices, specialist visiting teachers, volunteers, counsellors, sports coaches and providers of learning and assessment tools
- third party service providers that provide online educational and assessment support services, document and data management services, or applications to schools and school systems including the Integrated Catholic Online Network (ICON) and Google's G Suite, including Gmail and, where necessary, to support the training of selected staff in the use of these services
- CECV and Catholic Education offices to discharge its responsibilities under the *Australian Education Regulation 2013* (Regulation) and the *Australian Education Act 2013* (Cth) (AE Act) relating to students with a disability.
- other third parties which the school uses to support or enhance the educational or pastoral care services for its students or to facilitate communications with parents
- another school including to its teachers to facilitate the transfer of a student
- Federal and State government departments and agencies
- health service providers
- recipients of School publications, such as newsletters and magazines
- student's parents or guardians and their emergency contacts.

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

How does each School treat sensitive information?

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

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

Management and security of personal information

Each Schools' staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals.

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

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

Access and correction of personal information

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

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

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

Consent and rights of access to the personal information of students

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

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

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

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

Enquiries and complaints and contact details

If you would like further information about the way each School manages the personal information it holds about you, or wish to complain that you believe that a School has breached its privacy obligations, please contact the School Principal by writing or telephone at principal@hcnwgisborne.catholic.edu.au or 5420 8100 or office@sbgisborne.catholic.edu.au or 5428 2220.

Each School will investigate your complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

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

GPO Box 5218, Sydney, NSW 2001

Telephone: 1300 363 992

www.oaic.gov.au

AUTHORISATION FOR CONSENT

PARENT A / GUARDIAN 1 NAME			
SIGNATURE		Date:	
PARENT B / GUARDIAN 2 NAME			
SIGNATURE		Date:	

Complaints and Grievances Policy including Code of Conduct

Please refer to the attached Policy. It contains specific information relating to complaints and grievances as well as the regulations regarding appropriate codes of conduct.

Financial Responsibility of Parents / Guardians

I agree that the due fees and other charges appearing on the School statements rendered to me for this applicant will be paid on receipt of such statements unless arrangements amending these terms have been agreed between those concerned.

Parish Support Levy

St Brigid's Parish is responsible for three worshipping centres in Gisborne, Macedon and Riddells Creek. The Parish strives to provide a strong sense of faith and community spirit. Very much a part of this endeavour is the continuing cost of maintaining and improving the infrastructure for those who use our Parish facilities. Our means of maintaining these ongoing costs relating to Churches, Hall, Schools and grounds is through the Thanksgiving Envelope program, to which all parishioners are invited to contribute. For those families who have children enrolled at our two primary schools and do not make a commitment to our Thanksgiving, the Parish Support Levy was introduced to help share this burden.

The Parish Office sends out Invoices to families of each school, which is separate from the school fees, and is payable **directly to the Parish Office**. Provisions for exemption will be made in special circumstances and for families who have demonstrated an ongoing and realistic contribution to the Thanksgiving Program.

All enquiries regarding the Parish Support Levy are to be made to Father Vinoth Santiago at the Parish Office (5428 2591).

Commitment by Parents / Guardians

I agree that the information herein is correct and that if my child is enrolled in the St Brigid's Parish (at either St Brigid's Catholic Learning Community or Holy Cross Catholic Primary School) they will conform to school regulations of dress, order, discipline and curriculum matters.

I also agree to co-operate to the best of my ability in matters relating to the Parish and School. Eg, Commitment to Parish activities, payment of Parish Levy or Thanksgiving plans, School Parent Teacher Meetings, Working Bees, Committees and general school functions.

I acknowledge that enrolment at a school in St Brigid's Parish does not guarantee our family to enrolment at any other Catholic School; Primary or Secondary.

I agree to the above: (1) Complaints & Grievances Policy, including Code of Conduct, (2) Financial Responsibility of Parents/Guardians, (3) Parish Support Levy, (4) Commitment by Parents/Guardians.

PARENT A / GUARDIAN 1 NAME			
SIGNATURE		Date:	
PARENT B / GUARDIAN 2 NAME			
SIGNATURE		Date:	

Important Notes

1. Copies of Baptism and Birth Certificates must accompany this Application (Extract of Birth will be sufficient).
2. Children who are enrolling in Grade Prep and older children who have previously attended a Victorian Primary School should have a Certificate of Immunisation. These are obtainable from your local Council Health Department, the Australian Childhood Immunisation Register (Ph: 1800 653 809) or any Medicare Office.

Lodgement of Enrolment Application Forms

All Enrolment Application Forms must be lodged at:

- St Brigid's Parish Office (open Tuesday, Wednesday & Thursday from 9.15am - 3.00pm)
- The Presbytery letterbox (in Aitken Street, Gisborne - outside St Brigid's Church)
- Or Posted to: St Brigid's Parish
PO Box 467
GISBORNE VIC 3437

AN ENROLMENT APPLICATION FEE OF \$100 PER CHILD IS PAYABLE BY ALL FAMILIES
Payment MUST accompany this Enrolment Application Form

PAYMENT CAN BE MADE BY CHEQUE (Payable to "St Brigid's Parish"), CASH OR
CREDIT CARD (Credit Card Authority below)

**** If St Brigid's Parish is unable to offer your child a placement at either St Brigid's Catholic Learning Community or Holy Cross Catholic Primary School, the Enrolment Application Fee is fully refundable.**

CREDIT CARD PAYMENT - ENROLMENT APPLICATION

FAMILY NAME: _____

AMOUNT: \$ _____ (Enrolment Application Fee \$100 per child)

Charge my Credit Card type (please circle) VISA / MASTERCARD

Card Number: _____ Expiry Date: __ / __ CCV: _____

Cardholder Name: _____ Signature: _____

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]

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- **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]

Complaints and Grievance Policy including Code of Conduct

Introduction

Holy Cross Catholic Primary School and St Brigid's Catholic Learning Community are committed to providing a safe and supportive working and learning environment for all members of the school community. To achieve this the schools foster trusting and cooperative relationships where regular, open and constructive communication between all stakeholders is encouraged. The schools acknowledge that misunderstandings and differences of opinion may occur from time to time and that these need to be resolved in a satisfactory manner for all parties. Holy Cross Catholic Primary School and St Brigid's Catholic Learning Community have developed a framework for resolving parent, guardian (parent) or student complaints and grievance (complaints) in a dignified and respectful manner.

Holy Cross Catholic Primary School and St Brigid's Catholic Learning Community's approach to handling complaints are based on the schools' intention:

- » To experience belonging and connectedness to ensure wellbeing thrives
- » To recognise that Catholic teaching and tradition values relationship and forgiveness.
- » To provide a safe and supportive learning environment.
- » To build positive and genuine relationships between students, parents and staff.
- » To provide a safe working environment for all staff.
- » To resolve complaints fairly, efficiently, promptly and in accordance with DET guidelines.

Holy Cross Catholic Primary School and St Brigid's Catholic Learning Community are committed to resolving all complaints promptly at a school level, in a non-judgemental manner where parents and students are treated fairly and given ample opportunity to present their views.

Where parents or students are dissatisfied with the schools' response or feel that the complaint remains unresolved, they may seek further resolution via the relevant Catholic Education Office.

Purpose

The purpose of the schools' Complaints & Grievances Policy/Code of Conduct is to establish clear guidelines for responding to and resolving concerns raised by parents, caregivers or students. The policy ensures that:

- » The school and the relevant regional office meets its obligation to respond to parent, caregiver or students complaints in a fair, effective and efficient manner.
- » Parents, caregivers and students are informed of how they may raise their concerns or complaint with the school.
- » A formal and transparent process for resolving complaints is maintained and communicated to all members of the school community.

This policy does not apply to critical incidents, emergency management, criminal offences, conduct of religious clergy or other religious individuals.

Scope

The policy applies to any member of the school community who has concerns or feels dissatisfied with the treatment of their child, educational outcomes or pastoral care provided by Holy Cross Catholic Primary School and St Brigid's Catholic Learning Community at any time.

Key Definitions:

Complaint: An expression of dissatisfaction with action taken, decisions made, services provided, or failure to provide a service, take action or make a decision.

Complainant: Parent or caregiver who formally expresses dissatisfaction with the school over action taken, decisions made or services provided, or failure to provide a service, take action or make a decision.

Grievance: A real or perceived complaint over something believed to be wrong or unfair.

Parent: A 'parent' includes:

- » Any person who has parental responsibility for 'major long term issues' as defined in the Family Law Act 1975 (Commonwealth).
- » Any person appointed as 'guardian' pursuant to the Children Youth and Families Act 2005 (Victoria).
- » An informal carer with whom the child normally or regularly resides, and who has day-to-day care and control of the child.

Resolved: A complaint is considered to be 'resolved' when the complaint and the school agree on an appropriate response or course of action.

Unresolved: A complaint is considered 'unresolved' when an agreement cannot be reached on an appropriate response or course of action to be taken.

Guiding Principles:

The School's *Complaint and Grievances Policy* reflects the following guiding principles in accordance with *AS/NZ 10002:2014 Guidelines for Complaint Management in Organisations*.

Visibility / Accessibility: Information about how and where to make a complaint, as well as how they will be handled, will be regularly communicated to the school community. This policy will be made publically available via the school website. The complaint-handling process is flexible and includes the ability to make a complaint in person, via email, by phone or in writing. Support will also be provided to parents with special needs, including translations, interpreters and enabling a parent to seek the services of an advocate.

Responsiveness: Receipt of a written complaint or email will be promptly acknowledged by a member of the school. Dependant on the grievance or complaint this may be by a member of staff, the Leadership Team or the Principal. Complaints will be addressed promptly with parents kept informed on the progress of their complaint.

Objectivity: Each complaint will be treated in an equitable, objective and unbiased manner.

Cost: There will be no cost to the parent for access to the complaint-handling process at the school or relevant Catholic Education Office.

Protection of Privacy: Personally identifiable information concerning the parent will be actively protected from disclosure except where needed in relation to the complaint. This means that the complaint will only be discussed with those directly involved in the complaint-handling process.

Student Focused: The school will remain open to feedback including complaints and will demonstrate a commitment to resolving complaints with the educational wellbeing of students as the first priority.

Accountability: The schools are accountable, both internally and externally, for their decision making and complaint management performance. The school will provide explanations and reasons for decisions made and provide these to relevant stakeholders as required.

The best interests of the school community will generally exceed those of any individual.

Implementation:

Making a Complaint:

Where a parent is dissatisfied with action taken, decisions made or educational services provided a complaint can be made to the school in person, via the phone or in writing or email.

Prior to making a formal complaint the school encourages the complainant to raise their concern or issue with the relevant staff member in an attempt to resolve the issue.

The complaint should be made to the following stakeholders dependant on circumstance:

- » The Student's Teacher where it relates to teaching and learning issues or incidents that occur in their class or group.
- » The Principal or a member of the Leadership Team where an issue or concern relates to a staff member or complex student issues.
- » The Principal about issues relating to school policy or school management.
- » The Principal about issues relating to students or other families.

Clarification regarding the appropriate point of contact for a complaint can be made by contacting the school office (Holy Cross Catholic Primary School: 5420 8100) (St Brigid's Catholic Learning Community: 5428 2220).

Complainants can seek the services of an advocate when they feel they are unable to express their concern clearly. An advocate can be a friend or someone who is available through an appropriate support organisation who does not receive a fee for service.

- » All parties involved in addressing a complaint may seek the services of a mediator when there is difficulty coming to an agreement.
- » Holy Cross Catholic Primary School and St Brigid's Catholic Learning Community will ensure that the complainant is aware of these supports. A complainant who wishes to use these support services should ensure the person addressing the concern or complaint is aware of their intention and is in agreement.

Parent Expectation / Code of Conduct:

Holy Cross Catholic Primary School and St Brigid's Catholic Learning Community expect parents raising concerns or complaints to:

- » Do so promptly, as soon as possible after the issue occurs or the concern has been realised;
- » Provide complete and factual information about the concern or complaint, preferably in writing or via email;
- » Maintain and respect the privacy and confidentiality of all parties;
- » Acknowledge that a common goal is to achieve an outcome acceptable to all parties;
- » Act in good faith, and in a **calm and courteous manner**;
- » Show respect and understanding of differing points of view and value difference, rather than judging and blaming;
- » Recognise that all parties have rights and responsibilities which must be balanced.

Complaints & grievances can be made via the School's *Formal Complaints Form* located on the schools' website.

Holy Cross Catholic Primary School and St Brigid's Catholic Learning Community will not tolerate parents who approach children from other families with a school related complaint. In the interests of safety and respect for all within the school community, parents must bring their concerns or complaints to the relevant Staff Member, or the Principal to ensure that an appropriate resolution can be achieved.

Initial Response to Complaints:

Holy Cross Catholic Primary School and St Brigid's Catholic Learning Community will make all reasonable efforts to promptly respond and resolve complaints made by any member of the school community.

Upon receipt of a complaint of a serious nature (those that require intervention or investigation), the school will document:

- » Name and contact details of the person with a concern or complaint;
- » The date the concern was expressed or complaint made;
- » The form in which the concern or complaint was received (such as face-to-face, by telephone, in writing, by email);
- » A brief description of the concern or complaint;
- » Any recommendations for future improvement in the school's policy or procedures.

The School will then:

- » Promptly acknowledge receipt of the concern or complaint either in writing or via email.
- » Establish a clear timeline for investigating and responding to the complaint and commit to adhering to this timeline.
- » Provide the complainant with a copy of the schools' Complaints & Grievances Policy in order to establish clear expectations. This may also be accessed via the school's website.

Upon receipt of a concern or complaint of a less serious nature (those anticipated not to require intervention or investigation) the school will:

- » Acknowledge receipt of the concern or complaint verbally and will commit to providing a prompt response to the complainant with possible resolutions.

Addressing Complaints:

Holy Cross Catholic Primary School and St Brigid's Catholic Learning Community may choose to consider either an informal or more formal approach to addressing complaints. The school will generally, in the first instance, choose an informal approach as it may prevent the escalation of a minor dispute to a more serious complaint.

Informal Options:

The following informal options could be considered:

- » **Self-resolution** – The parties themselves may resolve concerns in open discussion with the provision of relevant information or the clarification of issues. This option involves reflection and conversations respectful of each person's needs in the school.
- » **Supported self-resolution** – The parties may be assisted to resolve a possible misunderstanding, miscommunication or lack of clarity about the issue in question by a support person such as the Principal, a member of the Leadership Team, a colleague, or counsellor providing professional advice or support.

Formal Options:

In circumstances where no mutually acceptable resolution to the matter is reached through informal resolution, or in cases where the matter is considered to be serious, formal procedures can include:

- » **Intervention** – The principal may meet with the party, or parties separately or jointly. If this does not resolve the issue then the principal makes a decision and notifies the parties of that decision.
- » **Facilitated mediation** – The parties may be assisted by a facilitator who is trained in mediation to identify issues, explore options and consider alternatives to find a resolution. The facilitator may be an external mediator, the principal, a member of the Leadership Team or a counsellor.
- » **Investigation** – A complaint about a person concerning an alleged serious breach of legislation, school policy or procedure (e.g. student bullying, student drug and alcohol issues) may require an investigation. This may also involve relevant members of the Catholic Education Office.

Complaint Escalation:

If a matter cannot be resolved at the school level through formal or informal options, or if the complaint is about the principal of the school, the complainant may be referred to the relevant Catholic Education Office or Regional Office or the relevant governing authority for the complaint to be dealt with in accordance with their complaints policy.

Compliant Resolution:

Where a concern or complaint is substantiated in whole or part and a resolution has been agreed upon, the school will offer an appropriate response. This may include, but not be limited the following:

- » An explanation or further information about the issue;
- » Mediation, counselling or other support;
- » An apology, expression of regret or admission of fault;
- » To change its decision;
- » To change its policies, procedures or practices;
- » To cancel a debt (such as for school payments);
- » A fee refund.

Complaints Against Teachers & Staff Members:

The nature of the complaint will determine who is the most appropriate person or body to manage a complainant's concerns.

Misconduct:

All complaints of alleged misconduct or serious misconduct by a teacher or staff member should be reported to the Principal of the school. Complaints about teachers can also be reported to the Victorian Institute of Teaching (VIT) and the relevant Catholic Education Office, which is the regulator in relation to the registration and investigation of serious misconduct (including conduct which is of a physical or emotional nature) of all teachers in the state of Victoria.

In some cases, certain actions which involve physical or emotional misconduct, such as unlawful assault or threats to the person, may constitute a criminal offence. These types of offences should be reported to and investigated by the police. Initial consultation with the principal of the school may help to determine the appropriate course of action in these circumstances.

Child Abuse (Including Sexual Offences):

There are legal obligations on all adults to report child abuse to police once a 'reasonable belief' is formed that a sexual offence has been committed against a child. Failure to disclose a sexual offence against a child is a criminal offence under Section 327 of the Crimes Act 1958 (Vic.) and applies to all adults (18 years and over) in Victoria.

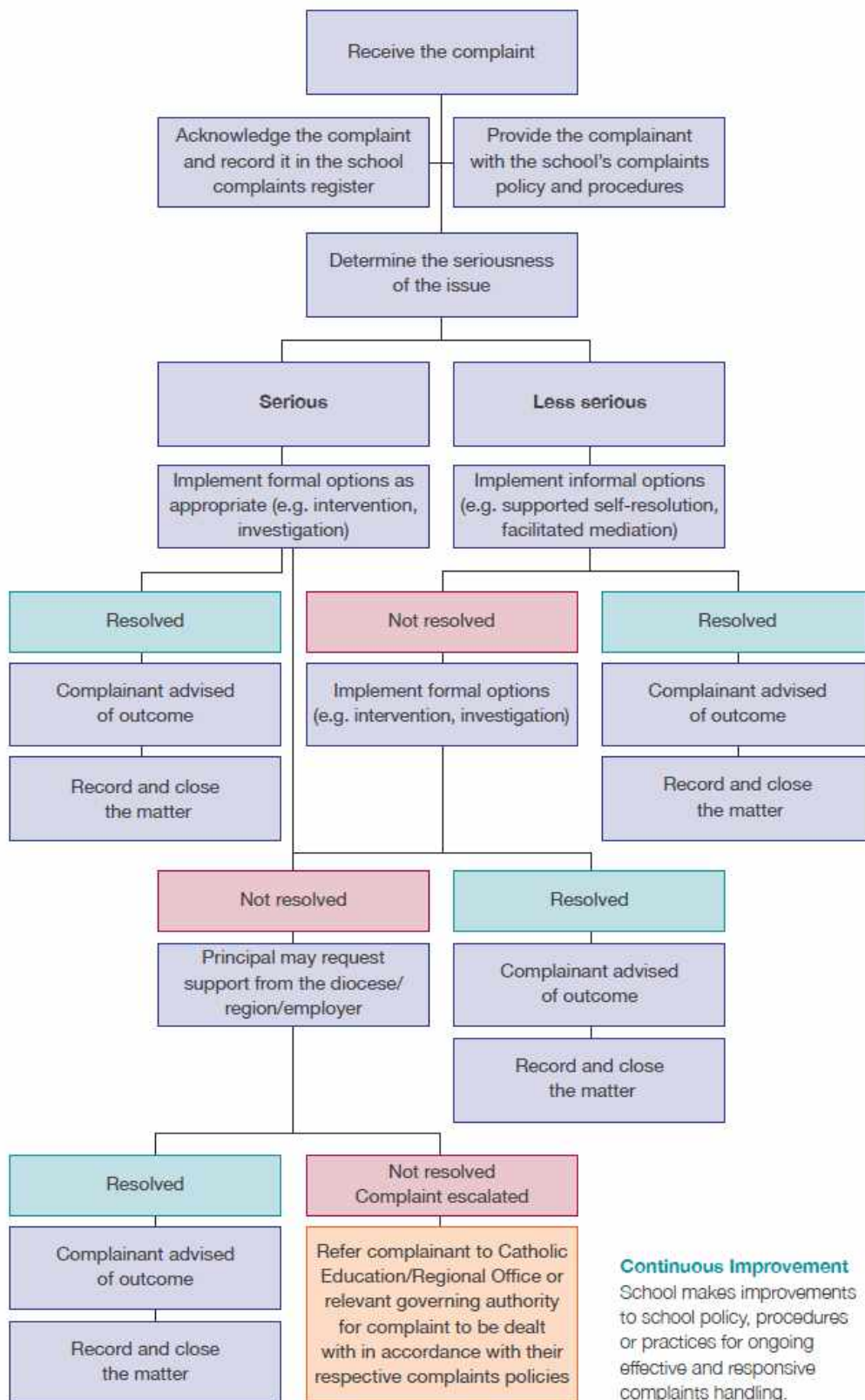
The school also has a statutory duty to inform the *Victorian Commission for Young People & Children* of any alleged misconduct committed by a staff member or volunteer.

Complaints involving communication with children under 16 years by teachers, staff, or any other person to prepare or 'groom' a child for future sexual activity is a criminal offence under Section 49B (2) of the Crimes Act 1958 (Vic.) and must be reported to the police. The offence of grooming applies to any person aged 18 years or over and does not apply to communication between people who are both under 18 years of age.

Complaints Against the School Principal:

In the case of complaints involving the principal, which forms part of a parish, the Parish Priest ('the employer') and the manager of the relevant Catholic Education Office which oversees that school should be informed immediately.

Complaint & Grievances Flowchart



Continuous Improvement
 School makes improvements to school policy, procedures or practices for ongoing effective and responsive complaints handling.

Formal Complaints Form

Complainant Details			
Given Name:		Family Name:	
Address:			
Contact Number:		Email:	
Subject of the Complaint			
<input type="checkbox"/> School	<input type="checkbox"/> Staff Member	<input type="checkbox"/> Student	<input type="checkbox"/> Policy / Procedure
<input type="checkbox"/> Other (please specify)			
Details Of The Complaint			
<p>(Please attached additional pages if space is insufficient.)</p>			
Details Of The Outcome You Are Seeking			
<p>(Please attached additional pages if space is insufficient.)</p>			
Have You Previously Raised This Concern with a Staff Member?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, When?	
Who dealt with the matter?			
What was the result?			
Signature:		Date:	

School Office Use: Record of Outcomes				
<input type="checkbox"/> Self-Resolution	<input type="checkbox"/> Supported Self-Resolution	<input type="checkbox"/> Facilitated Mediation	<input type="checkbox"/> Intervention	<input type="checkbox"/> Investigation
Actions Taken to Resolve the Complaint				
Date the matter was finalised:				
Name of Staff Member:			Signature:	

References:

- Australian/ New Zealand Standards 10002:2014, *Guidelines for Complaint Management in Organisations*;
- Catholic Education Commission of Victoria Ltd 2017, *Complaints Management, A Practical Guide for Schools*;
- Commonwealth Government 1975, *Family Law Act*;
- Victorian Department of Education & Training 2016, *Parent Complaints Policy (Interim), Resolving Parent Issues and Concerns*;
- Victorian Government 2005, *Children, Youth and Families Act*;
- Victorian Government 1958, *Crimes Act*;
- Victorian Government 1988, *Privacy Act*;
- The Victorian Registration and Qualifications Authority (VRQA) 2016, *Guidelines to the minimum standards and other requirements for registration of schools*.

Holy Cross Catholic Primary School Child Safety Code of Conduct for Community members

Introduction

This Code of Conduct has a specific focus on safeguarding our students and young people at Holy Cross Catholic Primary School against sexual, physical, psychological and emotional abuse or neglect. It has been developed in accordance with the [Victorian Government's Ministerial Order No 870](#) to support the school's 'Professional Child Safety Code of Conduct' and defines expectations of parents and those members of the school community, who may, at times, act as volunteers.

Purpose

The purpose of this Code of Conduct is to establish clear expectations for appropriate behaviour by adults towards students & young people. It aims to protect children and reduce any opportunity of abuse or harm to children. This Code of Conduct also provides members of the broader school community with guidance on how best to support students or young people, and how to avoid or better manage difficult situations.

Scope

This Code of Conduct applies to all parents, parent volunteers, members of the school board or parent's association and any other person, who volunteer their services to the school. This code applies to members of the school community who infrequently participate in 'Child Connected Works' at Holy Cross Catholic Primary School.

Child Connected Work

Child Connected work is defined as: *'Work authorised by the school's Principal, members of the Leadership Team or the School Board performed by an adult in the school environment while children are present or are reasonably expected to be present'*.

For the purpose of this School Community Child Safety Code of Conduct, 'Child Connected Work' includes activities such as volunteering as a parent helper, guest speaker, members of the school board or parent's association. This also applies to members of the school community who infrequently volunteer their services at working bees, maintenance works, school sporting events, concert rehearsals or other like activities.

Acceptable behaviours

All parents, parent volunteers, members of the school board or parent's association are responsible for supporting the safety of our students, young people and broader school community by complying with the following 'acceptable behaviours':

- » Adhering to the 'School Community Child Safety Code of Conduct' (this Code) and associated procedures at all times.
- » Taking all reasonable steps to protect students & young people from all forms of abuse.
- » Respecting the privacy of all students & young people and their families
- » Ensuring at all times that those participating in 'Child Connected Works' are never left alone with a student or young person. Where possible students & young people should remain in groups at all times. Where this is not possible, all 'Child Connected Works' must be undertaken in an open and visible environment, in close proximity to a member/s of Holy Cross Catholic Primary School staff.
- » Treating everyone within the school community with respect including students, young people, staff members, other parents & service providers. This includes listening to and valuing their ideas and opinions.
- » Listening and responding to the views and concerns of students, particularly if they are telling you that they or another student has been abused and/or are worried about their safety or the safety of another child. These disclosures must be reported to the supervising teacher in the first instance, the Principal, a member of the school's Leadership Team or Child Safety Officer immediately.
- » Taking account of the diversity of all students, including (but not limited to) the needs of Aboriginal students, students from culturally and/or linguistically diverse backgrounds, students with disabilities and students and young people who are vulnerable.
- » Promoting the cultural safety, participation and empowerment of all students & young

- people in all activities, including those from diverse backgrounds.
- » Maintaining relationships with other school community members and their children that are supportive & respectful.
 - » Reporting all child safety complaints, suspected abuse, disclosures or breaches of the School Community Child Safety Code of Conduct to the supervising teacher, in the first instance, a member of the school's Leadership Team or Child Safety Officer immediately.
 - » If an allegation of child abuse is made, ensuring the safety of the student/s or young person/s as soon as possible and then reporting this to the Principal, a member of the school's Leadership Team or Child Safety Officer as soon as possible.

Unacceptable behaviours

All parents, parent volunteers, members of the school board or parent's association must not:

- » Ignore or disregard any child safety complaints, suspected abuse, disclosures or breaches of the 'School Community Child Safety Code of Conduct'.
- » Maintain relationships with other members of the school community that exposes, or has the potential to expose, any student or young person to intimidation, ridicule, abuse, violence, bullying or neglect.
- » Disclose with any member of the school community, including their own children, confidential information obtained as a result of participating in 'Child Connected Works'. (ie... discussing with any person a student's or young person's academic strengths or weaknesses)
- » Develop any 'special' relationships with students or young people that could be seen as favouritism (such as the offering of gifts or special treatment for specific students).
- » Exhibit behaviours with students or young people, which may be construed as unnecessarily physical (such as inappropriate sitting on laps).
- » Do things of a personal nature that a student or young person can do for themselves (such as toileting or changing clothes).
- » Engage in open discussions of a mature or adult nature in the presence of students or young people.
- » Speak aggressively to, or discipline a student or young person whilst participating in 'Child Connected Works'.
- » Exchange personal contact details such as phone numbers, social networking sites or email addresses with students or young people.
- » Have unauthorised contact with students or young people 'on line' via email, social media networking sites, by text message or other means.
- » Display any behaviour or participate in conversations, in person or 'on-line', which could be construed as inappropriate or disrespectful to those who may overhear or view it. In particular students, young people and those from Aboriginal and diverse cultural backgrounds. This includes displaying opinions or making comments that may degrade, ridicule, intimidate or bully a student, young person or any member of the school community.
- » Use inappropriate language in the presence of students, young people and other Members of the school community.
- » Use prejudice, oppressive behaviour or language in the presence of, or with students, young people and other members of the school community.
- » Express personal views on cultures, race, ethnicity, sexuality or disabilities in the presence of students, young people and other members of the school community.
- » Discriminate against any student, young person or member of the school community because of culture, race, ethnicity or disability.
- » Attend the school site under the influence or effects of illegal drugs or alcohol.
- » Consume alcohol without the prior knowledge and consent of the Principal or a member of the Leadership Team on the school premises, at a school event or in the presence of students or young people.
- » Photograph or video a student or young person without the consent of the Principal or a member of the Leadership Team.

Failure to Comply With This Code of Conduct

Where parents, parent volunteers, members of the school board or parent's association is suspected of breaching any obligation, duty or responsibility within this Code of Conduct, Holy Cross Catholic Primary School will take immediate action to address the concern. Where deemed appropriate, a breach of this Code of Conduct may be referred to Victorian Police.

Acknowledgement

I have read and understood this Code of Conduct and agree to display behaviours that safeguard students, young people and other members of the school community at Holy Cross Catholic Primary School against sexual, physical, psychological and emotional abuse or neglect.

Name:

Signature:

Date:

Principal / Child Safety Officer Name:

Signature:

Date: