

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 2027.

## Re: Enrolment Package

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

- 1) Letter from our Parish Priest
- 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 2026
- 7) Enrolment Checklist

**Before you submit your completed application, please ensure that you include the following documents with your child's Enrolment online. 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**



## St Vincent de Paul's Catholic Church

2 The Crossway, Strathmore. VIC. 3041

Parish Office:

22 Robinson Street, Moonee Ponds. VIC. 3039

Phone: (03) 9370 5035

Email: [Strathmore@cam.org.au](mailto:Strathmore@cam.org.au)

Website: [www.stmonicasparish.com.au](http://www.stmonicasparish.com.au)

10<sup>th</sup> February, 2026

Dear Parents, Children and Families,

It is with great joy that I welcome you to St Vincent de Paul's Parish Primary School. Whether you are joining our school community for the first time or continuing your journey with us, you are most welcome.

Our school motto, "Step by Step We Grow," beautifully captures what learning and life are truly about. Learning takes time. Character takes time. Faith takes time. Step by step, God works through our efforts, our struggles, and even our weaknesses, shaping us into the people He calls us to be.

Our school vision is to empower students to become lifelong learners. Guided by our Christian faith, our education is not only about knowing more, but about living better: learning to be kind, learning to be honest, learning to stand up for what is right, and learning to care for others.

As our students begin their journey at St Vincent de Paul's, may they learn with curiosity, act with kindness, grow in wisdom, and never forget that learning is meant to shape their lives, not just their minds.

May we continue to learn from St Vincent de Paul himself: to know God clearly, to love Him deeply, and to follow Him closely.

I look forward to walking together with you—parents, children, teachers, and parish—as one faith-filled community, step by step, growing together in learning, faith, and love.

Yours in Christ,

Fr Nhân Le  
Parish Priest

# PARISH CENSUS CARD

Produced by the DEVELOPMENT OFFICE

Family Name \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

## Person 1

Name: Select Title \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Religion \_\_\_\_\_ Occupation \_\_\_\_\_

Email Address \_\_\_\_\_ Mobile \_\_\_\_\_ Contact Number \_\_\_\_\_

## Person 2

Name: Select Title \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Religion \_\_\_\_\_ Occupation \_\_\_\_\_

Email Address \_\_\_\_\_ Mobile \_\_\_\_\_ Contact Number \_\_\_\_\_

Where do you usually attend Mass? \_\_\_\_\_ Suburb \_\_\_\_\_ P.T.O. \_\_\_\_\_

# PARISH CENSUS CARD

Produced by the DEVELOPMENT OFFICE

## Children at Home

- 1 Name \_\_\_\_\_ Religion \_\_\_\_\_  
Birth Date \_\_\_/\_\_\_/\_\_\_ Male  Female  School Name \_\_\_\_\_
- 2 Name \_\_\_\_\_ Religion \_\_\_\_\_  
Birth Date \_\_\_/\_\_\_/\_\_\_ Male  Female  School Name \_\_\_\_\_
- 3 Name \_\_\_\_\_ Religion \_\_\_\_\_  
Birth Date \_\_\_/\_\_\_/\_\_\_ Male  Female  School Name \_\_\_\_\_
- 4 Name \_\_\_\_\_ Religion \_\_\_\_\_  
Birth Date \_\_\_/\_\_\_/\_\_\_ Male  Female  School Name \_\_\_\_\_ P.T.O.

## Comments

**Privacy Statement:** This Parish is committed to upholding and maintaining the Privacy Principles and Legislative requirements as set out in the Statutory Regulations of the Australian and Victorian Governments. This relates particularly to the gathering, recording, storing and disclosure of information relating to church operations and to the provision of religious and pastoral care services. We will not disclose your personal information to other third parties for other fundraising purposes without your consent.



CATHOLIC ARCHDIOCESE  
OF MELBOURNE

# MY FINANCIAL PLEDGE TO

Surname: \_\_\_\_\_ Given name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Email: \_\_\_\_\_ Mobile: \_\_\_\_\_ Phone: \_\_\_\_\_  
 My age group is:  under 20  20-29  30-39  40-49  50-59  60-69  70-79  80-89  90+

## Credit Card

Please debit my Credit Card with the sum of: \$ \_\_\_\_\_  
 every  month  quarter  half-year  year

Name on Card: \_\_\_\_\_

Please tick  MasterCard  VISA  / \_\_\_\_\_  
 Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I understand that I may cancel this authority in writing at any time.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Direct Debit

(from a nominated bank account – forms available from the Parish Office)

My financial pledge will be: \$ \_\_\_\_\_  
 every  month  quarter  half-year  year

## Envelopes

(envelopes available from the Parish Office)

My financial pledge will be: \$ \_\_\_\_\_  
 every  week  month  quarter  half-year  year

## Our Privacy Commitment

The information collected on this card is for Parish information and use only. Be assured that Parish First P/L and our Parish are committed to upholding and maintaining the Privacy Principles and Legislative requirements as set out in the Statutory Regulations of the Australian and State Governments. This relates particularly to the gathering, recording, storing and disclosure of information relating to parish operations and the provision of religious and pastoral care services. We will never disclose your personal information to other third parties for other fundraising purposes without your consent.



## **SCHEDULE OF SCHOOL FEES AND LEVIES FOR 2026**

### **PER ANNUM FAMILY FEE**

**(Billed over 3 Terms)**

	<b>1 Child</b>	<b>2 Child</b>	<b>3 Child</b>	<b>4 Child</b>
	<b>\$3860</b>	<b>\$3960</b>	<b>\$4010</b>	<b>\$4060</b>
Term 1	\$966.00	\$1000.00	\$1016.00	\$1033.00
Term 2	\$967.00	\$1000.00	\$1017.00	\$1033.00
Term 3	\$967.00	\$1000.00	\$1017.00	\$1034.00
Maintenance Levy	\$210.00	\$210.00	\$210.00	\$210.00
Capital Levy	\$750.00	\$750.00	\$750.00	\$750.00

### **INDIVIDUAL STUDENT LEVY**

**(Covers classroom requisites, books and excursions)**

Book Levy	\$105.00
Prep	\$470.00
Year One	\$470.00
Year Two	\$470.00
Year Three	\$470.00
Year Four	\$470.00
Year Five	\$470.00
Year Six	\$530.00



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 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](http://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](http://www.macs.vic.edu.au/Our-Schools/Child-Safety.aspx).

## 6. Period of Enrolment

- 6.1 The enrolment of the student, once approved by the principal of the 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.



## Privacy Policy

### Introduction

Melbourne Archdiocese Catholic Schools Ltd (MACS), MACS schools, school boarding premises operated by MACS schools and specialist schools operated by MACS subsidiary, Melbourne Archdiocese Catholic Specialist Schools (MACSS) (in this policy, collectively **MACS**) is bound by the Australian Privacy Principles (APP) contained in the *Privacy Act 1988* (Cth) (**Privacy Act**) and if required by contractual obligations, the *Privacy and Data Protection Act 2014* (Vic) and the Information Privacy Principles contained within that Act. MACS and its schools are also bound by the *Health Records Act 2004* (Vic) (**Health Records Act**).

### Purpose

This policy sets out how MACS manages the personal information and the rights of Parents and Students in relation to personal information held about them, including how to make a complaint and MACS deals with complaints.

### Scope

This policy applies to all personal and sensitive information (including health information) handled by MACS.

### Principles

The following principles apply to the handling of personal information by MACS:

- personal information is managed in an open and transparent way
- only personal and / or sensitive information that is reasonably necessary for MACS' functions or activities is collected
- fair and lawful means is used to collect personal information
- consent to collect sensitive information is obtained unless specified exemptions apply
- reasonable steps are taken to protect the personal information MACS holds from misuse, interference and loss and from unauthorised access, modification or disclosure
- personal information is only used or disclosed for the primary purpose of collection unless an exception applies

### Policy

#### Why MACS collects personal information

##### 1. Why and how MACS collect personal information

- 1.1. MACS will only collect personal, sensitive (including health) information, if the information is reasonably necessary for one or more of its functions or activities.
- 1.2. The types of personal information collected depends on the relationship held and engagement with MACS. MACS collects personal information by lawful and fair means. MACS collect information about:
  - students
  - parents, guardians, carers (**Parents**)
  - job applicants and employees
  - volunteers
  - donors and members
  - contracted service providers and suppliers
  - visits to MACS websites

- members of the public who interact with MACS
- 1.3. MACS collects personal information in writing, through technology systems or in conversations, visits to MACS offices or schools, directly from the individual or from another source where reasonably required such as Parents, contracted service providers or referrers. In some circumstances, MACS collects personal information from other sources, for example:
    - from another MACS school or entity related to MACS
    - a third party, such as a contracted service provider providing services to MACS
    - information provided to a third party by an individual for the purpose of sharing it with MACS
    - information sharing entities authorised by law
    - CCTV systems which used in MACS premises to provide safe environments for staff, students and visitors.
  - 1.4. Where individuals do not provide information requested to MACS, it may affect their ability to access MACS schools, services and systems. For example, a MACS 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. MACS will inform you when this may affect your engagement with MACS.
  - 1.5. MACS may receive information about you even where it has taken no active steps to collect information. If permitted or required by law, MACS may keep records of this information. If not, we will destroy or de-identify the information where practicable, lawful and reasonable to do so.

## What information is collected?

### 2. Types of personal information

- 2.1. The information MACS collects depends on how individuals interact with MACS, the purpose of that interaction and the nature of the relationship with MACS. MACS also uses specific Collection Notices in connection with the type of engagement.
  - 2.1.1. Students and Parents before, during and after the course of a student's enrolment at a MACS school:
    - name, contact details (including next of kin), date of birth, gender, language background, previous school, religion
    - parents' education, occupation, language spoken at home, nationality and country of birth
    - health information (e.g., details of medical condition, disability and / or allergies, dietary requirements, absence notes, immunisation details, medical reports, names of doctors)
    - Victorian Student Number (VSN)
    - results of assessment tasks and other classroom activities
    - conduct and complaint records or other behaviour notes, and school reports
    - information about referrals to government welfare agencies
    - counselling reports
    - health fund details and Medicare number
    - any Family Court orders
    - criminal records
    - volunteering information
    - photos, videos at school activities, events and through closed circuit television (CCTV) if in use at MACS premises
  - 2.1.2. Employees, job applicants, volunteers, contractors
    - name, contact details (including next of kin), date of birth, religion
    - information on job application

- qualifications, registrations and professional learning history
  - salary and payment information, including banking and superannuation details
  - health information (e.g., details of disability and / or allergies, medical certificates)
  - national police check and working with children check
  - complaint records and investigation reports
  - leave details
  - photos and videos at school events
  - workplace surveillance information, including CCTV footage
  - work email and private email (when using work email address) and internet browsing history.
- 2.1.3. Suppliers, donors, members and visitors including, but not limited to:
- name, contact details
  - work email and private email (when using work email address) and internet browsing history.

## How does MACS treat sensitive information?

### 3. Sensitive information

- 3.1. MACS will only collect Sensitive information (including health information) if it is reasonably necessary for its functions or activities, a permitted general or health situation exists, or where MACS has consent from the individual or their Parent (in the case of students).
- 3.2. Sensitive information will only be used and disclosed for the purpose for which it was collected, a directly related secondary purpose in limited circumstances, with your consent, or as required or authorised by law.

## How we use and disclose information

### 4. Use or disclosure

- 4.1. MACS only uses or discloses Personal, including Sensitive information, under the following circumstances:
- for the purpose for which it was collected
  - for a purpose which you might reasonably expect that is related to the primary purpose (except for sensitive or health information)
  - where the individual has consented to the use or disclosure
  - if MACS is permitted or required by law to do so.
- 4.2. MACS may use Personal information in the following ways:
- 4.2.1. Students and Parents**
- admission and enrolment
  - providing schooling and school activities
  - satisfying the needs of Parents, the needs of Students and the needs of the school during the whole period a Student's enrolment in the school
  - making the required reports to government authorities
  - keeping Parents informed about matters related to their child's schooling, through correspondence, apps, newsletters and magazines
  - day to day administration, operations, and quality assurance
  - seeking and processing the payment of school fees within the same diocese including when a student transfers between such schools
  - looking after Students' educational, social, spiritual and health wellbeing
  - satisfying MACS legal obligations

- allowing schools school to discharge duty of care and child safety obligations.

#### **4.2.2. Employees**

- administering the individual's employment or contract including:
  - corresponding with employees
  - professional learning and development processes
  - salary and payment information, including superannuation details
  - medical details (e.g. details of disability, and / or allergies, medical certificates)
  - complaint records and investigations
- administrative matters including for insurance purposes
- looking after Staff occupational, social, spiritual and health wellbeing
- to respond in the event of an emergency
- for evaluation and improvement of the work environment
- satisfying MACS' and the school's legal obligations, for example, in relation to child protection legislation.

#### **4.2.3. Volunteers**

- to contact individuals and to administer the volunteer position
- administrative matters including for insurance purposes
- satisfying MACS' and a school's legal obligations, for example in relation to child protection legislation

#### **4.2.4. Job applicants, contractors and others**

- assessing and if successful, engaging an applicant or contractor
- information provided by a former employer or a referee
- making an offer of employment or engagement
- administering an individual's contract
- administrative matters including for insurance purposes
- fulfilling a contract obligation
- corresponding with individuals to administer their relationship with MACS
- satisfying MACS' and the school's legal obligations, for example, in relation to child protection legislation.

### **5. Third parties**

5.1. MACS may share Personal information (including Sensitive information) with third parties where it is necessary and appropriate for the purposes set out above including but not limited to:

- other schools and teachers at those schools, including a new school to which a student transfers to facilitate the transfer of the student, and schools within the same diocese where concurrent applications for enrolment are made to those schools
- government departments (including for policy and funding purposes)
- the Victorian Catholic Education Authority (VCEA), the archdiocese and parishes, other church related agencies / entities and schools within other dioceses, or other dioceses
- local parish/es associated with the school/college
- medical and health practitioners
- people providing educational support and health services to the school, including specialist visiting teachers, health professionals, sports coaches, volunteers and counsellors
- fundraising organisations, venues and event organisers, marketing and communication agencies

- specialist advisory services including in human resources, child protection and students with additional needs) and providers of learning and assessment
- authorised agencies and organisations to whom MACS is required to disclose personal information for administrative, educational and research purposes including
  - the Australian Curriculum, Assessment and Reporting Authority (ACARA),
  - NAPLAN Test Administration Authorities
  - Victorian Curriculum and Assessment Authority (VCAA)
  - Nationally Consistent Collection of Data (NCCD) for quality assurance processes
  - participation in the Australian Early Development Census (AEDC) and government audits
- regulatory, investigative and law enforcement or government bodies such as to enable MACS and the school to discharge its responsibilities under child safety legislation, including Commission for Children and Young People (CCYP), Victorian Institute of Teaching (VIT) and Victoria Police.
- people and organisations providing administrative, technology, professional, and financial services to MACS
- other providers of specific information management and storage systems and other information technology services to MACS
- recipients of MACS specific publications, such as school newsletters and magazines
- financial institutions for payment processing
- referees whose details job applicants provide to MACS
- Students' Parents
- anyone you authorise MACS to disclose information to
- anyone to whom MACS is required or authorised by law to disclose the information, including child protection laws.

## 6. Associated legislation and schemes

- 6.1. MACS is an information sharing entity (ISE) in accordance with the Child Wellbeing and Safety (Information Sharing) Amendment Regulations 2020 (Vic.). This legislation broadens the circumstances in which MACS may share information to support the wellbeing and safety of children and students.
- 6.2. MACS maintains appropriate confidentiality as it provides information under legislated information sharing schemes being Child Information Sharing Scheme (CISS) or Family Violence Information Sharing Scheme (FVISS)) or under the *Terrorism (Community Protection) Act 2003* (Vic.)
- 6.3. Under the Notifiable Data Breaches (NDB) scheme, MACS must inform the Office of the Australian Information Commissioner and affected individuals of any data breach likely to result in serious harm to individuals whose personal information contained in the breach.

## How we store personal information

### 7. Storage of Personal information

- 7.1. MACS may store Personal information in hard copy or electronically. MACS will store Personal information until no longer required, including where the law MACS requires to retain Personal information.

### 8. Security of Personal information

- 8.1. MACS have reasonable steps in place to ensure the protection of Personal information that it holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and access controls to electronic data.
- 8.2. These steps include:
  - restricting access to information on MACS systems and local databases to a 'need to know' basis with access levels allocated to staff based on their roles and responsibilities

- ensuring all Staff are aware that they are not to reveal or share personal passwords
- ensuring storage of hard copy files containing personal and health information in lockable cabinets in lockable rooms. MACS restricts access to these files on a need to know basis
- implementing physical security measures around MACS premises to prevent break- ins
- implementing ICT security systems, policies and procedures designed to protect information storage on computer networks
- implementing human resource policies and procedures including a code of conduct, and policies for email and internet usage, information and records management designed to ensure that staff follow correct protocols when managing personal information
- undertaking due diligence with respect to third party providers, including cloud service providers, who may have access to personal information to ensure as far as practicable that they are compliant with the APP or a similar privacy regime.

## 9. Sending and storing information overseas

- 9.1. MACS may disclose Personal information about an individual to overseas recipients in certain circumstances where it is necessary to perform its functions and activities. For example, to facilitate a school student tour or similar, or in connection with any third-party cloud service provider. MACS may provide some limited Personal information to these service providers to enable them to authenticate users that access their services and provide technical support (e.g., services relating to email, instant messaging and education and assessment applications).
- 9.2. MACS may store Personal information in the cloud. This means information may reside on a cloud service provider's server which may be situated outside Australia. Examples include Google, which provides GAFE including Gmail, and stores and processes limited personal information for that purpose.
- 9.3. MACS makes reasonable efforts to be satisfied about the security of any Personal information collected, processed and stored outside Australia, in connection with any cloud and third-party services. MACS will take reasonable steps to ensure cloud service providers are hosted in Australia or otherwise in countries with substantially similar protections as the APP.
- 9.4. For further information about locations where a school stores personal information using cloud service provides, please contact the principal of the school.

## Access and correction of personal information

### 10. Access to and correction of personal information

- 10.1. Under the Privacy Act and the Health Records Act, an individual has the right to seek access to and or correction of any Personal information which MACS holds about them. There are some exceptions to access and correction rights which are set out in the applicable Act. For general inquiries about access and correction refer to the contact details below.
- 10.2. To make a request to access, update or correct any Personal information that a MACS school holds about you or your child, please contact the principal by email, post or telephone in the first instance. Refer to the school's website for contact details or refer to the Student Collection Notice.
- 10.3. Individuals may seek access to Personal information held by MACS by contacting the MACS Privacy Officer. There may be occasions, however, when the Privacy Officer may refuse this access request. For example, where the release of the information would have an unreasonable effect on the privacy of others; where the release of the information may result in a breach of the school's duty of care to the student, or in the case of employees, access to the employee record.
- 10.4. MACS may require verification of your identity and for you to specify which information you require. MACS may charge a reasonable fee for giving you access to personal information, but there is no charge for making a request or to correct Personal

information. If the information sought is extensive, MACS will advise the likely cost in advance.

- 10.5. If MACS refuses a request, MACS will provide a written notice explaining the reasons for the refusal (unless, given the grounds for refusal, it would be unreasonable to provide reasons) and how to complain.
- 10.6. Specific Collection Notices also set out how an individual may access or correct their Personal information.

### Mature minors

- 10.7. In certain circumstances, principal of the MACS school may assess a student as a "Mature Minor" in relation to their capacity to make decisions about consent, access or correction.
- 10.8. When requested by a student, the principal may, at their discretion, grant a 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. This would normally only occur when the maturity of the student and /or the student's personal circumstances warrant it. For further information regarding mature minor assessment, please consult MACS Legal.

### Inquiries and complaints

- 11. For further information about how MACS manages the personal information it holds or if you wish to complain that you believe a breach of privacy has occurred, please contact the principal by email, post or telephone or the MACS Privacy Officer at:

MACS Privacy Officer  
 Melbourne Archdiocese Catholic Schools Ltd  
 PO Box 3  
 EAST MELBOURNE 8002  
 Phone 03 9267 0228  
 Email: [legal@macs.vic.edu.au](mailto:legal@macs.vic.edu.au).

- 11.1. MACS will investigate any complaint and notify the individual of a decision in relation to the complaint as soon as practicable.
- 11.2. Individual can refer complaints to the Office of the Australian Information Commissioner (OAIC) or if they are not satisfied with MACS' decision in relation to the privacy complaint, or the OAIC can be contacted directly. Contact details are:  
 Office of the Australian Information Commissioner  
 GPO Box 5218 SYDNEY NSW 2001 Telephone: 1300 363 992  
 An online privacy complaint form is available from [www.oaic.gov.au](http://www.oaic.gov.au).

### Roles and reporting responsibilities

Role	Responsibility	Reporting requirement
Principal	Ensure publication of this policy and related documents	Annual attestation to the Executive Director
General Manager, Legal MACS Corporate (MACS Privacy Officer)	Report breaches of Australian Privacy Principles Respond to privacy complaints	Director, Governance and Legal
General Manager, IT	Report notifiable breaches of Cyber Security Policy	Executive Director Office of the Australian Information Commissioner

## Definitions

### Health information

Health information is a subset of sensitive information. It is information or opinion about the health (including illness, disability or injury) of an individual, an individual's expressed wishes about the future provision of health services to the individual or a health service provided, or to be provided, to an individual. Health information also includes personal information collected during the provision of a health service. Health information is regulated in Victoria under the Health Records Act 2001 (Vic).

### Mature minor

A mature minor is an individual in a MACS school who is assessed by the principal of that school to be a mature minor in all or some circumstances.

### Melbourne Catholic Archdiocese Schools Ltd (MACS)

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and / or its subsidiaries, Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS) and/or Melbourne Archdiocese Early Years Education Ltd (MACSEYE) (as the context requires).

### MACS office

Staff employed in MACS offices at James Gould House, Catholic Leadership Centre and MACS regional offices.

### MACS school or school

A school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS, directly or through MACSS (as the context requires). References to schools or MACS schools also includes school boarding premises operated by MACS and specialist schools operated by MACSS.

### MACS staff or staff

Staff refers to all people who carry out work in any capacity for MACS or its subsidiaries, and includes MACS board directors, board committee members, employees, volunteers, consultants, contractors and School Advisory Council members, as the context requires.

### Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS)

Melbourne Archdiocese Catholic Specialist Schools Ltd, a wholly owned subsidiary of MACS established to conduct and operate specialist schools.

### Parent

A person who has parental responsibility for a child. This may include a biological parent or another person who has been granted parental responsibility by a court order.

### Personal information

Information or an opinion about an identified individual or an individual who is reasonably identifiable. It does not matter whether the information or opinion is true or not. It does not matter whether the information or opinion is recorded or documented, or not.

### Policy

A high-level, principles-based directive that must be complied with across MACS and its subsidiaries, as the context requires.

### Principal

Individual appointed by MACS as principal in a MACS school.

### Sensitive information

Sensitive information is a type of personal information that is given extra protection and must be treated with additional care. It includes information or opinion about an individual's racial or ethnic origin, political opinions, religious beliefs or affiliations, philosophical beliefs, sexual orientation or

practices, criminal record, membership of a political association, professional or trade association, or trade union. It also includes health information and biometric information.

### **Student**

Student means a person who is enrolled at or attends a MACS school.

### **Victorian student number (VSN)**

A randomly generated 9-digit number assigned to all Victorian students as a unique identifier. Every student under 25 years of age is given a VSN when they first enrol at a Victorian education or training provider. The VSN allows education and training providers to record and monitor the enrolment of students in Victorian and to track student progress through their school age years and beyond, should they continue into vocational education and training (VET). The register of VSN is managed by the Victorian Curriculum and Assessment Authority (VCAA).

## **Related policies and documents**

### **Supporting documents**

Consent to Share Personal Information with Third Parties – Template for Schools  
Consent to Transfer Information Form – Template for schools  
[Interstate Student Transfer Consent Note](#) – Non government schools  
Photography and Recording Permission Form – Template for schools  
Privacy Collection Notice – Students and Parents  
Privacy Collection Notice – Job Applicants

### **Related MACS policies and documents**

Child Safety and Wellbeing Recordkeeping Procedures  
Closed Circuit Television Policy  
Complaints Handling Policy for MACS Schools  
Cyber Security Policy  
Information and Records Management Policy – MACS offices

### **Other resources**

Catholic Education Commission of Victoria (CECV) Child Information Sharing Scheme (CISS) – Proactive information sharing and responding to requests  
CECV. CISS – Requesting information  
CECV. Family Violence Information Sharing Scheme (FVISS) – Proactive information sharing and responding to requests.  
CECV. FVISS – Requesting information  
CECV. Making a request under the CISS or FVISS – Template for schools  
National Catholic Education Commission (NCEC). Privacy Compliance Manual  
[Secretary's Guidelines on the Victorian Student Number](#)

## **Legislation and standards**

*Australian Education Act 2013* (Cth)  
*Australian Education Regulations 2013* (Cth)  
*Charter of Human Rights and Responsibilities Act 2006*  
*Child Wellbeing and Safety Act 2005* (Vic.)  
Child Wellbeing and Safety (Information Sharing) Amendment Regulations 2020 (Vic.)  
*Education and Training Reform Act 2006* (Cth)  
*Health Records Act 2004* (Vic)  
*Privacy Act 1988* (Cth)  
*Privacy Amendment (Notifiable Data Breaches) Act 2017*(Cth)  
*Privacy and Data Protection Act 2014* (Vic).  
*Surveillance Devices Act 2004* (Cth)  
*Terrorism (Community Protection) Act 2003* (Vic.)  
Ministerial Order 1359 – Child Safe Standards – Managing the risk of child abuse

## Policy information

<b>Responsible director</b>	Director, Governance and Legal
<b>Policy owner</b>	General Manager, Legal – MACS Corporate
<b>Approving authority</b>	Executive Director
<b>Assigned board committee</b>	Child Safety and Risk Management
<b>Approval date</b>	18 September 2024
<b>Risk Rating</b>	High
<b>Review by</b>	May 2025
<b>Publication</b>	CEVN, school website

### POLICY DATABASE INFORMATION

<b>Assigned framework</b>	Governance
<b>Supporting documents</b>	See list of supporting documents and related policies above
<b>Superseded documents</b>	Privacy Policy – Template for Schools – v1.0 – 2021 Privacy Policy – Template for Schools – v2.0 – 2023 Privacy Policy – MACS – v1.0 – 2021 Privacy Policy – MACS – v2.0 – 2022 Privacy Policy – MACS – v2.0a – 2023 (rebranding only)
<b>New policy</b>	



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	



## 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 (online)**
- Enrolment Agreement**
- 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 (Paid online via the Enrolment form. Please note: This is a non-refundable fee .)**
  - 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 is uploaded via the online Enrolment form.