

# Penola Catholic College Enrolment Form

Penola Catholic College is a college which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Please ensure all relevant information is attached to this enrolment form when submitting. Please see the parent/guardian/carers documentation checklist at the end of the form.

<b>OFFICE USE ONLY</b>	Date received:	Birth certificate:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Enrolment date:	EAL Student:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Start date:	House colour:			
	Student/Family ID: /	VSN:			
	Immunisation History Statement attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Visa information (if relevant):	Yes <input type="checkbox"/>

STUDENT DETAILS		
Surname:	Entry year (YYYY):	Entry level/grade:
First name/s:		
Preferred first name:		
Date of birth:	Religion: (include rite)	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Other: <input type="checkbox"/>

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

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

SACRAMENTAL INFORMATION		
<b>Current Parish:</b>		
Baptism	Date:	Parish:
Confirmation	Date:	Parish:
Reconciliation	Date:	Parish:
Communion	Date:	Parish:

**PREVIOUS SCHOOL PERMISSION**

Name and address of previous school:

I/we give permission for the college to contact the previous school to gather relevant reports and information to support educational planning:

No Yes **NATIONALITY****Government Requirement****Nationality:****Ethnicity:**

In which country was the student born?

 Australia Other – please specify:  
\_\_\_\_\_Is the student of **Aboriginal or Torres Strait Islander origin?**

(For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both.)

No Yes, Aboriginal Yes, Torres Strait Islander **Does the student or their parent(s)/guardian(s)/carer(s) speak a language other than English at home?**

Student

Parent A/Guardian  
1/CarerParent B/Guardian  
2/Carer**No**

English only

**Yes**

Other – specify languages

**Does the students parents/guardians require an interpreter? (Please specify language)**

Mother/guardian

Father/guardian

No – English only

Yes – For Written Documents

Yes – For Verbal

**IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS\***

Please tick the relevant category below and record the visa subclass number as per government requirements:

*(original documents to be sighted and copies to be retained by the school)***Australian citizen not born in Australia:**Australian citizen *(Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia)*

Australian passport number:

Naturalisation certificate number:

Visa subclass recorded on entry to Australia:

**Date of arrival in Australia:****If born overseas, date of first starting school in Australia****Not currently an Australian citizen, please provide further details as appropriate below:**Permanent resident: *(if ticked, record the visa subclass number)*Temporary resident: *(if ticked, record the visa subclass number)*Other/visitor/overseas student: *(if ticked, record the visa subclass number)***\* Please attach visa/ImmiCard/letter of notification and passport photo page.**

## MEDICAL INFORMATION

Doctor's name:

Street number and name:

Suburb:

Postcode:

Phone:

Medicare number:

Ref number:

Expiry:

Private health insurance:

Yes

No

Fund:

Number:

Ambulance cover:

Yes

No

Number:

Medical condition:

Please specify any relevant medical conditions for the student, e.g. asthma, diabetes, anaphylaxis, and/or any medications prescribed for the student. A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed.

Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.

Has the student been diagnosed as being at risk of anaphylaxis?

Yes

No

If yes, does the student have an EpiPen or Anapen?

Yes

No

## IMMUNISATION (please attach an immunisation history statement for your child)

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement for your child (visit [myGov](https://myGov)) and provide it to the school with this enrolment form.

Immunisation history statement attached:

Yes

No

Please provide explanation:

If the student entered Australia on a humanitarian visa, did they receive a refugee health check?

Yes

No

Please provide all required information to allow us to meet our duty of care obligations and facilitate the smooth transition of your child into our school. It will assist the school to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.

## ADDITIONAL NEEDS

<b>Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Does your child present with:</b>			
<input type="checkbox"/> autism (ASD)	<input type="checkbox"/> behavioural concerns	<input type="checkbox"/> hearing impairment	
<input type="checkbox"/> intellectual disability/developmental delay	<input type="checkbox"/> mental health issues	<input type="checkbox"/> oral language/communication difficulties	
<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> acquired brain injury	<input type="checkbox"/> vision impairment	
<input type="checkbox"/> giftedness	<input type="checkbox"/> physical impairment	<input type="checkbox"/> other condition (please specify)	
<b>Has your child ever seen a:</b>			
<input type="checkbox"/> paediatrician	<input type="checkbox"/> physiotherapist	<input type="checkbox"/> audiologist	
<input type="checkbox"/> psychologist/counsellor	<input type="checkbox"/> occupational therapist	<input type="checkbox"/> speech pathologist	
<input type="checkbox"/> psychiatrist	<input type="checkbox"/> continence nurse	<input type="checkbox"/> other specialist (please specify)	
<b>Have you attached all relevant information/reports?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>

FAMILY DETAILS			
<b>Who will be responsible for payment of the school fees and levies?</b>			
Surname:	First name:	Phone:	Relationship to the student:

PARENT /GUARDIAN 1			
Title: (Mr/Mrs/Ms)	Surname:	First Name:	
Address:			
Home phone:	Work phone:	Mobile:	
SMS messaging: (for emergency and reminder purposes)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Email:			
<b>Government Requirement</b>	Occupation:	What is the occupation group? (refer to <b>School Family Occupation</b> Index A,B,C,D,N)	
Religion: (include rite)		Nationality:	
Country of birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):	
<b>What is the highest year of primary or secondary school Parent A/Guardian 1 has completed?</b> (Persons who have never attended secondary school, tick 'Year 9 or below'.)			
Year 9 or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>
<b>What is the level of the highest qualification Parent A/Guardian 1 has completed?</b>			
No post-school qualification <input type="checkbox"/>	Certificate I to IV (including trade cert) <input type="checkbox"/>	Advanced diploma/diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>

PARENT /GUARDIAN 2			
Title: (Mr/Mrs/Ms)	Surname:	First Name:	
Address:			
Home phone:	Work phone:	Mobile:	
SMS messaging: (for emergency and reminder purposes)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email:			
<b>Government Requirement</b>	Occupation:	What is the occupation group? (refer to <b>School Family Occupation Index A,B,C,D,N</b> )	
Religion: (include rite)		Nationality:	
Country of birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):	
<b>What is the highest year of primary or secondary school Parent B/Guardian 2 has completed?</b> (Persons who have never attended secondary school, tick 'Year 9 or below'.)			
Year 9 or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>
<b>What is the level of the highest qualification Parent B/Guardian 1 has completed?</b>			
No post-school qualification <input type="checkbox"/>	Certificate I to IV (including trade cert) <input type="checkbox"/>	Advanced diploma/diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>

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

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

COURT ORDERS OR PARENTING ORDERS (if applicable)	
Any current court orders or parenting orders relating to the student?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>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.</i>	
Is there any other information you wish the school to be aware of?	

**SPECIAL ZONING REQUIREMENT (Craigieburn & Roxburgh Park residents)**

Families from Our Lady’s Parish, Craigieburn which includes Roxburgh Park, who currently have/or have previously had children at Penola Catholic College, are eligible to apply for enrolment. Other Catholic families residing in Craigieburn or Roxburgh Park are only eligible to apply with the endorsement of the Parish Priest at Our Lady’s Parish, Craigieburn.

**ENDORSEMENT BY PARISH PRIEST OF CRAIGIEBURN PARISH**

I endorse this Enrolment Application for entry into Penola Catholic College of the above named child.

Reason for Endorsement: \_\_\_\_\_

Parish Priest’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parish Stamp:

**PARENTS’ CHOICE OF SCHOOL**

Principals of Catholic Secondary schools in this area work together to ensure that, where possible parents are given their choice of Catholic School. Please show your order of choice 1, 2, 3, 4 for schools to which you have made (or will make) application:

Boys	Girls
<input type="checkbox"/> Penola Catholic College	<input type="checkbox"/> Penola Catholic College
<input type="checkbox"/> Kolbe Catholic College	<input type="checkbox"/> Kolbe Catholic College
<input type="checkbox"/> St Bernard’s College	<input type="checkbox"/> Ave Maria College
<input type="checkbox"/> Assumption College	<input type="checkbox"/> Mercy College
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

  

Where did you hear about Penola Catholic College?	
<input type="checkbox"/> Primary School	<input type="checkbox"/> Friends/Relatives
<input type="checkbox"/> Alumni of Penola	<input type="checkbox"/> Other:

**OFFICE USE ONLY**

Application Received:		Enrolment Fee:	<b>\$100.00</b>
Receipt No:		Debtor Code:	

**ENROLMENT APPLICATION FEE PAYMENT**

Please debit my: Mastercard  Visa Card  Expiry Date: \_\_\_\_ / \_\_\_\_ CCV: \_\_\_\_

Cardholders Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please note that the completion, signing and lodgement of this enrolment form is a prerequisite for consideration of the enrolment of your child at the college, however it does not guarantee enrolment. The enrolment is formalised after the Enrolment Agreement is signed, following an offer for enrolment being made by the college. Please refer to the terms and conditions of the Enrolment Agreement for further details and explanation of the terms and conditions that will apply to enrolment at the college, once offered and accepted.

Parent 1/Guardian 1/Carer 1 Signature:		Date:	
Parent 2/Guardian 2/Carer 2 Signature:		Date:	

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

**Consent**

The signature of:

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

Notes for informal carer:

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

**Disclaimer:** Personal information will be held, used and disclosed in accordance with the college's Privacy Collection Notice and Privacy Policy enclosed with this enrolment pack and available on its website [www.penola.vic.edu.au](http://www.penola.vic.edu.au)

**PARENT/GUARDIAN/CARER DOCUMENTATION CHECKLIST**

Please ensure that the following documents are attached to the enrolment application form (as applicable to your child):

Birth certificate
Immunisation history statement
Baptism certificate
Australian passport or naturalisation certificate number/document for travel if country of birth is <b>not</b> Australia
Visa information – visa/ImmiCard/letter of notification and passport photo page
Medical Management Plan signed by a relevant medical practitioner
All relevant information and reports concerning additional needs of your child
Any current court orders or parenting orders relating your child
Any additional information you wish the college to be aware of

# Penola Catholic College

## Photograph/Recording Permission Form



Dear Parent/Guardian/Carer,

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

Melbourne Archdiocese Catholic Schools Ltd (MACS) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs or recordings in print and online promotional, marketing, media and educational materials. We would like permission to use your child's photograph and/or recording for the above purposes.

Please complete the permission form below and return it to the school as soon as possible. Thank you for your continued support.

<b>NAME OF STUDENT:</b>	<b>YEAR LEVEL:</b>
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I GIVE/DO NOT GIVE permission for my child's name/photograph/recording to be published by the school on/in:

- the school website
- social media
- promotional materials
- newspapers and other media.
- I authorise MACS and the CECV to use the photographs and recordings in material available free of charge to schools and education departments around Australia for MACS/the CECV's promotional, marketing, media and educational purposes.
- I give permission for a photograph and recording of my child to be used by the school, MACS and 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 or 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.

Yes, I/We consent to this

No, I/We do not consent to this

**LICENSED UNDER NEALS:** The photograph and 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.

Yes, I/We consent to this

No, I/We do not consent to this

NAME OF PARENT/GUARDIAN/CARER (Please circle):	
Signature:	Date:
If the student is aged 15 or over, they may also sign:	
Signature:	Date:

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

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



# Penola Catholic College

## School Family Occupation Index: Parent Occupation Groups



Penola Catholic College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

*Please select the appropriate group from the following list.*

### Group N: Unemployed for more than 12 months

If you are not currently in paid work but **have had a job in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.

### Occupation Group A: Senior management in large business organisations, government administration and defence and qualified professionals

#### Senior management in large business organisations

- Senior executive/manager/department head** in industry, commerce, media or other large organisations
- Business** (e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager)
- Media** (e.g. newspaper editor, film/television/radio/stage producer/director/manager)

#### Government administration

- Public service manager** (Section head or above) (e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research/facility manager, police/fire services administrator)
- Defence Forces commissioned officer**

**Qualified professionals** – generally have a degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems, identify, treat and advise on problems, teach others

- Health** (e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician)
- Education** (e.g. school teacher, university lecturer, VET/special education/EAL/private teacher, education officer)
- Law** (e.g. judge, magistrate, barrister, coroner, solicitor, lawyer)
- Social welfare** (e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator)
- Engineering** (e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer)
- Science** (e.g. scientist, geologist, meteorologist, metallurgist)
- Computing** (e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer)

- Business** (e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)
- Air/sea transport** (e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot)

## Occupation Group B: Other business owners/managers, arts/media/sportspersons and associate professionals

### Business owner/manager

- Farm/business owner/manager** (e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business)
- Specialist manager** (e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations)
- Financial services manager** (e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer)
- Retail sales/services manager** (e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station)

### Arts/media/sportspersons

- Artist/writer** (e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor)
- Sports** (e.g. sportsman/woman, coach, trainer, sports official)

**Associate professionals** – generally have diploma/technical qualifications and provide support to managers and professionals

- Medical, science, building, engineering, computer** technician/associate professional
- Health/social welfare** (e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)
- Law** (e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, law clerk, court officer, bailiff)
- Business/administration** (e.g. recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors)
- Defence Forces** (e.g. senior non-commissioned officer)
- Other** (e.g. library technician, museum/gallery technician, research assistant, proofreader)

## 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/despacher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk)
- Office** (e.g. secretary, personal assistant, desktop publishing operator, switchboard operator)
- Sales** (e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher)
- Carer** (e.g. aged/disabled/refuge care worker, child care assistant, nanny)
- Service** (e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor)

### Occupation Group D: Machine operators, hospitality staff, office assistants, labourers and related workers

#### Drivers, mobile plant, production/processing machinery and other machinery operators

- Driver or mobile plant operator** (e.g. car, taxi, truck, bus, tram or train driver, courier/deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator)
- Production/processing machine operator** (e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator)
- Machinery operator** (e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery)

#### Hospitality, office staff

- Sales staff** (e.g. sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker)
- Office staff** (e.g. typist, word processing/data entry/business machine operator, receptionist)
- Hospitality staff** (e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper)
- Assistant/aide** (e.g. trades assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant)

#### Labourers and related workers

- Defence Forces** (other ranks (below senior NCO) without trade qualification not included above)
- Agriculture, horticulture, forestry, fishing, mining worker** (e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- Other worker** (e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

# Penola Catholic College

## School Enrolment Agreement



Penola Catholic College is a college which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

## Terms and Conditions of Enrolment

### 1. Education services

- 1.1 Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. MACS 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/guardians/carers, as the first educators of their children, enter into a partnership with the college to promote and support their child's education. Parents/guardians/carers must assume responsibility for maintaining this partnership by supporting the college in the provision of education to their children within the scope of the college's registration and furthering the spiritual and academic life of their children.

### 2. Enrolment

- 2.1 Parents/guardians/carers are required to provide particular information about their child during the enrolment procedure, both at the application stage and if the college offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the college. If the information requested is not provided, the college may not be able to enrol your child.
- 2.2 To meet MACS and government requirements, parents/guardians/carers will need to provide the college with a completed enrolment form including, among other things, the information listed below:
  - evidence of your child's date of birth (e.g. birth certificate, passport)
  - religious denomination
  - previous school reports (*if applicable*)
  - names and addresses of the child and parents/guardians/carers; telephone numbers (home, work, mobile) of parents/guardians/carers
  - names of emergency contacts and their details
  - specific residence arrangements
  - information about the language/s your child speaks and/or hears at home
  - nationality and/or citizenship including the visa sub-class granted upon entry to Australia (prior to citizenship being granted), where applicable
  - doctor's name and telephone number
  - medical conditions, including immunisation history
  - information on additional learning needs (e.g. whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
  - parenting agreements or court orders, including any guardianship orders.

After lodgement of the enrolment form, college staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that have been noted on the enrolment form. In addition, it is often useful for parents/guardians/carers to attend a meeting with college staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if required.

- 2.3 Subject to any special exercise of discretion by MACS, the order of priority for enrolment in MACS schools is detailed in the college's Enrolment Policy.

### **3. Fees**

- 3.1 The setting of the levels of fees, levies and other compulsory ad hoc charges in MACS schools is the responsibility of the college within the prescribed requirements of MACS, taking into account the allocation of government funds. The college offers a number of methods for paying fees, levies and ad hoc charges to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required payment of fees, levies and ad hoc charges, you are welcome to discuss this with the principal of the college.
- 3.2 Parents/guardians/carers are responsible for payment of all fees, levies and charges associated with the student's enrolment and attendance at the college, as contained in the college's Fees, Levies and Charges Schedule provided to parents/guardians/carers from time to time. The fees must be paid for a child to enrol and to continue enrolment at the college. The college has discretion over whether to allow a student to participate in optional or extracurricular school events, such as paid college excursions or extracurricular activities, while fees remain due and payable.

### **4. Maximum age exemption**

- 4.1 The college's enrolment policies and procedures are intended to ensure that, when enrolling students, MACS schools are compliant with relevant Victorian and Australian government legislation. Generally a person who is aged over 18 years must not be enrolled at, or allowed to attend a MACS school, or participate in any program or course conducted unless they:
- have been granted an exemption by the MACS Executive Director or delegate
  - fall within an exception to the maximum age requirements.
- 4.2 Approval for maximum age exemptions will only be granted in exceptional circumstances.
- 4.3 Application for maximum age exemption should be made on the *Maximum Age Exemption Application Form* and submitted to the MACS Regional General Manager.

### **5. Child safe environment**

- 5.1 Catholic college communities have a moral, legal and mission-driven responsibility to create nurturing college 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/guardians/carers at our college, 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 The college's child safe policies, codes of conduct and practices set out the 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 students in order to safeguard them against abuse.

- 5.4 The college has established human resources practices where newly recruited staff, existing staff and volunteers in the college understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of the college's relevant policies and procedures. The college also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with students as part of our human resources practices.
- 5.5 The college has robust, structured risk management processes as prescribed by MACS that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities with which students within our college engage.
- 5.6 The college, 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 The college's child safety policies and procedures are readily available and accessible. Further details on MACS' and the Catholic education community's commitment to child safety across Victoria can be accessed at:
- the Catholic Education Commission of Victoria Ltd child safety page [www.cecv.catholic.edu.au/Our-Schools/Child-Safety](http://www.cecv.catholic.edu.au/Our-Schools/Child-Safety)
  - the MACS child safety page [www.macs.vic.edu.au/Our-Schools/Child-Safety.aspx](http://www.macs.vic.edu.au/Our-Schools/Child-Safety.aspx).

## 6. Period of enrolment

- 6.1 The enrolment of the student, once approved by the principal of the college, commences in the entry year and continues until the completion of the last year at the college or until the student's enrolment is otherwise withdrawn or terminated.

## 7. Policies and procedures

- 7.1 All of the college's policies and procedures are available on the college website. For the purposes of this agreement, a reference to the college's policies and procedures also includes processes, guidelines and any other applicable governance documentation.
- 7.2 The parents/guardians/carers must comply with and take all reasonable steps to uphold the college's policies and procedures, as introduced or amended from time to time, including those concerning or dealing with:
- a) the care, safety and welfare of students
  - b) standards of dress, grooming and appearance
  - c) grievance and complaints
  - d) social media and the use of information, communication and technology systems
  - e) student behaviour and conduct and discipline of students
  - f) parent behaviour and conduct, including any Parent/Guardian/Carer Code of Conduct as may be published from time to time
  - g) privacy.
- 7.3 The college has absolute discretion in all of its operational and educational matters and offerings as determined by its governing body, MACS, and subject to relevant delegations to the principal of the college.

## **8. Terms of enrolment regarding acceptable behaviour or conduct**

- 8.1 The college is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The college community recognises that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 8.2 Every person at the college has a right to feel safe, to be happy and to learn, therefore we aim to:
- promote the values of honesty, fairness and respect for others
  - acknowledge the worth of all members of the community and their right to work and learn in a positive environment
  - maintain good order and harmony
  - affirm cooperation as well as responsible independence in learning
  - foster self-discipline and develop responsibility for one's own behaviour.
- 8.3 MACS and the college administration, in consultation with the college community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body.
- 8.4 As a term of your child's enrolment, parents/guardians/carers agree that the student is required to comply with the college's behaviour aims and code of conduct, and to support the college in upholding prescribed standards of dress, appearance and behaviour and ensure compliance with the Code of Conduct for Students.
- 8.5 The parents/guardians/carers agree to be responsible for ensuring that the student is aware of all policies and procedures that apply to the student, including those relating to the student conduct and behaviour and any code of conduct for students, and to actively support the college in the implementation of such policies, procedures and codes of conduct.
- 8.6 The parents/guardians/carers agree to comply with any code of conduct for parents/guardians/carers or other policy implemented by the college from time to time which sets out the college's expectations of parents/guardians/carers who have a student enrolled at the college.
- 8.7 The parents/guardians/carers agree that any unacceptable behaviour by a child, or significant and/or repeated behaviour by a parent, guardian or carer that, in the college's view, is unacceptable and damaging to the partnership between parent/guardian/carer and college, or otherwise in breach of the student code of conduct or the parent/guardian/carer code of conduct may result in suspension or termination of the student's enrolment.

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

- 9.1 As a provider of Catholic education, the principal will take into account the need for the college community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of college administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at the college. However, MACS reserves the right to exercise administrative discretion in appropriate circumstances to suspend or terminate enrolment, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic college community.

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

- 10.1 It is vitally important that the principal is made aware of each student's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the college is required to provide additional support to the student.
- 10.2 Parents/guardians/carers must provide accurate and up-to-date information when completing the enrolment form and must supply the college, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where

relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused or terminated where a parent/guardian/carer has unreasonably refused to provide requested information or knowingly withheld relevant information from the college.

- 10.3 Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety and wellbeing needs, it is a term of the student's continuing enrolment that such information is provided to the college promptly. Non-provision of such information will be treated as breach of these terms and conditions of enrolment.
- 10.4 The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.
- 10.5 Any breach of the terms and conditions of enrolment regarding provision of accurate information that is not rectified upon request by the college may result in a suspension or termination of enrolment.

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

11.1 The college welcomes parents/guardians/carers 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 college and parents/guardians/carers prior to enrolment regarding:

- the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs, for example, giftedness or an experience of trauma
- the nature of any additional assistance that is recommended or 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
- the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians/carers and the college will work in partnership to achieve these goals
- any limitations on the college's ability to provide the additional assistance requested.

11.2 The procedure for enrolling students with additional needs is otherwise the same as for enrolling any student.

11.3 As every child's educational needs can change over time, it will often be necessary for the college to review any additional assistance that is being provided to the student, in consultation with parents/guardians/carers and the child's treating medical/allied health professionals, in order to assess whether:

- the additional assistance remains necessary and/or appropriate to the student's needs
- the additional assistance is having the anticipated positive effect on the student's individual physical, functional, emotional or educational goals.

It remains within the college's ability to continue to provide the additional assistance, given any limitations that may exist.



## **12. Assessment and updates**

- 12.1 Various opportunities are provided to keep parents/guardians/carers up to date with their child's progress. Two comprehensive written reports will be provided each year and arrangements will be made for at least one interview where parents/guardians/carers can discuss their child's development with their teacher. In addition, a meeting can be arranged if there are any concerns or you wish to receive an update on progress.

## **13. Discipline**

- 13.1 The college has absolute discretion to determine when student conduct warrants disciplinary action to be taken. The college may apply disciplinary measures that it deems appropriate in accordance with the college's policies and procedures, which may include:

- withdrawal of privileges
- detention at such times as the principal may deem appropriate
- requiring the student to undertake additional school work during or after normal school hours
- suspension
- expulsion
- such other consequences as the college considers reasonable and appropriate.

- 13.2 Any serious failure by the student to comply with the college's policies and procedures may affect the student's enrolment at the college. The student may be suspended from attending the college, their enrolment may be terminated and/or the college may charge or retain all or part of the fees, levies or charges for that term.

## **14. Termination of student's enrolment by the college**

- 14.1 The college reserves the right to require the parents/guardian/carer to withdraw the student from the college or to cancel the student's enrolment at any time if the college reasonably considers that:

- the student's behaviour, attitude or conduct to school work, other college activities or while attending the college is unsatisfactory
- the student has demonstrated unsatisfactory conduct or performance, or misconduct
- the student fails to obey the college's policies and procedures or any student code of conduct of the college
- a mutually beneficial relationship of trust and cooperation between the parents/guardians/carers and the college or any of its staff has broken down to the extent that it adversely impacts on the college, any of its staff or the ability of the college to provide satisfactory educational services to the student
- the student's progress and performance is such that the student is not benefiting from the academic courses provided by the college
- the behaviour or conduct of the parents/guardians/carers towards the college or to any of its staff breaches any parent/guardian/carer code of conduct
- if any accounts or fees payable by the parents/guardians/carers are not paid within the college's terms of payment or within the terms of any written agreement between the college and the parents/guardians/carers permitting a later or deferred payment
- circumstances exist whereby the ongoing enrolment of the student at the college is considered to be untenable or is not in the best interests of the student or the college.

## 15. General

- 15.1 This enrolment agreement constitutes the sole and entire agreement between the parents/guardians/carers and MACS in relation to the enrolment of the student at the college.
- 15.2 The parents/guardian/carers acknowledge that MACS may from time to time vary the terms and conditions of this enrolment agreement.
- 15.3 Parents/guardians/carers acknowledge that a student's enrolment at the college and this agreement with MACS may be terminated in the event of a material breach of this agreement or the application of one of the college's policies and procedures necessitates or permits such termination.
- 15.4 Any warranty, representation, guarantee or other term or condition whatsoever that is not contained in this agreement is excluded and is of no force or effect.
- 15.5 The agreement is governed by the laws of the State of Victoria, Australia.

## Acceptance of Enrolment

- By signing this Enrolment Agreement, I acknowledge that I enter into an agreement with Melbourne Archdiocese Catholic Schools Ltd (MACS), as the owner and governing authority for the college and I understand and accept the terms and conditions of enrolment as set out in this Enrolment Agreement. I agree that there are certain expectations, obligations and guarantees required of parents/guardians/carers of the college's students, so that a harmonious relationship may be established.
- I accept the offer of enrolment of my child at the college in the entry year and entry level noted in the enrolment application form.
- I will support and abide by all MACS and college policies and procedures (including processes, guidelines and other governance documentation), as amended from time to time, in relation to programs of studies, sports, pastoral care, college uniform, acceptable behaviour, child safety, discipline and general operations of the college.
- I will ensure that the information I have provided is kept up-to-date throughout the period of enrolment and I will notify the college promptly of any changes to that information (e.g. change of residential address, changes to parenting orders).
- I will pay the current college fees and levies for my child and also pay any variation or increase of fees and levies as required by the college, or I will otherwise notify the college immediately if I am experiencing financial difficulties.
- I will support my child's participation in the religious life of the college (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 college principal.
- I will treat all members of the college 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/carer, I will support the vision of MACS, the college and parish. In accepting the enrolment, I agree to abide by all of MACS' and the college's policies and procedures which are reviewed regularly and may be subject to change at the college's discretion. I will work with the college to support any academic/social/behavioural needs of my child. I understand that the consequence of not complying with MACS' and the college's policies and procedures may result in the termination of the enrolment.
- I have read and understand the Parent/Guardian/Carer Code of Conduct and the criteria for termination of enrolment as provided for in the Penola Catholic College policies and/or procedures and agree to comply with expected parent/guardian/carer behaviour and conduct, including any Parent/Guardian/Carer Code of Conduct as may be published from time to time.
- I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

**Parent 1/guardian 1/carer 1  
signature**

Date:

**Parent 2/guardian 2/carer 2  
signature**

Date:

**Student signature**

Date:

**Disclaimer:** Personal information will be held, used and disclosed in accordance with the MACS Privacy Collection Notice and Privacy Policy enclosed in the Enrolment Pack and available on the college website [www.penola.vic.edu.au](http://www.penola.vic.edu.au).

Penola Catholic College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

## Purpose

Penola Catholic College is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students of the school.

It is the intention of Penola Catholic College to provide clear guidelines to all students regarding the conduct expected of them while at school, engaging in school-related activities or representing the school. Students are expected to uphold the school's core values at all times.

## Application

This Code of Conduct applies to all Penola Catholic College students. The application of this code is not limited to the school site and school hours. It extends to all activities and events that are school-related and when representing or acting on behalf of the school, including, without limitation, at all times when wearing the school uniform. The code also requires that student actions do not bring the school into disrepute at any time, regardless of whether the action occurs within or outside of school activities.

## Basic Principles

This Code of Conduct is based on the following principles that everyone at Penola Catholic College:

- has the right to be safe
- has the right to be treated with respect and be valued, even in diversity
- has the right to participate within a secure environment without interference, intimidation, harassment, bullying or discrimination
- is encouraged to be respectful, polite, courteous and considerate of others
- has the right to be supported and challenged as ongoing learners.

## Expected Conduct and Bearing of all Students

It is expected that every student will:

- uphold the school's core values at all times
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
- abide by all health and safety rules and procedures operating within the school and other locations at which the students may visit
- ensure that their actions do not bring the school into disrepute
- respect the authority of members of staff and observe school rules and teacher directions as required
- strictly adhere to the Student ICT Responsible Use Agreement
- be respectful and supportive of the school's beliefs and values
- behave with courtesy and consideration for others
- refrain from all forms of bullying, harassment, racial vilification and discrimination of any nature
- report any behaviour of other students that is harmful to other students, or to the teachers or school

- support other students, or seek help for other students who need assistance or are in a vulnerable situation
- refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students
- respect school property and the property of staff, contractors, visitors and other students
- be punctual and attend all classes
- remain in the school grounds during the school day unless otherwise approved by the principal
- complete work set by teachers promptly and to the best of their ability and to take full advantage of the educational opportunities offered at the school
- dress neatly and with due regard for health, hygiene and safety in accordance with the school's uniform requirements.

## Unacceptable Conduct

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person
- any form of physical or verbal violence (including fighting, assault or threats of violence, bullying, name calling, racial discrimination or discrimination on grounds of disability, appearance or religion)
- any form of cyber bullying or cyber abuse
- theft or misuse of property belonging to other students or the school
- sending inappropriate, offensive or explicit text messages, photos or videos
- language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, teacher, contractor or visitor
- the use of inappropriate or profane words or gestures and images
- unacceptable class attendance levels
- being uncooperative with teachers during class or school activities and generally disrupting planned activities.

## Supporting Positive Behaviour

The school's Behaviour Management Policy is based on a model of Positive Behaviour Support. This is a model that acknowledges the positive behaviour of the majority of students, and puts strategies into place to model and specifically teach expected behaviours. It targets focused support, including staged sanctions, for the minority of students that do not embrace positive behaviour.

## Breach of the Student Code of Conduct

Students who breach this code of conduct may be sanctioned by the class teacher or school principal as deemed appropriate given the nature of breach and the age of the student.

In cases of serious and/or persistent breaches of the student code of conduct, the Penola Catholic College Behaviour Management Policy outlines the consequences for student misbehaviour and the management of suspension and expulsion if matters come to those extremes.

In accordance with applicable legislation and the school's Child Safety Policy, the police and/or 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH) will be informed of any unlawful breaches of this code.

NAME OF STUDENT:		Date:
SIGNATURE OF STUDENT:		Date:
SIGNATURE OF PARENT/ GUARDIAN/CARER:		Date:

# Penola Catholic College Parent/Guardian/Carer Code of Conduct



Penola Catholic College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

## Purpose

Penola Catholic College is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the school.

It is the intention of Penola Catholic College to provide clear guidelines to all parents and visitors regarding the conduct expected of them while on the school premises, engaging in school-related activities or representing the school. Parents/guardians/carers and visitors are expected to uphold the school's core values at all times.

## Application

This Code of Conduct applies to all Penola Catholic College parents, guardians, carers and visitors to the school. The application of this code is not limited to the school site and school hours. It extends to all activities and events that are school-related and when visiting or representing the school, including, without limitation, at all times when wearing the school uniform. The code also requires that parent/guardian/carers or visitor actions do not bring the school into disrepute at any time, regardless of whether the action occurs within or outside of school activities.

## Basic Principles

This Code of Conduct is based on the following principles that everyone at Penola Catholic College:

- has the right to be safe
- has the right to be treated with respect and be valued even in disagreement
- has the right to participate within a secure environment without interference, intimidation, harassment, bullying or discrimination
- is encouraged to be respectful, polite, courteous and considerate of others
- has the right to be supported and challenged as ongoing learners.

## Expected Conduct and Bearing of all Parents/Guardians/Carers

It is expected that every parent/guardian/carers will:

- uphold the school's core beliefs and values
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
- abide by all health and safety rules and procedures operating within the school and other locations at which they may visit while representing the school
- ensure that their actions do not bring the school into disrepute
- respect school staff and accept their authority and direction within the exercise of their duties at the school
- observe all school rules as required
- strictly adhere to the school's policies and procedures as required

- behave with respect, courtesy and consideration for others
- refrain from all forms of bullying and harassment
- refrain from any form of verbal insult or abuse and from any form of physical abuse or intimidation
- refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the school, employees or students of the school, including activities on social media
- respect school property and the property of staff, contractors, volunteers and other students
- not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health while visiting the school site, attending school functions or engaging in school-based activities
- respect school staff and accept their authority and direction within the exercise of their duties at the school
- use the school's Complaints Handling Policy to seek resolution for any problems that arise, and accept the school's procedures for handling matters of complaint.

## Unacceptable Conduct

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students, children or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person
- any form of physical or verbal violence including fighting, assault or threats of violence
- approaching a child that is not your own with a view to disciplining that child for their behaviour. Such matters are only to be dealt with by school staff
- approaching other school parents to resolve issues arising between students at school. Such matters should be referred to school staff
- any form of cyber bullying or cyber abuse that is directed towards the school, staff members, students or parents or any member connected to the school
- any form of threatening language, gestures or conduct
- language or conduct which is threatening or likely to offend, harass, bully or unfairly discriminate against any student, employee, contractor, volunteer or other
- corresponding or communicating with school staff in a manner which is unreasonable (including for example, via email or app's) in terms of the frequency or volume of communications, or the nature or tone of such communications
- theft, fraud or misuse of school resources
- the use of inappropriate or profane words or gestures and images
- visiting school, attending social, sporting or other functions while intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health
- smoking on the school premises or within the immediate environs of the school
- claiming to represent the school in any matter without explicit permission from the school principal to do so.

## Breach of the Code of Conduct

Parents/guardians/carers who breach this code of conduct will be contacted by the school principal. Appropriate action, which may include being banned from coming onto school grounds, attending school functions or school-based activities or, setting mandatory parameters around methods and timing of communication, is at the discretion of the school principal.

Parents/guardians/carers who continually breach this Code of Conduct or who engage in a significant and/or serious breach, will be referred to the principal, who has full discretion to take or to seek the taking of action which may include termination of this enrolment agreement.

Termination of this enrolment agreement may occur in circumstances where any parent/guardian/carer repeatedly breaches the Code of Conduct (after the parent/guardian/carer, or the family collectively, has been warned that any further breach may result in a termination of enrolment), or should any parent/guardian/carer engage in conduct on a single occasion which constitutes a serious breach of the Code of Conduct (involving for example, conduct which poses a serious risk to staff or student health and safety), the circumstances may result in a termination of their child's enrolment.

A decision to withdraw or terminate the enrolment of a student may only be made by the Director, Learning and Regional Services upon consideration of the following:

- the view of the principal of the school
- an objective assessment of all presenting circumstances.

Before any final decision as to termination of enrolment is made, the student's family will be provided with an opportunity to comment on and/or provide any relevant information for consideration in this regard.

In accordance with applicable legislation and the school's Child Protection Policy, the police and/or 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH) will be informed of any unlawful breaches of this code.

NAME OF PARENT/GUARDIAN /CARER:	Signature:	Date:
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This Privacy Policy sets out how the school manages personal information provided to or collected by it.

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

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

### **What kinds of personal information does the school collect and hold?**

The school collects and holds personal information, including health and other sensitive information, about:

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

## Exception in relation to employee records

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

## How will the school collect and hold personal information?

### Personal information provided

The school will generally collect personal information held about an individual by way of:

- forms filled out by parents/guardians/carers or students
- face-to-face meetings and interviews
- emails and telephone calls
- through the school's online portals – Operoo

On occasion, people other than parents/guardians/carers and students, such as job applicants and contractors, provide personal information to the school.

### Personal information provided by other people

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

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

### Anonymity

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

### Holding personal information

The school's approach to holding personal information is to ensure that it is stored securely and that access is provided only to persons who need such access. Depending on the nature of the personal information, it may be stored in locked rooms or cabinets (in the case of paper records), on secure digital devices or on the school computer systems with appropriate password protection.

## How will the school use the personal information you provide?

The school will use personal information it collects from parents/guardians/carers for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected or consented to, by parents/guardians/carers.

### Students and parents/guardians/carers

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

In particular, the purposes for which the school uses the personal information of students and parents/guardians/carers include:

- to keep parents/guardians/carers informed about matters related to their child's schooling, through correspondence, newsletters and magazines
- day-to-day administration of the school
- looking after students' educational, social and medical wellbeing
- seeking donations and marketing for the school
- to satisfy the school's legal obligations to discharge its duty of care
- to satisfy the legal obligations of the school's governing authority – Melbourne Archdiocese Catholic Schools Ltd (MACS) and the Catholic Education Commission of Victoria Ltd (CECV)
- to satisfy the school service providers' legal obligations.

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

### **Job applicants and contractors**

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

The purposes for which the school uses the personal information of job applicants and contractors include:

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

### **Volunteers**

The school also obtains personal information about volunteers who assist the school in its functions or conduct associated activities.

The purposes for which the school uses the personal information of volunteers includes:

- enabling the school to manage the engagement process of volunteers
- for insurance purposes
- satisfying the school's legal obligations, for example, in relation to child protection
- to confirm their suitability and to manage their visits.

### **Counsellors**

The school contracts with external providers to provide counselling and/or psychology services for some students. The principal may require the counsellor and/or psychologist to inform him or her or other teachers of any issues the principal and the counsellor and/or psychologist believe may be necessary for the school to know for the wellbeing or development of the student who is counselled or other students at the school.

### **Parish**

The school will not disclose any personal information to the school parish to facilitate religious and sacramental programs, or other activities such as fundraising, without consent.

### **Marketing and fundraising**

The school treats marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to provide a quality learning

environment in which both students and staff thrive. Personal information held by the school may be disclosed to organisations that assist in the school's fundraising, for example, the school's foundation or alumni organisation, or on occasion, external fundraising organisations.

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

### Who might the school disclose personal information to?

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

- school service providers which provide educational, support and health services to the school, either at the school or off campus
- people providing educational support such as sports coaches, volunteers, counsellors, sports coaches and providers of learning and assessment tools
- third party service providers that provide online educational and assessment support services, document and data management services, training and support services, hosting services, and software-as-a-service applications, such as the Integrated Catholic Online Network (ICON) and Google G Suite
- authorised agencies and organisations to enable the school to discharge its responsibilities, e.g. under the Australian Education Regulation 2013 (Regulation) and the *Australian Education Act 2013* (Cth) relating to students with a disability, including Nationally Consistent Collection of Data (NCCD) quality assurance processes, participation in the Australian Early Development Census (AEDC) and government audits
- authorised organisations and persons who support the school by providing consultative services or undertaking assessments for the purpose of educational programming or providers of health services such as counsellors, psychologists, school nursing services, dental vans. Specific consent is obtained to collect and disclose this type of sensitive and health information as part of a service request which may include release of relevant medical or allied health reports, educational planning and evaluation documents such as personalised learning/behaviour/medical management plans
- 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/guardians/carers
- support the training of selected staff in the use of the school's systems, such as ICON and ROSAE
- another school including to its teachers to facilitate the transfer of a student
- federal and state government departments and/or agencies engaged by them
- health service providers
- recipients of school publications, such as newsletters and magazines
- students/parents/guardians/carers and their emergency contacts
- assessment and educational authorities including the Victorian Curriculum and Assessment Authority (VCAA) and the Australian Curriculum, Assessment and Reporting Authority (ACARA)
- anyone to whom the parent/guardian/carer authorises the school to disclose information
- anyone to whom the school is required or authorised to disclose the information by law, including under child protection and information sharing laws.

### Nationally Consistent Collection of Data on School Students with Disability

The school is required by the Australian Education Regulation 2013 (Cth) and *Australian Education Act 2013* (Cth) to collect and disclose certain information to inform the Students with a Disability (SwD) loading via the NCCD. The school provides the required information at an individual student level to an approved authority. Approved authorities must comply with reporting, record-keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.

## **Sending and storing information overseas**

The school may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange or a student overseas tour. However, the school will not send personal information about an individual outside Australia without either:

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

The school may from time to time use the services of third-party online service providers (including for the delivery of services and third-party online applications, or apps relating to email, instant messaging and education and assessment, such as Google G Suite and Gmail) which may be accessible by the parent/guardian/carer. 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 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 Australian Privacy Principles.

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

- an online psychology testing service, which resides in Canada

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

Otherwise, it is not practicable to specify in this policy the countries in which overseas recipients of personal information are likely to be located.

## **How does the school treat sensitive information?**

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

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

## **Management and security of personal information**

The school's staff are required to respect the confidentiality of students' and parents/guardians/carers' personal information and the privacy of individuals.

The school has in place steps to protect the personal information the school holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records. This includes responding to any incidents which may affect the security of the personal information it holds. If the school assesses 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.

## **Access and correction of personal information**

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

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

To make a request to access or to update any personal information the school holds about parents/guardians/carer or children, please contact the school principal Chris Caldow or the school administrator Jenny Vinten by telephone or in writing. The school may require verification of identity and specification of what information is required. The school may charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the school will advise the likely cost in advance. If the school cannot provide access to that information, we will provide written notice explaining the reasons for refusal.

There may be circumstances where the reason for refusal is not provided, if doing so may breach the privacy of another person.

## **Consent and rights of access to the personal information of students**

The school respects every parent/guardian/carer's right to make decisions concerning their child's personal information.

Generally, the school will refer any requests for consent and notices in relation to the personal information of a student to the student's parents/guardians/carers. The school will treat consent given by parents/guardians/carers as consent given on behalf of the student, and notice to parents/guardians/carers will act as notice given to the student.

Parents/guardians/carers may seek access to personal information held by the school about them or their child by contacting the school principal Chris Caldow or Jenny Vinten by telephone or in writing. However, there may be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the school's duty of care to the student.

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

## **Complaints**

If parents/guardians/carers wish to complain that the school has interfered with their privacy because of an alleged breach of the Australian Privacy Principles, they should contact the school principal Chris Caldow in writing at:

**Chris Caldow**  
**Penola Catholic College**  
**PO Box 637**  
**GLENROY VIC 3046**  
**Email: [principal@penola.vic.edu.au](mailto:principal@penola.vic.edu.au)**

The school will investigate the complaint and will notify the parent/guardian/carer of the making of a decision in relation to the complaint as soon as is practicable after it has been made.

If the parents/guardians/carers are not satisfied with the school's decision they 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

An online privacy complaint form is available from [www.oaic.gov.au](http://www.oaic.gov.au).

### Collection of personal information

1. The school collects personal information, including sensitive information about students and parents/guardians/carers and family members before and during the course of a student's enrolment at the school. This may be in writing, through technology systems or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the school, Melbourne Archdiocese Catholic Schools Ltd (MACS) and the Catholic Education Commission of Victoria Ltd (CECV) to meet educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the school.
2. Some of the information the school collects is to satisfy the school's legal obligations in relation to discharging its duty of care, and to satisfy the legal obligations of the school's governing authority, MACS.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant education Acts and public health and child protection and immigration laws.
4. Health information about students, which includes information about any disability as defined by the *Disability Discrimination Act 1992* (Cth), is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act 1988* (Cth). The school may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.

### Consequences if information is not collected

5. If any personal information requested by the school is not provided, the main consequences for the individual if all or some of the personal information is not collected by the school, is that it may affect the school's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the school.

### Use and disclosure of personal information

6. The school may disclose personal and sensitive information for administrative, educational and student support purposes, or may permit the information to be directly collected by third parties. Other entities, bodies or persons to which the school usually discloses personal information of the kind collected by the school include:
  - i. school service providers such as MACS, the CECV, school governing bodies and other dioceses
  - ii. third-party service providers that provide online educational and assessment support services, document and data management services, training and support services, hosting services, and software-as-a-service applications – for example, the Integrated Catholic Online Network (ICON), Google G Suite, and the Victorian Curriculum and Assessment Authority (VCAA)
  - iii. MACS and the CECV to discharge responsibilities under the Australian Education Regulation 2013 and the *Australian Education Act 2013* (Cth) relating to visa sub-classes, students with a disability, including audit processes and Nationally Consistent Collection of Data (NCCD) quality assurance processes

- iv. MACS and the CECV to support the school by undertaking assessments of students for the purpose of educational programming or external providers of health services such as counsellors, psychologists, school nursing services, dental vans. Specific consent is obtained to collect and disclose sensitive information and health information if it is required as part of a service request, which may include release of relevant medical or allied health reports, educational planning and evaluation documents such as personalised learning/behaviour/medical management plans
  - v. MACS and the CECV to support the training of selected staff in the use of school systems, such as ICON and ROSAE
  - vi. another school to facilitate the transfer of a student
  - vii. federal and state government departments and agencies acting on behalf of the government for compliance or audit purposes, or data collections, for example February and August census processes and census audits, NAPLAN, Australian Early Development Census
  - viii. people and organisations providing instructional services such as sports coaches, external training services, guest speakers, volunteers, counsellors and providers of learning and teaching consultancy support and student assessment services
  - ix. assessment and educational authorities, including the VCAA and the Australian Curriculum, Assessment and Reporting Authority (ACARA)
  - x. people providing administrative and financial services to the school
  - xi. anyone parents/guardians/carers authorise the school to disclose information to
  - xii. anyone to whom the school is required or authorised to disclose the information by law, including under the Child Information Sharing Scheme (CISS) and the Family Violence Information Sharing Scheme (FVISS) child protection and mandatory reporting laws.
7. The school is required by the *Australian Education Regulation 2013* (Cth) and the *Australian Education Act 2013* (Cth) (AE Act) to collect and disclose certain information to inform the Students with Disability (SwD) loading via the NCCD. The school provides the required information at an individual student level to MACS and the CECV, as an approved authority. Approved authorities must comply with reporting, record-keeping and data quality assurance and audit obligations under the AE Act. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.
8. Personal information collected from students is regularly disclosed to their parents/guardians/carers.
9. If a parent/guardian/carer makes an enrolment application to another school, personal information including health information provided during the application stage may be collected from, or shared with, the other school.
10. The school may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
11. The school may engage in fundraising activities. Information received from parents/guardians/carers may be used to make an appeal to the parent/guardian/carer. The information may be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. The school will not disclose personal information to third parties for marketing purposes without parent/guardian/carer consent.
12. On occasion, information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on the school intranet and on the school website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permission from the student's parent/guardian/carer and from the student if appropriate, prior to publication to enable the school to include such photographs or videos, or other identifying material, in the promotional



material or otherwise make this material available to the public. The school may obtain permission annually, or as part of the enrolment process. Permission obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents/guardians/carers to notify the school if they wish to vary the permission previously provided. The school may include student and parent/guardian/carer contact details in a class list and school directory.

13. The school may use online or cloud service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia.

### Access to personal information

14. The school's Privacy Policy, accessible on the school's website, contains information about how parents/guardians/carers or students may access personal information about them that is held by the school and seek the correction of such information.

### Disclosure to overseas recipients

15. The school may disclose personal information about an individual to overseas recipients to facilitate for example, a school exchange or a student overseas tour.
16. Where personal information is held by a cloud computing service provider on behalf of the school for educational and administrative purposes, it may be stored on servers located within or outside Australia.
17. The countries in which the servers of cloud service providers and other third party service providers are located may include:
  - an online psychology testing service, which resides in Canada
18. Otherwise, it is not practicable to specify in this notice the countries in which overseas recipients of personal information are likely to be located.

### Complaints

19. The school's Privacy Policy contains information about how parents/guardians/carers and students may complain about a breach of the Australian Privacy Principles and how the school will deal with such a complaint.

### Details of the school

20. The school and its contact details are:

**Penola Catholic College**  
**Junior Campus (Years 7-8)**  
35 William Street  
GLENROY VIC 3046

**Senior Campus (Years 9-12)**  
29 Gibson Street  
BROADMEADOWS VIC 3047

Telephone 9301 2777  
Email [principal@penola.vic.edu.au](mailto:principal@penola.vic.edu.au)  
Postal address: PO Box 637, GLENROY VIC 3046  
Fax 9301 2770