

Dear Parents,

Thank you for seeking enrolment for your child to St. Vincent de Paul Primary School. Contained below are details about documentation to assist in your child's enrolment for 2024.

Re: Enrolment Package

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

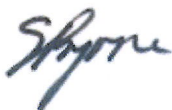
- 1) Letter from our Parish Priest Fr Tony Doran
- 2) Parish Census and Offering form
- 3) Enrolment Form
- 4) School Enrolment Agreement
- 5) School Photography/Recording Permission Form
- 6) Privacy Statement
- 7) Schedule of School Fees and Levies for 2024
- 8) Enrolment Checklist

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.
- **Immunisation Certificate for School Entry**
The certificate for school entry is available from the City of Moonee Valley – Health Department or the Immunisation History Statement from the Australian Childhood Immunisation 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 immunisation 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**
- **\$100.00 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



Parish of St Vincent de Paul
2 The Crossway
Strathmore, Victoria, 3041
Telephone: 03 9412 8460
Strathmore@cam.org.au
ABN: 81 513 567 016

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'. As a Parish Community, 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 in our 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 but 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, 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, we are reliant upon the generosity of you and your fellow parishioners, through your contribution to Parish Stewardship (formerly called Thanksgiving). Stewardship contributions also cover the day to day running costs of our Parish. Therefore I ask you to seriously consider the expectation of your commitment to your stewardship of our Parish.

We are fortunate to have a wonderful dedicated team within our School, who will provide a challenging and engaging education for your family. I look forward to walking with you as you seek to enrol your child into our School.

With every best wish,

Rev Anthony J Doran PP

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- Primary**



St. Vincent de Paul Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS). This form is informed by the St. Vincent de Paul Primary School Enrolment Policy Lodging this form does not guarantee enrolment at the school. Confirmation of an enrolment requires the acceptance of Enrolment Agreement, Parent/Guardian/Carer Code of Conduct, and Student Code of Conduct if an offer of enrolment is made

Please ensure all relevant information is attached to this Enrolment Form when submitting. Please see the Parent/Guardian/Carer documentation checklist at the end of the form.

| STUDENT DETAILS | |
|--|----------------------------|
| Surname: | |
| Given name/s: | |
| Preferred name: | |
| Does the student have a sibling at this school? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| M (Male): <input type="checkbox"/> Female (M): <input type="checkbox"/> Self identified X (Indeterminate/Intersex/Unspecified): <input type="checkbox"/> | |
| Entry year (YYYY): | Entry level/grade: |
| Date of Birth: | Religion (including rite): |
| Home Address: | |

| OFFICE USE ONLY | Date received: | Birth certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/> |
|-----------------|--|--|
| | Payment: Credit <input type="checkbox"/> Direct Debit <input type="checkbox"/> Cash <input type="checkbox"/> Receipt No.: | Documents: Baptism <input type="checkbox"/> Communion <input type="checkbox"/> Reconciliation <input type="checkbox"/> Confirmation <input type="checkbox"/> Photo Permission <input type="checkbox"/> Enrolment Agreement <input type="checkbox"/> |
| | Rates: Strathmore <input type="checkbox"/> Other <input type="checkbox"/> | ICON: Partial <input type="checkbox"/> Full <input type="checkbox"/> |
| | Spreadsheet: Yes <input type="checkbox"/> No <input type="checkbox"/> | Visa information attached (if relevant): Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Immunisation history statement attached: Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| | Comments: | |

STUDENT CONTACT 1 (PARENT 1/GUARDIAN 1/CARER 1)

| | | | | | |
|--|---|--|--|---|--|
| Title: (Dr./Mr./Mrs./Ms./Mx.) | | Surname: | | Given name: | |
| House Number: | | Street Name: | | | |
| Suburb: | | | State: | | Postcode: |
| Telephone: | Mobile: | | Home: | | Work: |
| SMS messaging: (for emergency and reminder purposes) | | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Email: | | | | | |
| Relationship to student: | | | | | |
| Government Requirement | | Occupation: | | What is the occupation group? | |
| | | | | (Select from list of occupation groups in the School Family Occupation Index) A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> N <input type="checkbox"/> | |
| Religion: (include rite) | | | | | |
| Country of birth: Australia <input type="checkbox"/> Other <input type="checkbox"/> (please specify): | | | | | |
| Aboriginal or Torres Strait Islander origin: No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> | | | | | |
| Nationality: | | Ethnicity if not born in Australia: | | | |
| Visa subclass: | | Visa expiry: | | | |
| Please provide up to date evidence of visa status from the Department of Home Affairs, including any changes to visa or citizenship as soon as notified | | | | | |
| Do you speak a language other than English at home? <i>Note: Record all languages spoken</i> | | | | | |
| What is the highest year of primary or secondary school Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed? (Persons who have never attended secondary school, tick Year 9 or below) | | | | | |
| Year 9 or below <input type="checkbox"/> | Year 10 or equivalent <input type="checkbox"/> | Year 11 or equivalent <input type="checkbox"/> | Year 12 or equivalent <input type="checkbox"/> | | |
| What is the level of the highest qualification Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed? | | | | | |
| No post-school qualification <input type="checkbox"/> | Certificate I to IV (including trade certificate) <input type="checkbox"/> | Advanced diploma/Diploma <input type="checkbox"/> | Bachelor degree or above <input type="checkbox"/> | | |

STUDENT CONTACT 2 (PARENT 2 /GUARDIAN 2/CARER 2)

| | | | | | |
|---|----------------|---------------------|---------------|--------------------|--|
| Title: (Dr./Mr./Mrs./Ms./Mx.) | | Surname: | | Given name: | |
| House Number: | | Street Name: | | | |
| Suburb: | | | State: | | Postcode: |
| Telephone: | Mobile: | | Home: | | Work: |
| SMS messaging: (for emergency and reminder purposes) | | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |

| | | | |
|---|---|---|--|
| Email: | | | |
| Relationship to student: | | | |
| Government Requirement | Occupation: | What is the occupation group? (Select from list of occupation groups in the School Family Occupation Index) | A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> N <input type="checkbox"/> |
| Religion: (include rite) | | | |
| Country of birth: Australia <input type="checkbox"/> Other <input type="checkbox"/> (please specify): | | | |
| Aboriginal or Torres Strait Islander origin: No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> | | | |
| Nationality: | | Ethnicity if not born in Australia: | |
| Visa subclass: | | Visa expiry: | |
| Please provide up to date evidence of visa status from the Department of Home Affairs, including any changes to visa or citizenship as soon as notified | | | |
| Do you speak a language other than English at home? Note: Record all languages spoken | | | |
| What is the highest year of primary or secondary school Student Contact 2 (Parent 2 /Guardian 2/Carer 2) has completed? (Persons who have never attended secondary school, tick Year 9 or below) | | | |
| Year 9 or below <input type="checkbox"/> | Year 10 or equivalent <input type="checkbox"/> | Year 11 or equivalent <input type="checkbox"/> | Year 12 or equivalent <input type="checkbox"/> |
| What is the level of the highest qualification Student Contact 2 (Parent 2/Guardian 2/Carer 2) has completed? | | | |
| No post-school qualification <input type="checkbox"/> | Certificate I to IV (including trade certificate) <input type="checkbox"/> | Advanced diploma/Diploma <input type="checkbox"/> | Bachelor degree or above <input type="checkbox"/> |

STUDENT PREVIOUS SCHOOL/PRESCHOOL

| | | |
|---|-----------------------------|---|
| Name and address of previous school/preschool: | | |
| I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning: | No <input type="checkbox"/> | Yes <input type="checkbox"/> (If yes, please complete the Consent for Transferring Information form.) |
| Was the previous school attended interstate? | No <input type="checkbox"/> | Yes <input type="checkbox"/> (If yes, please complete the Interstate Data Transfer Note and Consent forms – refer to link in Enrolment Procedures) |

NATIONALITY AND CITIZENSHIP

| | | |
|---|---|-------------------|
| Government Requirement | Nationality: | Ethnicity: |
| In which country was the student born? | <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): | |

| | |
|---|---|
| Date of arrival in Australia OR Date of return to Australia: | |
| What is the residential status of the student? <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary | |
| Evidence of Australian Residency: | |
| <input type="checkbox"/> Australian Citizen | <input type="checkbox"/> Permanent Resident |
| <input type="checkbox"/> Eligible for Australian Passport | <input type="checkbox"/> Temporary Resident |
| <input type="checkbox"/> Other/Visitor/Overseas Student | |
| Visa sub class**: | Visa expiry date: |
| Previous visa sub class: | |
| <p>* Please attach visa/ImmiCard/letter of notification and passport photo page ** Please note that all enrolments for students with visas require approval through Melbourne Archdiocese Catholic Schools (MACS). Refer to the Dependant Full Fee Overseas Student policy (link) for further information Please provide up to date evidence of visa status from the Department of Home Affairs, including any changes to visa or citizenship as soon as notified</p> | |

| | | | | |
|--|--|--------------------------|--|---|
| Does the student or their student contacts (parent(s)/guardian(s)/carer(s)) speak a language other than English at home? Note: Record all languages spoken. | | | | |
| | | Student | Student Contact 1 (Parent1/Guardian1/Carer1) | Student Contact 2 (Parent2/Guardian2/Carer2) |
| No | English only | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes | Other – please specify all languages | | | |
| Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both) | | | | |
| No <input type="checkbox"/> | Yes, Aboriginal <input type="checkbox"/> | | Yes, Torres Strait Islander <input type="checkbox"/> | |
| Please note that student must actively identify as Aboriginal and/or Torres Strait Islander to comply with the Australian Government census | | | | |

| SACRAMENTAL INFORMATION | | | |
|--|--------------|----------------|--|
| Baptism | Date: | Parish: | |
| Confirmation | Date: | Parish: | |
| Parish where the student lives: | | | |

EMERGENCY CONTACTS – OTHER THAN STUDENT CONTACTS (PARENT/GUARDIAN/CARER)

| Person 1 | Person 2 |
|---------------------------------------|---------------------------------------|
| Surname: Given Name: | Surname: Given Name: |
| Relationship to student: | Relationship to student: |
| Mobile: | Mobile: |
| Home telephone: | Home telephone: |

MEDICAL INFORMATION

| | | | |
|--|---|------------------------------|-----------------------------|
| Doctor's name: | | | |
| Doctor's address: | | | |
| Telephone: | | | |
| Medicare number: | Ref number: | Expiry: | |
| Private health insurance: Yes <input type="checkbox"/> No <input type="checkbox"/> | Fund: | Number: | |
| Ambulance cover: Yes <input type="checkbox"/> No <input type="checkbox"/> | Number: | | |
| Health Care Card: Yes <input type="checkbox"/> No <input type="checkbox"/> | Health Care Card No: | Expiry: | |
| Medical condition/ diagnoses: | <p>Please specify all relevant medical and/or health conditions for the student, e.g. asthma, diabetes, anaphylaxis, continence/toileting and/or any medications prescribed for the student. A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed</p> <p>Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.</p> <p>Please list any known diagnoses for the student regarding their medical or learning needs e.g. Global Developmental Delay (GDD), Autism Spectrum Disorder (ASD), Attention Deficit Hyperactivity Disorder (ADHD), Anxiety</p> | | |
| Has the student been diagnosed as being at risk of anaphylaxis? | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, does the student have an EpiPen or Anapen? | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| <p>If the student has identified medical and/or health condition/diagnoses, please consider the Medical Management policy, first aid policy, and supporting documents.</p> <p>If the student has an identified risk of anaphylaxis, please review the Anaphylaxis and First Aid policies and their supporting documents.</p> | | | |

IMMUNISATION (please attach an immunisation history statement)

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

Immunisation history statement attached: Yes No If no, please provide explanation:

If the student entered Australia on a humanitarian visa, did they receive a refugee health check? Yes No

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

ADDITIONAL NEEDS

Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support? Yes No

Does your child present with:

- | | | |
|--|--|---|
| <input type="checkbox"/> autism (ASD) | <input type="checkbox"/> behavioural concerns | <input type="checkbox"/> hearing impairment |
| <input type="checkbox"/> intellectual disability/ developmental delay | <input type="checkbox"/> mental health concerns | <input type="checkbox"/> oral language/communication difficulties |
| <input type="checkbox"/> ADD/ADHD | <input type="checkbox"/> acquired brain injury | <input type="checkbox"/> vision impairment |
| <input type="checkbox"/> giftedness | <input type="checkbox"/> physical impairment | <input type="checkbox"/> other condition (please specify) |

Has your child ever seen a:

- | | | |
|--|---|--|
| <input type="checkbox"/> paediatrician | <input type="checkbox"/> physiotherapist | <input type="checkbox"/> audiologist |
| <input type="checkbox"/> psychologist/counsellor | <input type="checkbox"/> occupational therapist | <input type="checkbox"/> speech pathologist |
| <input type="checkbox"/> psychiatrist | <input type="checkbox"/> continence nurse | <input type="checkbox"/> other specialist (please specify) |

Have you attached all relevant information and reports? Yes No

HOME CARE ARRANGEMENTS

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

COURT ORDERS OR PARENTING ORDERS (if applicable)

Are there any current court orders or parenting orders relating to the student? Yes No

If yes, copies of these court orders/parenting orders (e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders) must be provided.

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

SIBLINGS ATTENDING A SCHOOL/PRESCHOOL

List all children in your family attending school or preschool (oldest to youngest) – include applicant:

| Name | School/preschool | Year/grade | Date of birth |
|------|------------------|------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

SCHOOL FEES/LEVIAS PAYER DETAILS

Who will be responsible for payment of school fees and levies?

Both Student Contact 1 & Student Contact 2

Student Contact 1

Percentage %

Student Contact 2

Percentage %

Student Contact 1 Yes No

Student Contact 2 Yes No

Please note, the name/s of the parent / carers signing are responsible for the payment of fees for the term of the child's enrolment at the school.

Please note that the completion, signing and lodgement of this enrolment form is a pre-requisite for consideration of the enrolment of your child at the School, however it does not guarantee enrolment. The enrolment is formalised after the Enrolment Agreement is signed, following an offer for enrolment being made by the School.

Please refer to the Terms and Conditions of the Enrolment Agreement for further details and explanation of the terms and conditions that will apply to enrolment at the School, once offered and accepted.

Student Contact 1
parent 1/guardian 1/ carer
1 signature:

Date:

Student Contact 2
parent 2 /guardian 2/
carer 2 signature:

Date:



St Vincent de Paul Primary School Consent to Transfer Information Form

STUDENT DETAILS

| | | | |
|----------------|--|--------------|--|
| Surname: | | Given names: | |
| Date of birth: | | | |

SCHOOL TRANSFER DETAILS

| | | |
|----------------------------------|------------------------------------|--------------------|
| Current pre-school/kindergarten: | | |
| Pre-School/kindergarten: | Suburb: | |
| Current school/college: | | |
| E No.: | School: | Suburb: |
| New school/college: | | |
| E No.: E1145 | School: St Vincent de Paul Primary | 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, 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 the current school, detailed below, to be provided to the new school. I understand that this information will be collected and used by St Vincent de Paul Primary School to inform health and safety management strategies and educational programming for my child.

Type of information to be provided

Please provide all information relevant to the student. This may include personalised learning plans and student program, medical reports, specialist notes, information regarding adjustments, Medical Management Plans, attendant care plans, Behaviour Support Plans or safety plans.

STUDENT INFORMATION

| Date | Author (name of psychologist, medical practitioner) | Title (speech pathologist, paediatrician) | Description (cognitive assessment, language assessment) |
|------|---|---|---|
| | | | |
| | | | |

PARENT/GUADIAN/CARER CONSENT

Parent 1/Guardian 1/Carer 1
signature:

Date:

Parent 2/Guardian 2/Carer 2
signature:

Date:

Please refer to www.svstrathmore.catholic.edu.au for further information about our privacy policy and the use and disclosure of information. Further clarification is available on request from the principal.

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.

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

PARENT/GUARDIAN/CARER DOCUMENTATION CHECKLIST

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

| | |
|--------------------------|---|
| <input type="checkbox"/> | Birth certificate |
| <input type="checkbox"/> | Immunisation history statement |
| <input type="checkbox"/> | Baptism certificate |
| <input type="checkbox"/> | Consent to contact previous school or preschool |
| <input type="checkbox"/> | Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia |
| <input type="checkbox"/> | Visa information – visa grant notice/ImmiCard/letter of notification and passport photo page |
| <input type="checkbox"/> | Medical Management Plan signed by a relevant medical practitioner |
| <input type="checkbox"/> | All relevant information and reports concerning additional needs of your child |
| <input type="checkbox"/> | Any current court orders or parenting orders relating your child |
| <input type="checkbox"/> | Any additional information you wish the school to be aware of |



St. Vincent de Paul Primary School Family Occupational Index: Parent Occupation

St. Vincent de Paul Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Purpose

The Family Occupational Index: Parent Occupation Groups collects information about the parent/guardian/carer occupations. This information is needed by the government as part of the enrolment process for St. Vincent de Paul Primary School. Please select the relevant group and use this to answer the Occupation group question on the St. Vincent de Paul Primary School Enrolment Form.

Please select the appropriate group from the following list.

Group N: Unemployed for more than 12 months

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

Occupation Group A: Elected officials, Senior executives/managers, management in large business organisations, government administration and defence, and qualified professionals

Elected officials

- Mayor, parliamentarian, alderperson, trade union secretary, board member

Senior executives/managers, management in large business organisations

- Senior executive/manager/department head** in industry, commerce, media or other large organisation
- Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- Business** (e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager)
- Media** (e.g. newspaper editor, film/television/radio/stage producer/director/manager)

Government administration

- Public sector manager** (e.g. public service manager (section head or above), regional director, hospital/health services education)
- Defence Forces commissioned officer**

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

- Health** (e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician)
- Education** (e.g. schoolteacher, university lecturer, professor, VET, special education)
- Law** (e.g. judge, magistrate, barrister, coroner, solicitor, lawyer, legal officer)

- Social** (e.g. social/welfare/community worker, counsellor, minister of religion, urban/rural planner, sociologist, librarian, records manager, archivist, interpreter/translator)
- Engineering** (e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer)
- Science** (e.g. geologist, meteorologist, metallurgist, other scientist)
- Computing** (e.g. IT services manager, computer systems designer/manager, software engineer, systems/applications programmer)
- Business** (e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
- Air/sea transport** (e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot)

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

Business owner/manager/professionals

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

Arts/media/sportspersons

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

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

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

- Other** (e.g. library assistant, museum/gallery technician, research assistant, proofreader)

Occupation Group C: Tradespeople, clerks and skilled office, sales, carer and service staff

Tradespeople – generally have completed a four-year trade certificate, usually by apprenticeship. All tradespeople are included in this group.

- Trades** (e.g. metal fitter/machinist, electrician, plumber, welder, cabinet maker, carpenter, joiner; plasterer, tiler, stonemason, painter, decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer, mechanic, chef/cook, hairdresser)

Advanced/intermediate clerical, office, sales, carer and service staff

- Clerk** (e.g. bookkeeper, bank clerk, post office clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply/logistics/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service desk, hospital admissions clerk)
- Office** (e.g. secretary, personal assistant, desktop publishing operator, switchboard operator)
- Sales** (e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate agent)
- Carer** (e.g. aged/disability/refuge/welfare support worker, child care assistant, nanny, nursing support)
- Service** (e.g. meter reader, parking inspector, postal worker, travel agent, tour guide, flight attendant, fitness instructor, inspector, regulatory officer)

Occupation Group D: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers

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

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

Sales, office, hospitality and other assistants

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

Labourers and related workers

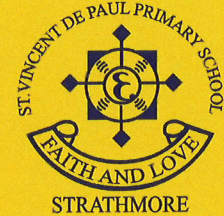
- Defence Forces** (other ranks (below senior NCO) without trade qualification not included above)

- Agriculture, horticulture, forestry, fishing, mining worker** (e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nursery worker, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- Other worker** (e.g. labourer, factory hand, storeperson, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)

From List of Parental Occupation Groups published in Student Background Characteristics, ACARA, 2022.



St. Vincent de Paul Primary School Enrolment Agreement



St. Vincent de Paul Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS). This agreement aligns with St. Vincent de Paul Primary School Enrolment Policy and MACS Enrolment Framework.

Please read the terms and conditions outlined below before signing the agreement. Confirmation of enrolment offer requires the acceptance and signing of the Enrolment Agreement.

Terms and Conditions of Enrolment

1. Education services

- 1.1 Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. MACS schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.
- 1.2 Catholic education services includes:
 - 1.2.1 targeted support to students assessed by the school as requiring additional assistance with literacy and numeracy. The degree of support provided will be determined with consideration of the number of students who would benefit from assistance and the resources available to the school.
 - 1.2.2 targeted support to students assessed by the school as requiring assistance with social and emotional development. The degree of support provided will be determined with consideration of the number of students who would benefit from assistance and the resources available to the school.
- 1.3 Parents, guardians and carers, as the first educators of their children, enter into a partnership with the school to promote and support their child's education. Parents/guardians/carers must assume responsibility for maintaining this partnership by supporting the school in the provision of education to their children within the scope of the school's registration and furthering the spiritual and academic life of their children.

2 Enrolment

- 2.1 Parents/guardians/carers are required to provide particular information about their child during the enrolment procedure, both at the application stage and if the 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, the school may not be able to enrol your child.

- 2.2 To meet MACS and government requirements, parents/guardians/carers will need to provide the school with a completed enrolment form including, among other things, the information listed below:
 - evidence of your child's date of birth (e.g. birth certificate, passport)
 - religious denomination
 - previous school reports (if applicable)
 - names and addresses of the child and parents/guardians/carers; telephone numbers (home, work, mobile) of parents/guardians/carers
 - names of emergency contacts and their details
 - specific residence arrangements

- information about the language/s your child speaks and/or hears at home
- nationality and/or citizenship including the visa sub-class granted upon entry to Australia (prior to citizenship being granted), where applicable
- doctor's name and telephone number
- diagnoses, medical conditions, health needs and immunisation history
- information on additional learning needs (e.g. whether your child requires additional support in relation to personalised care and support, mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
- parenting agreements or court orders, including any guardianship orders.

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

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

3. Fees

- 3.1 The setting of the levels of fees, levies and other compulsory ad hoc charges in MACS schools is the responsibility of the school within the prescribed requirements of MACS, considering the allocation of government funds. School fees generally cover most curriculum-related activities. In some cases, additional costs may be required for some excursions, camps, activities, and programs. Where additional levies and charges are required, the school informs parents/guardians/carers of cost details in advance.
- 3.2 The school offers a number of methods for paying fees, levies, camps and excursions, and ad hoc charges to reduce any financial burden and to assist in financial planning. If you have difficulty in meeting the required payment of fees, levies and ad hoc charges, you are welcome to discuss this with the principal of the school.
- 3.3 Parents/guardians/carers are responsible for the payment of all fees, levies and charges associated with the student's enrolment and attendance at the school, as contained in the school's Fees, Levies and Charges Schedule provided to parents/guardians/carers from time to time. The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion over whether to allow a student 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 The school's enrolment policies and procedures are intended to ensure that, when enrolling students, MACS schools are compliant with relevant Victorian and Australian government legislation. A child must turn five by 30 April in the year of starting school unless an exemption is approved. Enrolment of children under the minimum school entry age and pre-Prep programs require approval from the MACS Executive Director (or the delegate) via the Minimum Age Exemption Application.
- 4.2 Approval for exemptions must be sought from the MACS Executive Director (or the delegate) before enrolment under the minimum starting age can occur. Approval for early-age enrolment will only be granted in exceptional circumstances where both the parent/guardian/carer seek the enrolment of the child under the minimum age, and the
- 4.3 principal supports the enrolment of that child at the school and the best interest criteria are met.

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/guardians/carers 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 The school's child safe policies, codes of conduct and practices set out the commitment to child safety, and the processes for identifying, communicating, reporting, and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with students to safeguard them against abuse.
- 5.4 The school has established human resources practices where newly recruited staff, existing staff and volunteers in the school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of the school's relevant policies and procedures. The school also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with students as part of our human resources practices.
- 5.5 The school has robust, structured risk management processes as prescribed by MACS that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships, and activities with which students within our school engage.
- 5.6 The 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 The school's child safety policies and procedures are readily available and accessible. Further details on MACS' and the Catholic education community's commitment to child safety across Victoria can be accessed at:
 - the Catholic Education Commission of Victoria Ltd child safety page www.cecv.catholic.edu.au/Our-Schools/Child-Safety
 - the Catholic Education Commission of Victoria Ltd Statement of Commitment to Child Safety <https://www.cecv.catholic.edu.au/getmedia/b5d43278-51b9-4704-b45a-f14e50546a70/Commitment-Statement-A4.aspx> (available in English, Arabic, Simplified Chinese, Tagalog, and Vietnamese)
 - the MACS child safety page www.macs.vic.edu.au/Our-Schools/Child-Safety.aspx.

6. Period of Enrolment

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

7. Policies and procedures

- 7.1 All the school's enrolment policies and procedures are available on the school website. For the purposes of this agreement, a reference to school's Policies and Procedures also includes processes, guidelines, and any other applicable governance documentation.
- 7.2 The parents/guardians/carers must comply with and take all reasonable steps to uphold the school's policies and procedures, as introduced or amended from time to time, including those concerning or dealing with:
 - a. the care, safety and welfare of students
 - b. the standards of dress, grooming and appearance
 - c. grievance and complaints
 - d. social media and the use of information, communication, and technology systems
 - e. student behaviour and conduct and discipline of students, including those listed in the student code of conduct as may be published from time to time

- f. parent behaviour and conduct, including any Parent/Guardian/Carer Code of Conduct as may be published from time to time
 - g. privacy.
- 7.3 The school has absolute discretion in all its operational and educational matters and offerings as determined by its governing body, MACS, and subject to relevant delegations to the principal of the school.

8. Terms of enrolment regarding acceptable behaviour or conduct

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

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

- 9.1 As a provider of Catholic education, the principal will consider 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 the school. However, MACS reserves the right to exercise administrative discretion in appropriate circumstances to suspend or terminate enrolment, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

10. Terms of enrolment regarding provision of accurate information

- 10.1 It is vitally important that the principal is made aware of each student's individual circumstances insofar as these may impact upon their physical, functional, emotional, or educational needs, particularly where the school is required to provide additional support to the student.
- 10.2 Parents/guardians/carers must provide accurate and up-to-date information when completing the enrolment form and must supply the 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 or terminated where a parent/guardian/carer has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.
- 10.3 Where, during a child's enrolment, new information becomes available that is material to the child's educational and/or safety and wellbeing needs, it is a term of the student's continuing enrolment that such information is provided to the school promptly. Non-provision of such information will be treated as breach of these terms and conditions of enrolment.
- 10.4 The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.
- 10.5 Any breach of the terms and conditions of enrolment regarding provision of accurate information that is not rectified upon request by the school may result in a suspension or termination of enrolment.

11. Enrolment for children with additional needs

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

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

- 11.4 To support a child's learning and wellbeing needs, students with additional needs can access school-based and MACS learning diversity assessment consultancy services if determined as required to clarify their learning profile and build teacher capacity to support student needs. Please refer to the MACS website for further information:
<https://www.macs.vic.edu.au/Our-Schools/Students-with-Diverse-Learning-Needs.aspx>

12. Assessment and updates

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

13. Discipline

- 13.1 The school has absolute discretion to determine when student conduct warrants disciplinary action to be taken. The school may apply disciplinary measures that it deems appropriate in accordance with the school's policies and procedures, which may include:
- withdrawal of privileges
 - detention at such times as the principal may deem appropriate
 - requiring the student to undertake additional school work during or after normal school hours
 - suspension
 - expulsion
 - such other consequences as the school considers reasonable and appropriate.
- 13.2 Any serious failure by the student to comply with the school's policies and procedures may affect the student's enrolment at the school. The student may be suspended from attending the school, their enrolment may be terminated and/or the school may charge or retain all or part of the fees, levies, or charges for that term.

14. Termination of student's enrolment by the school

- 14.1 The school reserves the right to require the parents/guardians/carers to withdraw the student from the school or to cancel the student's enrolment at any time if the school reasonably considers that:
- the student's behaviour, attitude or conduct to schoolwork, other school activities or while attending school is unsatisfactory
 - the student has demonstrated unsatisfactory conduct or performance, or misconduct
 - the student fails to obey the school's policies and procedures or any student code of conduct of the school
 - a mutually beneficial relationship of trust and cooperation between the parents/guardians/carers and the school or any of its staff has broken down to the extent that it adversely impacts on the school, any of its staff or the ability of the school to provide satisfactory educational services to the student
 - the student's progress and performance are such that the student is not benefiting from the academic courses provided by the school
 - the behaviour or conduct of the parents/guardians/carers towards the school or to any of its staff breaches any Parent/Guardian/Carer Code of Conduct
 - if any accounts or fees payable by the parents/guardians/carers are not paid within the school's terms of payment or within the terms of any written agreement between the school and the parents/guardians/carers permitting a later or deferred payment
 - circumstances exist whereby the ongoing enrolment of the student at the school is untenable or is not in the best interests of the student or the school.

15. Appeal process on enrolment decisions

- 15.1 St. Vincent de Paul Primary School is required to maintain a fair, effective and efficient complaints-handling process so that complaints about enrolment and other matters at the school can be addressed.
- 15.2 If a parent/guardian/carer of the student would like to make an appeal about the enrolment process and/or the enrolment decision, they are advised to consider raising the concerns with the principal or relevant person either in writing or by making an appointment. Please ensure the relevant person/s is given a reasonable amount of time to take the steps required to resolve or address the concerns. Please refer to St. Vincent de Paul Primary School's complaints handling policy or guidelines for further information.
- 15.3 If the matter cannot be resolved at the school level, or if the complaint is about the principal of the school, complainants are advised to contact the relevant MACS Regional Office. Alternatively, parents/guardians/carers may lodge a complaint online and read the MACS Complaint Handling policy at <https://www.macs.vic.edu.au/Contact-Us/Complaints.aspx>.

16. General

- 16.1 This enrolment agreement constitutes the sole and entire agreement between the parents/guardians/carers and MACS in relation to the enrolment of the student at the school.
- 16.2 The parents/guardian/carers acknowledge that MACS may from time to time vary the terms and conditions of this enrolment agreement. The related policies and Codes of Conduct are published on the school website. The school will notify parents when they have been updated.
- 16.3 Parents/guardians/carers acknowledge that a student's enrolment at the school and this agreement with MACS may be terminated in the event of a material breach of this agreement or where the application of one of the school's policies and procedures necessitates or permits such termination.
- 16.4 Any warranty, representation, guarantee or other term or condition whatsoever that is not contained in this agreement is excluded and is of no force or effect.
- 16.5 The agreement is governed by the laws of the State of Victoria, Australia.

Acceptance of enrolment

- By signing this Enrolment Agreement, I acknowledge that I enter into an agreement with Melbourne Archdiocese Catholic Schools Ltd (MACS), as the owner and governing authority for the school, and I understand and accept the terms and conditions of enrolment as set out in this Enrolment Agreement. I agree that there are certain expectations, obligations and guarantees required of parents/guardians/carers of the school's students, so that a harmonious relationship may be established.
- I accept the offer of enrolment of my child at the school in the entry year and entry level noted on the enrolment application form.
- I will support and abide by all MACS and school policies and procedures (including processes, guidelines and other governance documentation), as amended from time to time, in relation to programs of studies, sports, pastoral care, 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 by the school, or I will otherwise notify the school immediately if I am experiencing financial difficulties.
- I will support my child's participation in the religious life of the school (e.g. school liturgies, retreat programs).
- I will attend parent/teacher and information evenings which relate to my child.
- I will participate in a working bee once a year or make a financial contribution.
- In the event I have any concerns, I will raise them initially with the relevant teacher or the school principal.

- I will treat all members of the school community with respect as befits a Catholic school.
- If in time of emergencies, accidents or serious illness I cannot be contacted, I give permission for the principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred.
- As a parent/guardian/carer, I will support the vision of MACS, the school and parish. In accepting the enrolment, I agree to abide by all MACS and school policies and procedures which are reviewed regularly and may be subject to change at the school's discretion. I will work with the school to support the academic/social/behavioural needs of my child. I understand that the consequence of not complying with MACS' and the school's policies and procedures may result in the termination of the enrolment.
- I have read and understand the Parent/Guardian/Carer Code of Conduct and the criteria for termination of enrolment as provided for in the St. Vincent de Paul Primary School policies and/or procedures and agree to comply with expected parent/guardian/carer behaviour and conduct, including any Parent/Guardian/Carer Code of Conduct as may be published from time to time on the school's website and notified to parents.
- I accept that my child will read and understand the St. Vincent de Paul Primary School Student Code of Conduct and agree to comply with expected student behaviour and conduct, including any St. Vincent de Paul Primary School Student Code of Conduct as may be published from time to time on the school's website and notified to parents.
- I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

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

Date:

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

Date:

Disclaimer: Personal information will be held, used and disclosed in accordance with the MACS Privacy Collection Notice and Privacy Policy enclosed in the enrolment pack and available on the school website www.svstratmore.catholic.edu.au



St. Vincent de Paul Primary School Photography and Recording Permission Form



Dear parent / guardian / carer

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

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

We would like permission to use your child's photograph and/or recording for the above purposes.

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

| Name of student | Year level |
|-----------------|------------|
| | |

Parent / guardian / carer permission / authorisations

Permission is given for my child's:

| Description | Yes / No |
|-------------|----------|
| Name | |
| Photograph | |
| Recording | |

To be published by the school in the following ways:

| Description | Yes / No |
|---------------------------|----------|
| School website | |
| Social media | |
| Promotional materials | |
| Newspaper and other media | |

| | Yes / No |
|--|----------|
| I authorise MACS and the CECV to use photographs and recordings in material available free of charge to schools and education departments around Australia for MACS and CECV promotional material, marketing, media and educational purposes | |

| | Yes / No |
|---|----------|
| I give permission for a photograph and recording of my child to be used by the school, MACS and / or the CECV in the agreed publications without acknowledgement, remuneration or compensation | |
| I understand and agree that if I do not wish to consent to my child's photograph or recording appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school. | |

Licensed under NEALS

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

| | |
|---|------|
| Name of parent / guardian / carer (please circle) | |
| Signature | Date |
| If the child is aged 15 years or over, they may also sign | |
| Name of child | |
| Signature | Date |

Any permission and consent given may be withdrawn by the parent/guardian/carer 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 the school website: www.svstrathmore.catholic.edu.au



St. Vincent de Paul Primary School Privacy Policy and Procedures



St. Vincent de Paul Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Purpose

This policy sets out how personal information provided to or collected by St. Vincent de Paul Primary School is managed, to ensure St. Vincent de Paul Primary School acts in accordance with relevant legislative requirements.

Scope

This policy applies to information held and acquired by St. Vincent de Paul Primary School

Principles

St. Vincent de Paul Primary School will apply a number of principles in collecting and managing personal information. It will:

- manage personal information in an open and transparent way.
- only collect personal information that is reasonably necessary for the school's functions or activities.
- use fair and lawful means to collect personal information.
- obtain consent to collect sensitive information unless specified exemptions apply.
- take reasonable steps to protect the personal information the school holds from misuse, interference and loss and from unauthorised access, modification or disclosure.
- only use or disclose personal information for the primary purpose of collection unless an exception applies.

Policy

The school collects and holds personal information, including health and other sensitive information about students, parents /guardians/carers and others, who come into contact with the school.

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

- forms filled out by parents / guardians / carers or students
- face-to-face meetings and interviews
- emails and telephone calls

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

St. Vincent de Paul Primary School ensures that personal information is stored securely and that access is provided only to persons who need such access. Depending on the nature of the personal information, it may be stored in locked rooms or cabinets (in the case of paper records), on secure digital devices or on the school computer systems with appropriate level of access in place.

Exception in relation to employee records

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

Anonymity

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

Procedures

What information may be collected by the school?

Student information

Name

Contact details (including next of kin)

Date of birth

Gender

Language background

Previous school

Religion

Medical and welfare information (including details of disability and / or allergies and details of any assistance the student receives for that disability and / or allergies, medical reports,

Medical reports

Cognitive assessments

Conduct and complaint records, or other behaviour notes, school attendance, school reports

Information about referrals to government welfare agencies

Information obtained during counselling

Any court orders

Photographs and videos at school events

Parent / guardian / carer information

Name

Address

Contact details

Education, occupation, and language background

Health fund details

Medicare number

Any court orders

Volunteer information (including Working with Children Check)

Job applicants, staff members, volunteers, and contractors

Name

Contact details (including next of kin)

Date of birth

Information on job application form

Information provided by a former employer or a referee

Professional development history

Salary and payment information, including superannuation details

Medical information (e.g., details of disability and / or allergies, medical certificates)

Complaint records and investigation report

Employee records

Photos and videos at school events

Workplace surveillance information

Work email and private email (using work email address) and internet browsing history

Other people who come into contact with the school

Name

Contact details

Personal information provided by other people

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

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

How will the school collect and hold personal information?

Students and parents / guardians / carers

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

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

needs of the student and the needs of the school throughout the whole period the student is enrolled at the school.

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

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

Job applicants and contractors

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

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

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

Volunteers

The school also obtains personal information about volunteers who assist the school in its functions or conduct associated activities, such as [include the name of any alumni associations].

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

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

Counsellors

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

Parish

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

Marketing and fundraising

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

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

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

Who might the school disclose personal information to?

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

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

Nationally Consistent Collection of Data on School Students with Disability

The school is required by the Australian Education Regulation 2013 (Cth) and *Australian Education Act 2013* (Cth) to collect and disclose certain information to inform the Students with a Disability (SwD) loading via the NCCD. The school provides the required information at an individual student level to an approved authority. Approved authorities must comply with reporting, record-keeping and

data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.

Sending and storing information overseas

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

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

The school may from time to time use the services of third-party online service providers (including for the delivery of services and third-party online applications, or apps relating to email, instant messaging and education and assessment, such as Google G Suite and Gmail) which may be accessible by the parent / guardian / carer. Some personal information, including sensitive information, may be collected and processed or stored by these providers in connection with these services. These online service providers may be located in or outside Australia.

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

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

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

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

How does the school treat sensitive information?

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

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

Management and security of personal information

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

The school has in place steps to protect the personal information the school holds from misuse, interference and loss, unauthorised access, modification, or disclosure by use of various methods including locked storage of paper records and appropriate security to limit access to digital records.

This includes responding to any incidents which may affect the security of the personal information it holds. If the school assesses that anyone whose information is affected by such a breach is likely to suffer serious harm as a result, we will notify them and the Office of the Australian Information Commissioner of the breach.

Access and correction of personal information

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

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

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

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

Consent and rights of access to the personal information of students

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

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

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

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

Complaints

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

Principal
School name
School address
Email: principal@svstrathmore.catholic.edu.au

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

If the parents / guardians / carers are not satisfied with the school's decision, a complaint in relation to an alleged breach of the Australian Privacy Principles can be made to the MACS Privacy Officer at privacy@macs.vic.edu.au.

MACS Privacy Officer
Melbourne Archdiocese Catholic Schools Ltd
PO Box 3
EAST MELBOURNE 8002
Phone 03 9267 0228
Email: privacy@macs.vic.edu.au.

MACS will investigate any complaint and notify you of a decision in relation to your complaint as soon as practicable after the decision has been made. If you are not satisfied with MACS' decision, you may make a complaint to the Office of the Australian Information Commissioner (OAIC). Contact details are:

GPO Box 5218, Sydney, NSW 2001
Telephone: 1300 363 992

An online privacy complaint form is available from www.oaic.gov.au.

Related policies and documents

Supporting documents

St. Vincent de Paul Primary School Standard Collection Notice
St. Vincent de Paul Primary School Photographic and Recording Permission Form

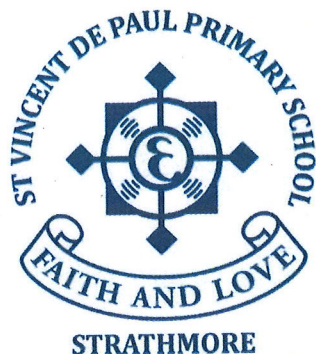
Related MACS policies and documents

Privacy Policy for MACS Schools
Recordkeeping Policy – Schools

Legislation and standards

Australian Education Act 2013 (Cth)
Australian Education Regulation 2013 (Cth)
Health Records Act 2001 (Vic.)
Privacy Act 2001 (Cth)

| | |
|---------------|-------------|
| Approval Date | 10 May 2023 |
| Review Date | May 2025 |



SCHEDULE OF SCHOOL FEES AND LEVIES FOR 2024

\$3240.00 PER ANNUM FAMILY FEE

(Billed over 3 Terms)

| | |
|------------------|----------|
| Term 1 | \$850.00 |
| Term 2 | \$850.00 |
| Term 3 | \$840.00 |
| Maintenance Levy | \$200.00 |
| Capital Levy | \$500.00 |

INDIVIDUAL STUDENT LEVY

(Covers classroom requisites and excursions)

| | |
|------------|----------|
| Prep | \$535.00 |
| Year One | \$535.00 |
| Year Two | \$535.00 |
| Year Three | \$535.00 |
| Year Four | \$535.00 |
| Year Five | \$535.00 |
| Year Six | \$585.00 |



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**
- Enrolment Agreement**
- Photo Permission Form**
- Birth Certificate**
(The Enrolment Application cannot be processed without this document)
- Baptismal Certificate**
- Eucharistic Certificate (if applicable)**
- Confirmation Certificate (if applicable)**
- Immunisation 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 of \$100.00 (Please note: This is a non-refundable fee.)**

CASH

- CREDIT CARD**
- **CARD NO:** _____
 - **EXPIRY DATE:** ____ / ____
 - **CCV:** _____
 - **CARDHOLDER NAME:** _____
 - **SIGNATURE:** _____

- DIRECT DEBIT**
- **BSB NO: 083 347**
 - **ACCOUNT NO: 48360 2478**
 - **ACCOUNT NAME: ST VINCENT'S DE PAUL SCHOOL**

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