

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 2026.

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) School Enrolment Agreement
- 4) Privacy Statement
- 5) Parent/Guardian Code of Conduct
- 6) Schedule of School Fees and Levies for 2025
- 7) 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.**

FAMILY NAME:

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

Pledge:

Office Use	
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1st Jan – 31st Dec

\$ _____ Weekly or

\$ _____ Monthly or

\$_____ Quarterly or

\$ Yearly

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:

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 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.

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:

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 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 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 Code of Code is created with reference to St Vincent de Paul Primary School Enrolment Policy and St Vincent de Paul Primary School Enrolment Agreement. Parents/Guardians/Carers are expected to read, sign, and comply with the Code of Conduct for the student's enrolment to be accepted.

Purpose

St Vincent de Paul Primary School is committed to ensuring a respectful learning environment that is safe, positive, and supportive for all students, staff and visitors of the school.

It is the intention of St Vincent de Paul Primary School to provide clear guidelines to all parents and visitors regarding the conduct expected of them while in a school environment, engaging in school-related activities or representing the school. Parents/guardians/carers and visitors are expected to uphold the school's core values at all times.

Scope

This Code of Conduct applies to all St Vincent de Paul Primary School parents, guardians, carers and visitors to the school and school related places. The application of this code is not limited to the school site and school hours. It extends to all school-related activities and events (including, but not limited to: school fetes, camps or sporting events, online activity, etc.) and when visiting or representing the school.

Principles

This Code of Conduct is based on the following principles that everyone at St Vincent de Paul Primary School:

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

Expected conduct and bearing of all parents / guardians / carers

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

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

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

Unacceptable conduct

Unacceptable conduct includes, but is not limited to:

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

Breach of the code of conduct

Parents/guardians/carers are, as a condition of enrolment, expected to read, sign, and comply with the St Vincent de Paul Primary School Enrolment Agreement, St Vincent de Paul Primary School Parent/Guardian/Carer Code of Conduct (**Code of Conduct**), and relevant school policies.

Parents/guardians/carers who breach this Code of Conduct or Enrolment Agreement will be contacted by the principal. Appropriate action, which may include limiting and reducing access to school grounds, attending school functions or school-based activities or, setting mandatory parameters around methods and timing of communication, or imposing an Immediate or Ongoing School Community Safety Order is at the discretion of the principal and other authorised persons.

Should any parent/guardian/carer:

- (a) repeatedly breach the terms of the Agreement, Code of Conduct, and/or relevant school policies (after the parent/guardian/carer or the family collectively, has been warned that any further breach may result in a termination of enrolment); or
- (b) engage in conduct on a single occasion which constitutes a serious breach of the Code of Conduct and/or relevant school policies (involving for example, conduct which poses a serious risk to staff or student health and safety), the circumstances may result in a termination of their child's enrolment.
- (c) A termination of enrolment may also occur where any parent/guardian/carer has engaged in conduct on a single occasion which constitutes a serious breach of the Parent / Guardian / Carer Code of Conduct and/or relevant school policies (involving for example, conduct which poses a serious risk to staff or student health and safety.) In these circumstances, it will not be necessary for a warning to be given before consideration is given to termination of enrolment.

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

- the view of the principal of the school
- an objective assessment of all presenting circumstances, including the nature and gravity of the conduct and whether any previous warnings have been provided to the parent/guardian/carer
- the principles of procedural fairness are followed in the decision-making process, including an opportunity for the student and their family/guardians/carers to be heard, all relevant information considered.

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

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

Parent / guardian / carer code of conduct		
Parent 1/Guardian 1/ Carer 1 name		
Parent 1/Guardian 1/ Carer 1 signature		
Date		
Parent 2/ Guardian 2/ Carer 2 name		
Parent 2/Guardian 2/ Carer 2 signature		
Date		

Policy information table

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Learning Diversity
Approving authority	Executive Director
Assigned board committee	Education Strategy and Policy

Approval date	10 May 2025
Risk rating	High
Date of next review	May 2025
Publication details	CEVN, school website

POLICY DATABASE INFORMATION	
Assigned Framework	Enrolment of Students
Related documents	Enrolment Policy Enrolment Agreement Enrolment Form Student Code of Conduct
Superseded documents	Parent Guardian Carer Code of Conduct – v2.0 – 2022
New policy	



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

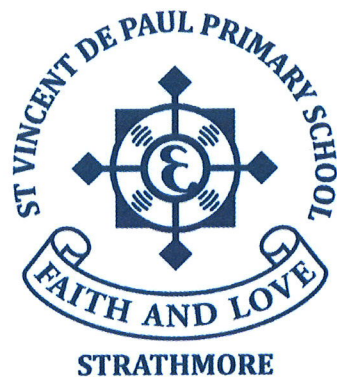
Related MACS policies and documents

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 2025

\$3630.00 PER ANNUM FAMILY FEE

(Billed over 3 Terms)

Term 1	\$890.00
Term 2	\$890.00
Term 3	\$890.00
Maintenance Levy	\$210.00
Capital Levy	\$750.00

INDIVIDUAL STUDENT LEVY

(Covers classroom requisites, books and excursions)

Prep	\$570.00
Year One	\$570.00
Year Two	\$570.00
Year Three	\$570.00
Year Four	\$570.00
Year Five	\$570.00
Year Six	\$620.00



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**
 - ☐ **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.