

PLEASE FILL IN YOUR CHILD'S DETAILS BELOW, SIGN THE DECLARATION
ON THE NEXT PAGE, AND RETURN TO YOUR CHILD'S SCHOOL

Child's Full Name

School Attended

Date of Birth

- ▶ I/we acknowledge that enrolment of a child signifies agreement to support all policies and guidelines covering Catholic schools in the Diocese of Maitland-Newcastle.
- ▶ I/We agree to support the Catholic philosophy, values and aims of the school and cooperate in their implementation. I/We understand that failure to support the implementation of the Catholic philosophy, values and aims of the school and/or failure to abide by the School Community Code of Conduct may lead to cancellation of enrolment following a procedurally fair process.
- ▶ I/We agree to promptly pay all school fees, levies and charges incurred while my child is enrolled. *(Note: No student will be refused enrolment because of an inability, as distinct from unwillingness, of a parent/carer to meet their school fee commitments. Please contact the Principal or Secondary Bursar to discuss your particular circumstances.)*
- ▶ I/We confirm that the details supplied in the original enrolment application form are full and accurate and I/we agree to advise the school of any change to these details.
- ▶ I/We have read, understand and accept the following:

I/WE HAVE READ, UNDERSTAND AND ACCEPT THE FOLLOWING

Enrolment Policy and Procedure (available at www.mn.catholic.edu.au/about/policies)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(Privacy) Standard Collection Notice (see following)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
School Fees Policy and Procedure (available at www.mn.catholic.edu.au/about/policies)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
School Community Code of Conduct	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Conditions of Enrolment	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I HAVE SUPPLIED COPIES OF THE FOLLOWING DOCUMENTS TO THE SCHOOL

My child's birth certificate or identity documents	Yes <input type="checkbox"/>	No <input type="checkbox"/>
My child's baptismal certificate (if Catholic)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
My child's immunisation certificate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Evidence of student's residential address	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copies of family law or other relevant court orders/family plan (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Special needs supporting documentation including specialist assessments or reports (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

My child's Personalised Plan(s) e.g. Health Plan, Learning Plan or Behaviour Management Plan (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
IF THE CHILD IS NOT A PERMANENT RESIDENT		
Passport or travel documentation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Current visa and previous visas (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
IF THE CHILD IS A TEMPORARY VISA HOLDER		
Authority to enrol issued by the Temporary Visa Holders Program	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Evidence of the visa the student has applied for (if the student holds a bridging visa)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

PARENTS/CARERS PLEASE SIGN BELOW.**PARENT/CARER****Name:****Signature:****Date:****PARENT/CARER****Name:****Signature:****Date:**

Standard Collection Notice 2019: Students

1. The Diocese of Maitland-Newcastle Catholic Schools Office (CSO), both independently and through its schools, collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to students enrolled at the school, 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.
2. Some of the information we collect is to satisfy the CSO and the school's legal obligations, particularly to enable the CSO and school to discharge its duty of care.
3. Laws governing or relating to the operation of a school require that certain information is collected. These include: *Education Act 1990* (NSW), *Health Records and Information Privacy Act 2002* (NSW) and *Children and Young Persons (Care and Protection) Act 1998* (NSW).
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.
5. The CSO and school from time to time discloses personal and sensitive information to others for administrative, educational and support purposes. This may include to:
 - other schools and teachers at those schools
 - government departments
 - the Catholic Education Commission, the school's local diocese and the parish, other related church agencies/entities, and schools within other dioceses
 - medical practitioners
 - people providing educational, support and health services to the school, including specialist visiting teachers, sport coaches, volunteers, counsellors
 - providers of learning and assessment tools
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA), NSW Education Standards Authority, and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN).
 - people providing administrative and financial services to the CSO and school
 - anyone you authorise the CSO and school to disclose information to
 - anyone to whom the CSO and school is required or authorised to disclose the information to by law, including child protection laws.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The CSO and 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. Further information about the school's use of online or 'cloud' service providers is contained in the CSO's Privacy Policy.
8. The CSO's Privacy Policy, accessible on the CSO website, sets out how parents or students may seek access to and correction of their personal information which the school has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the CSO or school's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
9. The CSO's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
10. The school may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permissions annually from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet.
12. If you provide the CSO or school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information and why.

I/We understand and agree that:

1. I/We have read the **School Community Code of Conduct** and agree to abide by the Code and support the school in promoting the terms of the Code. Failure to comply with this Code may lead to cancellation of enrolment.
2. Education is a partnership between school and home. While children are enrolled at schools in the Diocese of Maitland-Newcastle, parents and carers undertake to support the school in all aspects of Religious Education. This includes participation in Religious Studies, all retreats and community day programs, liturgical events, class masses and prayer in general. It is expected that parents, carers and students will support these vital activities regardless of their own personal beliefs.
3. My child must abide by the School Rules and Policies as interpreted by the school, including appropriate use of technology and social media. The school reserves the right to take disciplinary action thought appropriate by the school in relation to any child whose attitude, progress and behaviour is not in the school's opinion, conducive to the welfare of the child, other children at the school, or the school community. These actions include lunch time and out-of-school detentions, exclusions for school activities, internal and external suspensions, and expulsion (refer to the Suspension, Expulsion and Exclusion Support Document www.mn.catholic.edu.au/about/policies).
4. The school reserves the right to vary its academic and other programs and this may include the right to discontinue teaching subjects and other programs.
5. The conditions of enrolment and school policies and procedures may be amended at any time at the discretion of the school.
6. I/We have disclosed all information about my/our child/children that relates to details of special circumstances that may need to be taken into account by the school such as medical conditions, special gifts or talents, special needs, psychological test results or English as a second language.
7. The school may publish names and photographs of students in school newsletters, on the school network and school website, and in school promotional material. If I/we do not wish this information to be used to celebrate achievement and promote the school, it is my/our responsibility to put this request in writing.
8. My child is responsible for their personal belongings and the school will not be liable for any loss or damage of these belongings.
9. The school will be notified of all changes to personal details as supplied in the original application for enrolment.
10. I/We give permission for the school authorities to authorise any medical steps which may become necessary as the result of any accident occurring at the school or at functions/excursions organised by the school if I/we cannot be contacted before any such treatment is deemed necessary by proper medical authorities.

SCHOOL FEES

I/We agree to the following conditions in regards to payment of school fees:

11. To apply for concessions within one week of receiving the school account. (Means-tested, low-income families such as families supported by holders of a Health Care Card (HCC) or a Pension Concession Card with a code (PPS) are offered a tuition fee discount to a maximum of 50% after application of any relevant sibling discount. Fee payers can also apply for a further discount by submitting an Application for School Fee Concession with supporting documentation. Concessions will be applied by the Principal acting reasonably in accordance with the principle of assisting families with limited financial resources.)
12. **All fees on the term account published by the school will be payable by the due date within the term in which they are incurred, or as otherwise agreed to by the school. All other school expenses incurred by my child whilst enrolled at the school shall be paid by the date nominated by the school.**
13. Should I/we have difficulty meeting my school fees obligations I/we agree to contact the Principal or a member of the Executive approved by the Principal to discuss options.
14. I also agree to meet with the Principal, or a member of the Executive approved by the Principal, to discuss my school fee obligations to ensure continuity of participation in non-core activities for my child.
15. **Parents/Carers who have children enrolled in a Catholic school remain (joint and severally) liable for the payment of all fees including fees and costs incurred by the school in recovering or attempting to recover any unpaid amount due.**
16. By signing and agreeing to these terms I/we understand I/we are joint and severally liable for all fees and expenses incurred while our child is enrolled within the Diocese of Maitland-Newcastle irrespective of Court Orders or personal agreements made between parents/carers.

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2. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
3. Laws governing or relating to the operation of a school require that certain information is collected. These include: *Education Act 1990 (NSW)*, *Health Records and Information Privacy Act 2002 (NSW)* and *Children and Young Persons (Care and Protection) Act 1998 (NSW)*.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.
5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
6. The school from time to time discloses personal and sensitive information to others for administrative, educational and support purposes. This may include to:
 - other schools and teachers at those schools
 - government departments
 - Catholic Schools NSW (CSNSW), the school's local diocese and the parish, other related church agencies/entities, and schools within other dioceses
 - medical practitioners
 - people providing educational, support and health services to the school, including specialist visiting teachers, sport coaches, volunteers, counsellors
 - providers of learning and assessment tools
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA), NSW Education Standards Authority, and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN).
 - people providing administrative and financial services to the CSO and school
 - anyone you authorise the CSO and school to disclose information to
 - anyone to whom the CSO and school is required or authorised to disclose the information to by law, including child protection laws.
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12. On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permissions annually from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet.
13. If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information and why.



School Community Code of Conduct

Members of Catholic school communities in the Diocese of Maitland-Newcastle agree to nurture and support each other's individual growth in faith, to create communities of respect and tolerance and to engage in the promotion of peace, justice and service of others.

The School Community Code of Conduct reinforces our understanding of the rights and responsibilities each of us has in ensuring we provide an environment where our students can thrive.

Upon acceptance of enrolment and as a condition of continuing enrolment in our Catholic schools, all members of the school community are bound by this Code of Conduct. School staff must abide by the CSO's Code of Conduct for staff members available at: www.mn.catholic.edu.au/about/policies

Students in Catholic school communities agree to:

- ▶ **Model positive behaviour to other students.**
- ▶ **Comply with and model school values.**
- ▶ **Behave in a safe and responsible manner.**
- ▶ **Respect themselves and other members of the school community both personally and through the use of all social media technologies at all times.**
- ▶ **Respect our school environment.**
- ▶ **Actively participate in our school community.**
- ▶ **Support the learning of others and make the most of our educational opportunities.**

Parents/Carers and volunteers in Catholic school communities agree to:

- ▶ **Understand and abide by all diocesan policies, procedures and guidelines, which are available on the CSO website www.mn.catholic.edu.au/about/policies**
- ▶ **Model positive behaviour to their child and all children in the school community.**
- ▶ **Ensure children attend school on time, every day the school is open for instruction.**
- ▶ **Take an active interest in their child's school and their learning and to engage positively in all aspects of their child's learning.**
- ▶ **Participate in the Liturgical and Faith Life community of the school including participation in all aspects of the Religious Studies program regardless of personal beliefs.**
- ▶ **Work in a positive manner with the school to achieve the best outcomes for our child.**
- ▶ **Communicate constructively, respectfully and in a spirit of partnership with the school and use processes and protocols outlined in the CSO Complaints Resolution Policy documents when raising concerns.**
- ▶ **Communicate with their child's teacher or the Principal directly regarding any concerns about their child, other students, staff or community members.**
- ▶ **Reject aggressive, abusive and confrontational language and behaviour, as this is counterproductive to the sustainability of any relationship. Approaching students, community members and/or staff in a confronting manner will not be tolerated.**
- ▶ **Support all school staff to maintain a safe learning environment for all students.**
- ▶ **Treat all school staff, students, other members of the school community, visitors and volunteers with respect in all dealings with them both personally and through the use of all social media technologies at all times.**
- ▶ **Discuss with the Principal any barriers to meeting the financial obligations agreed to at the time of enrolment and seek to form an agreement with the school to meet these.**
- ▶ **Ensure any agreement made with the school is honoured.**