

Dear Parents,

Re: Enrolment Package

Please find enclosed the following documentation to assist in your child's enrolment.

- 1) Enrolment Form
- 2) Letter from our Parish Priest Fr Peter Ray
- 3) Privacy Statement
- 4) Enrolment Checklist

Before you return your completed application, please ensure that you include the following documents with your child's Enrolment. Please note your application cannot be processed without this documentation.

- **Baptismal Certificate**
(only required if your child was baptised at a Parish other than St Vincent de Paul – Strathmore)
- **Birth Certificate**
This document **must** accompany your application. It is a legal requirement that the school has proof of age.
- **Immunization Certificate for School Entry**
The certificate for school entry is available from the City of Moonee Valley – Health Department or the Immunization History Statement from the Australian Childhood Immunization Register. **Please note a copy of your child's Health Centre Booklet or a letter from your doctor cannot be accepted by the school.** If your child's immunization has not yet been completed, this form can be submitted later in the year. **It is a legal requirement that this certificate is forwarded prior to your child's commencement at school.**
- **Current Rates Notice (original document – not a copy) as proof of residency**
- **\$50.00 Enrolment Fee (This is a non-refundable Enrolment Fee.)**

Thank you for considering St Vincent de Paul School for the enrolment of your child.

Yours faithfully



Shane Byrne
PRINCIPAL

Fr Peter J Ray
Parish Priest



Parish of St Vincent de Paul
St Vincent's Presbytery
2 The Crossway
Strathmore 3041
Telephone: [03] 9412 8460
Email: Strathmore@cam.org.au

Dear Parents,

Thank you for seeking to enrol your child in our School. Our Catholic Faith is the fundamental principle that underpins the making of our community. St Vincent de Paul Primary School is an exciting part of the life of our Parish and we are delighted that you also are considering making this part of your journey.

I'm sure that you are aware and remember, when you asked that your child be welcomed into the community through Baptism, you said you would be both a light to enlighten their way, and would help them to 'know and love God'. We, also accepted the responsibility to walk with and support you on that journey, and hence the value that we place upon providing a sound and engaging education here in St Vincent de Paul Parish.

To be able to continue to provide a faith filled and loving environment for all who participate in the life of our School I would like to share some challenges with you:

- It is important that we all remember we are a community striving to live out the message of Jesus:- "love one another as I have loved you". To achieve this, it is paramount that we all maintain this vision and standard as a way of life. We therefore expect that you as a family will contribute to the faith life of our Parish. In this way you receive, as you give. We look forward to your involvement both practically and spiritually.
- Our School has been built with the generosity of many families over the years and still requires your generosity to continue into the future. There are many ways in which you will be invited to share in the life of the community. Please consider how you might share in this life.
- Financially the School Fees provide for the day to day running of the School, covering basic on costs and repayment of loans. The Levies cover classroom and curriculum costs, while the Maintenance Levy allows us to cover the basic maintenance costs that arise from year to year, allowing us to make sure that our facilities are adequately cared for future generations. The Capital Levy allows us to continue to improve the facilities to ensure a sound education for your children. The Government Grants, both Federal and State, cover the wages of the Staff.
- For the continuing future growth and expansion, general maintenance and redevelopment of our Parish plant, we are reliant upon the generosity of you and your fellow parishioners, through your contribution to Parish Thanksgiving. Thanksgiving also covers the day to day running costs of our Parish. Therefore I ask you to seriously consider the expectation of your commitment to Thanksgiving.

I am fortunate to have a wonderful dedicated team within our School, who will provide a challenging and engaging education for your family.

I also look forward to walking with you as you seek to enrol your child into our School.

Please be assured of my prayer and blessing.

Yours sincerely,
Fr Peter J Ray
Parish Priest

ST VINCENT DE PAUL PARISH STRATHMORE

SECTION 1 – PARISH CENSUS INFORMATION – please complete your relevant details for parish purposes only:

Surname	Christian Name	Religion	Occupation	Title
Address			Phone No	
			Mobile	
Email				

Child's Surname <small>If different from parent</small>	Christian Name	Date of Birth	Baptised <small>Date if known</small>	School / Occupation

Instructions For Completing Your Census Form & Commitment to St Vincent De Paul Parish

- I. Please complete all Sections of the form (i.e. Sections 1-4)
- II. Fill in the amount you wish to commit weekly, monthly, quarterly or yearly.
- III. Return your completed form at Mass or leave it at the School Office, the Parish Office. If your contribution is not via Credit Card or Direct Debit, a set of weekly envelopes will be provided.
- IV. Please note that your **Thanksgiving Commitment** is only for your offering to the Church, for our Pastoral Development, as well as covering running costs, maintenance and future development of our Parish property. It is not part of your offering for the support of our Parish Priest; this is through the **Presbytery Offering** which also supports the Archbishop, sick and retired priests and priests in Parishes unable to support their priests.

**YOUR SUPPORT IS ESSENTIAL TO THE CONTINUED DEVELOPMENT OF ST VINCENT DE PAUL PARISH
PLEASE CAREFULLY CONSIDER YOUR CONTRIBUTION, THANK YOU.**

SECTION 2 – FAMILY CONTACT DETAILS

FAMILY NAME:

SECTION 3 - THANKSGIVING OFFERING

Supports our Parish general running, maintenance and capital costs, charitable works and the Diocesan Pastoral & Development Fund.

Please indicate your commitment below:

Pledge:

Office Use

Per Year

1st Jan – 31st Dec

\$ _____ Weekly or

\$ _____ Monthly or

\$ _____ Quarterly or

\$ _____ Yearly

If you wish to contribute to Thanksgiving through your credit card:-

Please debit my MasterCard ☐, VisaCard ☐. (Please indicate card type) with the sum of \$.....

on the day of each month ☐, quarter ☐, year ☐. (please indicate frequency of payment)

I understand that this authority may be cancelled in writing at my option.

Card No: Expiry Date

Name On Card: _____

Signature: _____

If you wish us to Direct Debit your Bank Account, please tick this box ☐ and the Parish Office will provide the form.

SECTION 4 - PRESBYTERY OFFERING

Supports the Presbytery daily household costs and the stipend for our Parish Priest and other needy Priests, support of sick and retired priests and support of the Archbishop.

If you wish to contribute to the Presbytery through your credit card:-

Please debit my Mastercard ☐, VisaCard ☐. (please indicate card type) with the sum of \$.....

on the day of each month ☐, quarter ☐, year ☐. (Please indicate frequency of payment)

I understand that this authority may be cancelled in writing at my option.

Card No: Expiry Date

Name On Card: _____

Signature: _____

If you wish us to Direct Debit your Bank Account, please tick this box ☐ and the Parish Office will provide the form.



ST VINCENT DE PAUL PRIMARY SCHOOL ENROLMENT FORM

92-114 Woodland Street, Strathmore VIC 3041

PHONE: 9379 5723 FAX: 9374 2389

EMAIL: principal@svstrathmore.catholic.edu.au

Family Details

Family Surname

Mail to (eg Mr & Mrs Smith)

Residential Address (student)

Suburb

Post Code

Family Telephone Number

Home Arrangement ☐ Living with mother and father ☐ Single parent: Mother / Father (please circle)
☐ Living in a step family ☐ Shared parenting
☐ Carer/Guardian ☐ Out-of-home care
☐ Kinship care ☐ Other (please specify)

Student Details

Surname

Middle Name

First Name

Preferred Name

Gender ☐ Male ☐ Female ☐ Other

Date of Birth

Religion

Country of Birth

Nationality

Commencement Year/Date

Entry Grade

Language spoken at home

Is the Applicant an Australian Citizen? ☐ Yes ☐ No

Is the student of Aboriginal or Torres Strait Islander origin ☐ No
☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

Previous School/Preschool

Previous School/preschool

Year Level

I/We give permission for the school to contact the previous school or preschool to gather relevant reports and information to support educational planning: ☐ No ☐ Yes
 (If yes, please complete **Form B Consent for Transferring Information.**)

For Office Use Only:

Application Received:

Documentation Provided

Application Fee Receipt No.:

☐ Birth certificate

☐ Reconciliation

Family: ☐ New ☐ Existing

☐ Baptism

☐ Communion

Rates: ☐ Strathmore ☐ Other

☐ Immunisation

☐ Confirmation

English as an Additional Language: ☐ Yes ☐ No

Sacramental Details		
Sacrament	Date	Parish
Baptism		
Reconciliation		
Communion		
Confirmation		
Current Parish		

If not born in Australia, Citizenship Status Required (Government requirement)		
Australian Citizen not born in Australia. Please tick the relevant category and record the Visa Subclass number (original documents to be sighted and copies to be retained by the school)		
<input type="checkbox"/> Australian citizen (Naturalisation Certificate or Australian Passport number/ Document of Travel of Country of Birth is not Australia)		
<input type="checkbox"/> Australian Passport Number (if applicable)	Passport No:	
<input type="checkbox"/> Naturalisation Certificate Number	Certificate No:	
Visa Subclass recorded on entry to Australia	Visa Subclass No:	
Date of Arrival into Australia	Date:	
Not currently an Australian Citizen. Please provide further details as appropriate below:		
<input type="checkbox"/> Permanent Resident (if ticked, record the Visa Subclass Number)	Visa Subclass No:	
<input type="checkbox"/> Temporary Resident (if ticked, record the Visa Subclass Number)	Visa Subclass No:	
<input type="checkbox"/> Other/Visitor/Overseas Student (if ticked, record the Visa Subclass Number)	Visa Subclass No:	
* Please attach Visa/document of travel/letter of notification and passport photo page.		

Medical Details			
Doctor's Name		Phone Number	
Doctor's Address			
Doctor's Suburb		Doctor's Postcode	
Medicare Number		Ref number:	Expiry:
Private Health Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fund:	Number:
Ambulance Cover	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number:	
Allergies/ Medical Alert	Please specify any allergies/medical alerts relating to the student applying for enrolment (eg. Allergies to nuts, penicillin, bee stings etc; asthma management etc)		

Immunisation Details

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

Has the Immunisation Certificate been submitted? ☐ Yes ☐ No

If no, please provide explanation:

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

Date of Last tetanus Injection/Booster

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

☐ Yes ☐ No

Additional Needs

This application gives you the opportunity to provide information that will facilitate the smooth transition of your child into our school. It will assist the school to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete or misleading, any decision made as to this enrolment may be revised.

Does your child have:

- | | | |
|--|--|--|
| <input type="checkbox"/> Autism | <input type="checkbox"/> Behaviour disorders | <input type="checkbox"/> Hearing impairment |
| <input type="checkbox"/> Intellectual Disability | <input type="checkbox"/> Language disorder | <input type="checkbox"/> Mental Health Issues |
| <input type="checkbox"/> ADD/ADHD | <input type="checkbox"/> Vision impairment | <input type="checkbox"/> Acquired brain injury |
| <input type="checkbox"/> Giftedness | <input type="checkbox"/> Physical impairment | |

☐ Other (Please specify)

Has your child ever seen a:

- | | | |
|---|---|---|
| <input type="checkbox"/> Behavioural optometrist | <input type="checkbox"/> Audiologist | <input type="checkbox"/> Speech pathologist |
| <input type="checkbox"/> Educational psychologist | <input type="checkbox"/> Paediatrician | <input type="checkbox"/> Occupational therapist |
| <input type="checkbox"/> Psychiatrist | <input type="checkbox"/> Physiotherapist | <input type="checkbox"/> Continence nurse |
| <input type="checkbox"/> Psychologist | <input type="checkbox"/> Other specialist | |

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

Contact Details

	Contact 1	Contact 2
Title		
Surname		
First Name		
Relationship to student		
Address - Street		
Suburb & Post Code		
Home care – Living with	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Home Telephone		
Work Telephone		
Mobile		
Email		
Occupation		
Occupation Group (please refer to "List of Parental Occupations")	<input type="checkbox"/> Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/> Group N (Not in Paid work)	<input type="checkbox"/> Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/> Group N (Not in Paid work)
Highest Year of School Education	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
Level of Highest Qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate 1 to 1V (incl trade certificate) <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate 1 to 1V (incl trade certificate) <input type="checkbox"/> No non-school qualification
Do you speak a language(s) other than English at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No If <input checked="" type="checkbox"/> Yes please list	<input type="checkbox"/> Yes <input type="checkbox"/> No If <input checked="" type="checkbox"/> Yes please list
Country of Birth		
Nationality		
Religion		

Court Orders

Are there any current court orders relating to the student?

☐ Yes

☐ No

If yes, copies of these court orders must be provided

Is there any other information you wish the school to be aware of?

Emergency Contact Details

In case of illness or accident, please nominate two emergency contact persons other than parents or guardians

	Emergency Contact 1	Emergency Contact 2
Full name		
Relationship to Student		
Home number		
Mobile number		

Applicant and Siblings

List all children in your family (include applicant)

	Full student name	School Year	Birth Order	School Attending
Child			1	
Child			2	
Child			3	
Child			4	
Child			5	

Fees Agreement

Please read and sign the agreement at the bottom of this page

☐ I/we agree to honour the financial commitments required by the school as per the Schedule of Fees and Levies.

* These fees are current at the time of enrolment and will be revised at the beginning of 2020

School Fees are billed per family. Statements are sent out at the beginning of the year with the full amount payable by the due date as indicated on final invoice copy.

We accept payments by credit card, direct deposit or cash. If you have any concerns regarding the payment of school fees please make an appointment to see the School Principal.

Payment Arrangements

Account to be paid by (please tick):

☐ Both Contact 1 & 2 ☐ Contact 1 only ☐ Contact 2 only

☐ Split between Contact 1 _____ % and Contact 2 _____ %

☐ Other - please specify: _____

☐ I/We agree that all fees and levies as determined by the School will be paid by the due date unless otherwise agreed in advance

☐ I/We confirm the fee payment arrangements above and agree to honour this commitment to be responsible for payment of school fees and levies for our child.

☐ I/we are not aware of any outstanding fees or charges, in relation to the student applying to enrol, that I/we are responsible for at this school or any other Catholic school.

☐ I/we agree to the above financial requirements and understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

NAME OF PERSON(S) RESPONSIBLE FOR PAYMENT OF FEES:

1. _____ SIGNATURE: _____

2. _____ SIGNATURE: _____

NB: All person(s) named as responsible for fees payment MUST sign this form as it will be considered legally binding.

Camps, Sports and Excursions Fund

You may be able to claim extra assistance towards your school levies by claiming the Camps, Sports and Excursions Fund. To be eligible you must have a current Health Benefit Card, Health Care Card, or Pension Card. Please see the office for further details and forms.

Are you eligible to apply for the Camps, Sports and Excursions Fund (CSEF)? Yes / No

Please note:

- Acceptance of this application for enrolment is subject to the approval of the school's Enrolment Committee.
- Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary).

Agreement

1. I/we understand that if this application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment.
2. If this enrolment is accepted I/we agree to support our child's participation in the religious life of the school (eg school liturgies, retreat programs).
3. If this enrolment application is successful I/we agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges.
4. I/We have included the enrolment fee of **\$50** with this application for the enrolment and I/we understand that this money will not be refunded if the application is unsuccessful.
5. I/We will support my/our child's education through my/our involvement in school activities where and when I/we am able
6. I/We have read all of the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful. I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application, [or if discovered after acceptance] then acceptance will not be granted and the enrolment will be withdrawn.

Signature of Mother/Guardian _____ Date _____

Signature of Father/Guardian _____ Date _____

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

Consent

The signature of:

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

Notes for informal carer:

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

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

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

PHOTOGRAPH/RECORDING PERMISSION FORM

Dear Parent/Guardian

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

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

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

Thank you for your continued support.

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

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

Name of Parent/Guardian (please circle):			
Signed: Parent/Guardian		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.svstrathmore.catholic.edu.au.

Explanatory Statement

1. Preamble

- 1.1. Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.
- 1.2. Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.

2. Enrolment

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

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

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

3. Fees

- 3.1. The setting of fee levels and other compulsory charges in Catholic schools is the responsibility of the school, taking into account the allocation of government funds. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the principal of the school.
- 3.2. The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

4. Enrolment under minimum school entry age

- 4.1. Catholic Education Melbourne Enrolment for Schools Policy 2.4 is intended to ensure that, when enrolling students, Catholic schools are compliant with relevant Victorian and Australian government legislation. The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school. Enrolment of children under the minimum school entry age and pre-Prep programs require approval from Catholic Education Melbourne via the 'Application for Early Age Entry to School'.

- 4.2. In the rare situations where:

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

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

5. Child safe environment

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

6. Terms of enrolment regarding acceptable behaviour

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

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

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

8. Terms of enrolment regarding provision of accurate information

- 8.1. It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.
- 8.2. Parents and guardians must provide accurate and up-to-date information when completing an enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.
- 8.3. Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.
- 8.4. The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

9. Enrolment for children with additional needs

- 9.1. The school welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:
 - a) the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma)
 - b) the nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant)

- c) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals
- d) any limitations on the school's ability to provide the additional assistance requested.

9.2. The process for enrolling students with additional needs is otherwise the same as for enrolling any student.

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

- a) the additional assistance remains necessary and/or appropriate to the child's needs
- b) the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
- c) it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

10. Assessment and updates

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

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

Agreement

I acknowledge that I understand and accept the terms and conditions of enrolment as set out in the Explanatory Statement and, if enrolment is accepted, I agree that there are certain expectations, obligations and guarantees required of parents/guardians of the school's students, so that a harmonious relationship may be established:

- I will support and abide by school policies and rules, as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the school
- I will ensure that the information I have provided is kept up to date throughout the period of enrolment and I will notify the school promptly of any changes to that information (e.g. change of residential address, changes to parenting orders)
- I will pay the current school fees and levies for my child and also pay any variation or increase of fees and levies as required upfront at the beginning of the school year or in three instalments (and will pay in full by the end of Term 3 each year), or I will otherwise notify the school immediately if I am experiencing financial difficulties
- I will support my child's participation in the religious life of the school (e.g. school liturgies, retreat programs)
- I will attend parent/teacher and information evenings which relate to my child
- In the event I have any concerns, I will raise them initially with the relevant teacher or the school principal
- I will treat all members of the school community with respect as befits a Catholic school
- If in time of emergencies, accidents or serious illness I cannot be contacted, I give permission for the principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred
- As a parent/guardian, I understand that if this application is successful, I will support the vision of the school and parish. In accepting the enrolment, I agree to abide by all of the school's policies, procedures and protocols (Policies). These policies are reviewed regularly and may be subject to change at the school's discretion. I will work with the school to support any academic/social/behavioural needs of my child. I agree to support my child's participation in the religious life of the school (e.g. school liturgies, Masses etc.). The consequence of not complying with the school's policies may result in the termination of the enrolment.

I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

Contact 1 signature:		Date:
Contact 2 signature:		Date:

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Parental Occupation Groups

Parent Occupation is defined as the main work undertaken by the parent/guardian. If a parent/guardian has more than one job, report their main job.

Occupation Group A:

Senior management in large business organisation, government administration and defence and qualified professionals.

- Senior Executive/Manager/Department Head in industry, commerce, media or other large organisation.
- Public Service Manager (section head or above), regional director, health/education/police/fire services administrator.
- Other Administrator (school principal, faculty head/dean, library/museum/gallery directors, research facility director).
- Defence Forces (Commissioned officer)
- Professionals – generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and then teach others:
 - Health, Education, Law, Social Welfare, Engineering, Science, Computing professional
 - Business (managements consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)
 - Air/Sea transport (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

Occupation Group B:

Other business managers, arts/media/sports persons and associate professionals.

Owner/Manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

- Specialist Manager (finance/engineering/production/personnel/industrial relations/sales/marketing)
- Financial Services Manager (bank branch manager, finance/investment/insurance broker, credit/loans officer)
- Retail Sales/Services Manager (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)
- Arts/Media/Sports (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official)
- Associate Professionals – generally have diploma/technical qualifications and support managers and professionals:
 - Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.
 - Business Administration (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager)
 - Defence Forces Senior Non Commissioned Officer

Occupation Group C:

Tradesmen/women, clerks and skilled office, sales and service staff

- **Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group
- **Clerks** (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recoding/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions' clerk)
- **Skilled Office, sales and service staff:**
 - Office (secretary, personal assistant, desktop publishing operator, switchboard operator)
 - Sales (company sales representative, auctioneer, insurance agent/assessor/loss adjustor, market researcher)
 - Service (aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

Occupation Group D:

Machine operators, hospitality staff, assistants, labourers and related workers

- **Drivers, mobile plant, production/processing machinery and other machinery operators**
- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper)
- **Office assistants, sales assistants and other assistants:**
 - Office (typist, word processing/data entry/business machine operator, receptionist, office assistant)
 - Sales (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, shelf stacker)
 - Assistant/aide (trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal assistant).
- **Labourers & Related workers**
 - Defence forces – ranks below senior NCO not included above
 - Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forest/logging worker, miner, seafarer/fishing hand)
 - Other worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector car park attendant).

Occupation Group N:

If you have not been in paid work for the last 12 months.

- Home Duties
- Carer

FORM B –Consent to Transfer Information

STUDENT DETAILS:

First Name		Surname		DOB	
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SCHOOL TRANSFER DETAILS:

Current School					
E No.	E	School		Suburb	
New School / Catholic Education Commission of Victoria Ltd (CECV)					
E No.	E1145	School	St Vincent de Paul School	Suburb	Strathmore

The teacher/principal has discussed with me/us how and why certain information about my child is provided to the new school. I understand that in addition to formal reports etc. details regarding the educational program will be supplied.

I/We provide informed and express consent for all relevant health and/or educational information held by my child's school/preschool, **detailed below**, to be provided to St Vincent de Paul School. I understand that this information will be collected and used by St Vincent de Paul School to inform health and safety management strategies and educational programming for my child.

TYPE OF INFORMATION:


(e.g. personalised learning plans/student program, medical reports, specialist notes, information regarding adjustments, medical management plans, attendant care plans, behaviour support plans, safety plans)

Date	Author (e.g. psychologist's, medical practitioner's name)	Title (e.g. speech pathologist, psychologist, paediatrician)	Description (e.g. cognitive assessment, language assessment)

CONSENT:

Parent/Carer/Guardian Name:	Parent/Carer/Guardian Signature: Date:
Parent/Carer/ Guardian Name:	Parent/Carer/Guardian Signature: Date:

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

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Privacy Policy

Introduction:

St. Vincent de Paul Primary School recognises that the protection of an individual's privacy is important and is a requirement of the [Australian Privacy Principles \(APPs\)](#) contained in the [Commonwealth Privacy Act 1988 \(Cth\)](#). This Policy has been created to ensure that all personal, health or sensitive information provided to, collected or generated by the school is used and managed in accordance with the APPs. The school also acknowledges its responsibility to notify the Office of the Australian Information Commissioner (OAIC) where personal information is lost or subjected to unauthorised access, modification, disclosure or misuse in accordance with the Notifiable Data Breach Scheme (NDBS 2018).

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

Definitions:

Personal information: is information or opinion, whether true or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information or opinion – that is recorded in any form. For example, a person's name, address, phone number and date of birth (age). De-identified information about Students can also be personal information.


Health information: is information or opinion about a person's physical, mental or psychological health or disability, that is also personal information – whether in writing or not. This includes information or opinion about a person's health status and medical history, immunisation status and allergies, as well as counselling records.

Sensitive information: is information or opinion about a set of specific characteristics, including a person's racial or ethnic origin, political opinions or affiliations, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices; or criminal record. It also includes health information.

Data Breach: occurs where personal information is lost or subjected to unauthorised access, modification, disclosure or misuse in accordance with the Notifiable Data Breach Scheme (NDBS 2018).

Scope:

This policy applies to all parents, guardians, students, permanent, fixed term and casual employees including teaching & non-teaching at St. Vincent de Paul Primary School. It also extends to contractors and volunteers engaged to undertake work on behalf of the school.

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Responsibilities:

School's Responsibility:

The school Principal & Members of the Leadership Team have a responsibility to:

- » Collect, use and manage personal, health & sensitive information in accordance with processes outlined in this policy;
- » Ensure all employees and other relevant individuals are aware of the school's Privacy Policy;
- » Promptly & appropriately intervene when they become aware of a breach of this policy;
- » Report any Data Breach that has the potential to cause *serious harm* to the Office of the Australian Information Commissioner (OAIC);
- » Comply with legislative requirements.


Employee Responsibilities:

- » Familiarise themselves with this policy;
- » Collect, use and manage personal, health & sensitive information in accordance with processes outlined in this policy;
- » Report any Data Breach to the Principal or a member of the Leadership Team immediately upon becoming aware of the event.

The Kinds Of Personal Information The school Collects And How The school Collects It:

The type of information St. Vincent de Paul Primary School collects and manages includes (but is not limited to) personal information, including health and other sensitive information relating to:

- » Information about Students and their family, provided by Students, their family and others including;
 - Contact details (including next of kin), dates of birth, gender, language background, previous school, religion, health fund details and Medicare number, as well as relevant financial details;
 - Parental or carers' education, occupation & language backgrounds;
 - Medical information (e.g. details of disability and/or allergies, and details of any assistance the student receives in relation to those disabilities, medical reports, names of doctors);
 - Conduct and complaint records, or other behaviour notes, school attendance and school reports;
 - Information relating to referrals to government welfare agencies;
 - Counselling reports;
 - Any court orders;
 - Volunteering information (including Working With Children Checks);

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- Photos and videos at school events.
- » Information about job applicants, staff member, volunteers and contractors including but not limited to:
 - Name, contact details (including next of kin), date of birth and religion;
 - Information on job application;
 - Professional development history;
 - Salary and payment information, including superannuation details;
 - Medical information (eg details of disability and/or allergies and medical certificates);
 - Complaint records and investigation reports;
 - Leave details;
 - Photos and videos at school events;
 - Work surveillance information
 - Work emails and private emails (when using work email address) and internet browsing history.
- » Information from others such as visitors who come into contact with the school, including name and contact details and any other information necessary for the particular contact with the school.

Personal information you provide:


St. Vincent de Paul Primary School will generally collect personal information through:

- » Electronic and paper documentation: including job applications, emails, invoices, enrolment forms, letters to the school, consent forms (for example: enrolment, excursion, Student Support Services consent forms), the school website or school-controlled social media;
- » Face-to-face meetings, interviews, telephone calls;
- » Through online tools: such as apps, intranet, portals and other software used by the school.
- » Through any CCTV cameras located at the school.

From time to time, the school may seek the consent of parents/guardians to use their child's name, image and likeness in materials produced or published by or for the school (including newsletters, magazines, posters and other advertising materials to promote the school and its services). Where parents/guardians do not consent to their child's name, image and likeness being used by the school in this manner, the school will refrain from using their child's name, image and likeness.

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. Information the school may collect from another school may include:

- » Academic records and/or achievement levels

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- » Information that may be relevant to assisting the new school meet the needs of the student including any adjustments.

Exception in relation to employee records: In accordance with the Commonwealth Privacy Act 1988 (Cth), 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 unless required by law or organisational policy where the treatment is directly related to a current or former employment relationship between the school and employee. The school also handles staff health records in accordance with the Health Privacy Principles in the Health Records Act 2001 (Vic.).

How The school Uses Personal Information That You Provide:

St. Vincent de Paul Primary School generally only uses personal information for the primary purpose for which the information was collected or for secondary purposes when permitted by the Privacy Act or to which individuals have consented. Generally, the school collects personal information for the purpose of facilitating its ability to function as an educational institution.

Students & Parents:

In relation to personal information of Students and Parents, the primary purpose of collection is to enable the school to provide educational and support services for the student. This includes satisfying the needs of Parents, the needs of the pupil and the needs of the school throughout the whole period the Student is enrolled at the school.


The purposes for which the school uses personal information of Students and Parents include:

- » Keeping Parents informed about matters related to their child's schooling & school events through correspondence, newsletters, magazines, e-news, online tools such as apps, intranet, portals and other software used by the school.
- » Day-to-day administration of the school;
- » Ensuring students' educational, social and medical wellbeing;
- » Addressing queries or resolving complaints;
- » To satisfy the school's legal obligations and allow the school to discharge its duty of care;
- » To comply with the requirements of government authorities and similar organisations;
- » Seeking feedback from students and parents on school performance and improvement, including through school improvement surveys;
- » To engage in fundraising and marketing activities for the school and Parish;
- » To keep Parents informed about matters relating to the Parish, its groups, activities and work.

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

Job Applicants and Contractors:

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

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

- » Administering the individual's employment or contract;
- » For screening purposes;
- » For insurance purposes;
- » Seeking funding and marketing for the school;
- » Satisfying the school's legal obligations, eg, with relation to child safety standards and child protection legislation.

Volunteers: St. Vincent de Paul Primary School also obtains personal information about volunteers who assist the school in its functions or conduct associated activities. This may include copies of their Working With Children Check (WWCC), reference checks, codes of conduct for activities such as assisting in the classroom at sporting events, attending excursions, camps, parent association activities etc...

Counsellors: The school contracts with external providers to provide counselling services for some students. The Principal may require the Counsellor to inform him or her or other teachers of any issues the principal and the Counsellor believe may be necessary for the school to know for the well-being or development of the student who is counselled or other students at the school.

Parish: The school may disclose limited personal information to the school parish and sacramental programs, and other activities such as fundraising.


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 pupils 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 Parent's Association or alumni organisation or, on occasions, external fundraising organisations.

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

Who might the school disclose personal information to?

St. Vincent de Paul Primary School may disclose personal information, including sensitive information, held about an individual to:

- » school service providers, including the Catholic Education Commission of Victoria, (CECV);
- » Third party service providers that provide educational support services and those that assist the school to conduct school improvement surveys, document & data management, training & support services, hosting services and software as a service applications used by the school including Integrated Catholic Online Network (ICON), Googles G-Suite including Gmail;
- » Specialty visiting teachers, counsellors, sports coaches and other dioceses;

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- » Online tools such as apps, intranet, portals and other software service providers used by the school;
- » Federal & State government departments & agencies;
- » Assessment & educational authorities including the Australian Curriculum, Assessment & Reporting Authority;
- » Health Service Providers;
- » Another school to facilitate the transfer of a student;
- » Medical practitioners;
- » Recipients of school publications, such as newsletters and online school spaces;
- » Anyone to whom you authorise the school to disclose information to;
- » Anyone to whom the school is required or authorised to disclose the information to by law such as the Department of Health & Human Services (DHHS), Commission of Children and Young People, Victoria Police;

National Consistency Collection of Data on school Students with Disabilities:

St. Vincent de Paul Primary School is required by the Federal Australian Education Regulation (2013) and Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. The school provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any Student.

Sending Information Overseas:


The school will not send personal information about individuals associated with the school outside of Australia without:

- » Obtaining consent of the individual;
- » Otherwise complying with the Australian Privacy Principles (APP) or other applicable privacy legislation.

The school may also store information by way of electronic cloud, in which case it may be stored on servers outside of Australia.

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

The school makes all 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 storage service and endeavours to ensure the storage service is located in countries with substantially similar protections as the APPs.

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

Treating 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 you agree otherwise, or if the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information:

St. Vincent de Paul Primary School staff members are required to respect the confidentiality of Student and Parental personal information and the privacy of individuals.

The school will take reasonable steps to protect personal information it holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records. Where information is passed to external organisations or service providers acting on the school's behalf, adequate privacy safeguards will be implemented prior to the release of any information.


Notifiable Data Breach Scheme (NDBS)

In accordance with [Section 26 of the Commonwealth Privacy Act 1988](#); St. Vincent de Paul Primary School will immediately report any Eligible Breach of Data immediately to the Office of the Australian Information Commissioner (OAIC).

Eligible Data Breach occurs when personal information is lost or subject to unauthorised access, modification, disclosure, misuse or interference. Where a data breach has occurred and it is likely to result in 'serious harm' (physical, psychosocial, emotional, economic, financial harm or reputation damage) notification to the OAIC is required.

Where the school suspects or believes that an Eligible Data Breach has occurred, the school will within 30 days conduct a risk assessment to determine the contributing factors and anticipated degree of harm to determine if the breach is 'eligible'. Examples of breaches which may be 'eligible' for notification may include:

- » Loss or theft of a laptop or other device containing personal information of Students or Staff Members;
- » Hacking of databases containing personal information;
- » The provision of personal information to the wrong person.

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When a Breach of Data has been identified as 'eligible' the school will prepare and submit a Data Breach Statement to the OAIC as soon as is practical. This statement will include all relevant information; including:

- » A description of the breach;
- » The type of information involved in the breach (personal, health, sensitive, financial);
- » Anticipated degree of harm;
- » Recommended actions for notifying those affected;
- » Recommended actions to prevent reoccurrence;

For further information, refer to the St. Vincent de Paul Primary School's Notifiable Data Breach Procedure.

Updating Personal Information:

St. Vincent de Paul Primary School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. Any person may seek to update their personal information held by the school by contacting the school's Administration Officer at any time.

The Australian Privacy Principles require the school to store personal information no longer than necessary.

Checking Personal Information Held by the school:

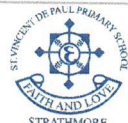
In accordance with the [Commonwealth Privacy Act 1988 \(Cth\)](#) and the [Victorian Health Records Act 2001](#), individuals have the right to obtain access to any personal information and health records relevant to them and to advise the school of any perceived inaccuracy. There are some exceptions to this under the relevant Acts, including limitations in access by employees to their records. Students will generally be able to access and update their personal information through their parents.

Contact may be made with the school's Administration Officer to make a request to access any information the school holds relating to you or your child. The school may require you to verify your identity and specify what information you require.

Consent and rights of access to personal information of (current) students:

St. Vincent de Paul Primary School respects every Parent's right to make decisions concerning their child's education.

Generally, the school will direct any request for consent and notices in relation to the personal information of a student, to the student's Parents. The school will treat consent given by Parents as consent given on behalf of the student, and notice to Parents will act as notice given to the Student.

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Parents may seek access to personal information held by the school about them or their child by contacting the school's Principal. However, there may be occasions when access is denied, such as 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 Pupil, grant that Pupil access to information held by the school about them, or allow a Pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the Pupil and/or the Pupil's personal circumstances warrant it.

Past students have the right to request access to any personal information held about them by the school with consideration given to the relevant APPs. Any such requests must be made to the school Principal.

In addition to the above, the school may from time to time refuse an individual access to the information the school holds about the individual, in accordance with the relevant legislation. Where the school refuses access, the school will give an explanation for the refusal in writing. There may, however, be circumstances where the reason for refusal is not provided, if doing so may breach the privacy of another person.

Enquiries or Complaints

Individuals that would like further information about the way the school manages personal information, or wish to complain as they believe that the school has breached the Australian Privacy Principles (APP) please contact the Principal via principal@svstrathmore.catholic.edu.au or (03) 9379 5723. The school will investigate any complaint and will provide a response to the complainant as soon as is practical.

The school reserves the right to refuse to investigate and deal with a complaint if the school considers it to be vexatious or frivolous.


Breaches of this Policy

St. Vincent de Paul Primary School expects that all permanent, fixed term and casual employees who become aware of a breach of this policy will advise the Principal or a Member of the Leadership Team immediately.

The school will consider each breach of this policy in the context in which it has occurred and will determine the significance of the breach. Where the breach is deemed 'eligible' in accordance with the Notifiable Data Breach Scheme, the school will inform the Office of the Australian Information Commissioner (OAIC).

A serious breach may result in disciplinary action and or in termination of employment.

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Catholic Education Commission Victoria 2020; Sample Privacy Act;
 Commonwealth Government 1988, *Privacy Act*;
 Commonwealth Government 2013; Australian Education Regulation
 Office of the Australian Information Commissioner (OAIC) 2014, Australian Privacy Principles;
 Victorian Department of Education & Training 2018, Information & Privacy Guidelines;
 Victorian Government 2001, *Health Records Act*;



SCHEDULE OF SCHOOL FEES AND LEVIES FOR 2021

\$2760.00 PER Annum

(Billed over 3 Terms)

Term 1	\$740.00
Term 2	\$740.00
Term 3	\$740.00
Maintenance Levy	\$175.00
Capital Levy	\$365.00

INDIVIDUAL STUDENT LEVY

(Covers classroom requisites and excursions)

\$390.00	Prep
\$390.00	Year One
\$390.00	Year Two
\$390.00	Year Three
\$184.00	Year Three Chromebook Charge
\$390.00	Year Four
\$175.00	Year Four Chromebook Charge
\$390.00	Year Five
\$190.00	Year Five Chromebook Charge
\$365.00	Year Five Camp
\$440.00	Year Six
\$175.00	Year Six Chromebook Charge
\$525.00	Year Six Camp



CHECKLIST

To ensure that your child's enrolment can be processed, please check that you have completed the Enrolment Form and have supplied the following documentation.

- ☐ **Enrolment Form**
- ☐ **Thanksgiving Offering**
- ☐ **Birth Certificate**
(The Enrolment Application cannot be processed without this document)
- ☐ **Baptismal Certificate – only required if your child was not baptised at St Vincent de Paul Parish Church**
- ☐ **Eucharistic Certificate (if applicable)**
- ☐ **Confirmation Certificate (if applicable)**
- ☐ **Immunization Certificate**
- ☐ **Citizenship documentation (where applicable)**
- ☐ **Relevant Family Court Orders (where applicable)**
- ☐ **Relevant medical and/or special needs information including clinical/educational assessments (where applicable)**
- ☐ **Current Rates Notice as proof of residency**
(Original document required – a photocopy cannot be accepted)
- ☐ **Enrolment Fee - \$50.00 (Please note: This is a non –refundable fee.)**

To assist our administration staff, it would be greatly appreciated if all information could be returned in an envelope or plastic pocket.

Thank you