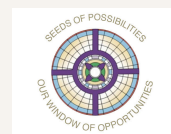


St Joseph's Catholic Primary School Enrolment Form – Primary



St Joseph's Catholic 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 (MACS).

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

ENROLMENT FORM

Name of student:

Address where student lives:

Current school family: YES ☐ NO ☐

Tel:

OFFICE USE ONLY

Date received:

Birth certificate attached: Yes ☐ No ☐

Enrolment date:

English as an Additional Language: Yes ☐ No ☐

Start date:

Immunisation history statement attached: Yes ☐ No ☐

Student ID:

Baptism certificate attached (if relevant): Yes ☐ No ☐

House colour:

Proof of address attached: Yes ☐ No ☐

Passport and Visa information attached (if relevant): Yes ☐ No ☐

STUDENT DETAILS

Surname:

Entry year (YYYY):

Entry level/grade:

Given name/s:

Preferred name:

Date of birth:

Religion: (include rite)

Male: ☐

Female: ☐

Unspecified/Indeterminate/X: ☐

Student Contact 1 (PARENT 1/GUARDIAN 1/CARER 1)				
Title: (Dr/Mr/Mrs/Ms)		Surname:		Given name:
House Number:		Street Name:		
Suburb:			State:	Postcode:
Telephone:	Home:	Work:		Mobile:
Email:				
Relationship to student:				
Have you downloaded the Skoolbag App? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Occupation Company Name:				
Government Requirement	Occupation:	What is the occupation group? (select from list of occupation groups in the School Family Occupation Index)		
Religion: (include rite)		Nationality: Ethnicity if not born in Australia:		
Country of birth: <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):				
What is the highest year of primary or secondary school Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed? (Persons who have never attended secondary school, tick Year 9 or below)				
Year 9 or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>	
What is the level of the highest qualification Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed?				
No post-school qualification <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Advanced diploma/Diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>	

Student Contact 2 (PARENT 2 /GUARDIAN 2/CARER 2)				
Title: (Dr/Mr/Mrs/Ms)		Surname:		Given name:
House Number:		Street Name:		
Suburb:			State:	Postcode:
Telephone:	Home:	Work:		Mobile:
Email:				
Relationship to student:				
Have you downloaded the Skoolbag App? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Occupation Company Name:				
Government Requirement	Occupation:		What is the occupation group? (select from list of occupation groups in the School Family Occupation Index)	
Religion: (include rite)			Nationality: Ethnicity if not born in Australia:	
Country of birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):		
What is the highest year of primary or secondary school Student Contact 2 (Parent 2 /Guardian 2/Carer 2) has completed? (Persons who have never attended secondary school, tick Year 9 or below)				
Year 9 or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>	
What is the level of the highest qualification Student Contact 2 (Parent 2/Guardian 2/Carer 2) has completed?				
No post-school qualification <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Advanced diploma/Diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>	

PREVIOUS SCHOOL/PRESCHOOL FOR STUDENT ENROLLING		
Start date of school in AUS:		
Name and address of previous school/preschool:		
Phone number of previous school/preschool:		
I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning:	No <input type="checkbox"/>	Yes <input type="checkbox"/> (If yes, please complete the Consent for Transferring Information form.)
Latest school report attached?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

NATIONALITY				
Government Requirement		Nationality:		Ethnicity:
In which country was the student born?		<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):		
Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both)				
No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/>				
Does the student or their student contacts (parent(s)/guardian(s)/carer(s)) speak a language other than English at home? <i>Note: Record all languages spoken.</i>				
		Student	Student Contact 1 (Parent1/Guardian 1/Carer1)	Student Contact 2 (Parent2/Guardian 2/Carer2)
No	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Other – please specify all languages			

IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS*	
Please tick the relevant category below and record the visa subclass number as per government requirements: (original documents to be sighted and copies to be retained by the school)	
Australian citizen not born in Australia:	
<input type="checkbox"/>	Australian citizen (Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia)
Australian passport number:	
Naturalisation certificate number:	
Visa subclass recorded on entry to Australia:	
Date of arrival in Australia:	
Not currently an Australian citizen, please provide further details as appropriate below:	
<input type="checkbox"/>	Permanent resident: (if ticked, record the visa subclass number)
<input type="checkbox"/>	Temporary resident: (if ticked, record the visa subclass number)
<input type="checkbox"/>	Other/visitor/overseas student: (if ticked, record the visa subclass number)
* Please attach visa/ImmiCard/letter of notification and passport photo page	

SACRAMENTAL INFORMATION			
Baptism	Date:	Parish:	
Reconciliation	Date:	Parish:	
Communion	Date:	Parish:	
Confirmation	Date:	Parish:	
Parish where the student lives:			

EMERGENCY CONTACTS – In addition to (PARENT/GUARDIAN/CARER)	
1. Name:	2. Name:
Relationship to student:	Relationship to student:
Home telephone:	Home telephone:
Mobile:	Mobile:

MEDICAL INFORMATION			
Doctor's name:			
Clinic name & address:			
Telephone:			
Medicare number:		Ref number:	Expiry:
Private health insurance:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fund:	Number:
Ambulance cover:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number:	
Health Care Card	Yes <input type="checkbox"/> No <input type="checkbox"/>	Health Care Card No:	Expiry:
<p>Medical condition: Please specify any relevant medical conditions for the student, e.g. asthma, diabetes, anaphylaxis, and/or any medications prescribed for the student. A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed.</p> <p>Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.</p>			

Has the student been diagnosed as being at risk of anaphylaxis?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, does the student have an EpiPen or Anapen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

IMMUNISATION (please attach an immunisation history statement)

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

Immunisation history statement attached:

Yes ☐

No ☐

If no, please provide explanation:

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

Yes ☐

No ☐

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

ADDITIONAL NEEDS

Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support?

Yes ☐

No ☐

Does your child present with:

☐ autism (ASD)

☐ behavioural concerns

☐ hearing impairment

☐ intellectual disability/developmental delay

☐ mental health issues

☐ oral language/communication difficulties

☐ ADD/ADHD

☐ acquired brain injury

☐ vision impairment

☐ giftedness

☐ physical impairment

☐ other condition (please specify)

Has your child ever seen a:

☐ paediatrician

☐ physiotherapist

☐ audiologist

☐ psychologist/counsellor

☐ occupational therapist

☐ speech pathologist

☐ psychiatrist

☐ continence nurse

☐ other specialist (please specify)

Have you attached all relevant information and reports?

Yes ☐

No ☐

SIBLINGS ATTENDING A SCHOOL/PRESCHOOL

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

Name	School/preschool	Year/grade	Date of birth

HOME CARE ARRANGEMENTS

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

COURT ORDERS OR PARENTING ORDERS (if applicable)

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

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

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

FAMILY DETAILS

To whom the account for school fees and levies is sent?

Surname	First name	Address and email	Telephone	Relationship to the student

Please note that the completion, signing and lodgement of this enrolment form is a pre-requisite for consideration of the enrolment of your child at the School, however it does not guarantee enrolment. The enrolment is formalised after the Enrolment Agreement is signed, following an offer for enrolment being made by the School. Please refer to the Terms and Conditions of the Enrolment Agreement for further details and explanation of the terms and conditions that will apply to enrolment at the School, once offered and accepted.

Student Contact 1 PARENT 1/GUARDIAN 1/ CARER 1 SIGNATURE:	Date:
Student Contact 2 PARENT 2 /GUARDIAN 2/ CARER 2 SIGNATURE:	Date:

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

Consent

The signature of:

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

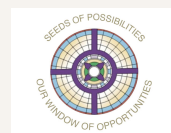
Notes for informal carer:

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

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy enclosed with this Enrolment Pack and available on its website <http://stjosephsschoolmernda.org/>

PARENT/GUARDIAN/CARER DOCUMENTATION CHECKLIST	
Please ensure that the following documents are attached to the Enrolment Application form (as applicable to your child):	
<input type="checkbox"/>	Birth certificate
<input type="checkbox"/>	Immunisation history statement
<input type="checkbox"/>	Baptism certificate (if applicable)
<input type="checkbox"/>	Consent to contact previous school or preschool
<input type="checkbox"/>	Latest school report (if applicable)
<input type="checkbox"/>	Proof of address
<input type="checkbox"/>	Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia
<input type="checkbox"/>	Visa information – visa/ImmiCard/letter of notification and passport photo page
<input type="checkbox"/>	Medical Management Plan signed by a relevant medical practitioner
<input type="checkbox"/>	All relevant information and reports concerning additional needs of your child
<input type="checkbox"/>	Any current court orders or parenting orders relating your child
<input type="checkbox"/>	Any additional information you wish the school to be aware of

St Joseph's Catholic Primary School School Family Occupation Index: Parent Occupation Groups



St Joseph's Catholic 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).

Please select the appropriate group from the following list.

Group N: Unemployed for more than 12 months

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

Occupation Group A: Senior management in large business organisations, government administration and defence and qualified professionals

Senior management in large business organisations

- ☐ **Senior executive/manager/department head** in industry, commerce, media or other large organisations
- ☐ **Business** (e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager)
- ☐ **Media** (e.g. newspaper editor, film/television/radio/stage producer/director/manager)

Government administration

- ☐ **Public service manager** (Section head or above) (e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research/facility manager, police/fire services administrator)
- ☐ **Defence Forces commissioned officer**

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

- ☐ **Health** (e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician)
- ☐ **Education** (e.g. school teacher, university lecturer, VET/special education/EAL/private teacher, education officer)
- ☐ **Law** (e.g. judge, magistrate, barrister, coroner, solicitor, lawyer)
- ☐ **Social welfare** (e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator)
- ☐ **Engineering** (e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer)
- ☐ **Science** (e.g. scientist, geologist, meteorologist, metallurgist)

- ☐ **Computing** (e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer)
- ☐ **Business** (e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)
- ☐ **Air/sea transport** (e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot)

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

Business owner/manager

- ☐ **Farm/business owner/manager** (e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business)
- ☐ **Specialist manager** (e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations)
- ☐ **Financial services manager** (e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer)
- ☐ **Retail sales/services manager** (e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station)

Arts/media/sportspersons

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

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

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

Occupation Group C: Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women – generally have completed a four-year trade certificate, usually by apprenticeship. All tradesmen/women are included in this group.

- ☐ **Trades** (e.g. electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer)

Clerks, skilled office, sales and service staff

- ☐ **Clerk** (e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk)
- ☐ **Office** (e.g. secretary, personal assistant, desktop publishing operator, switchboard operator)
- ☐ **Sales** (e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher)
- ☐ **Carer** (e.g. aged/disabled/refuge care worker, child care assistant, nanny)
- ☐ **Service** (e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor)

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

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

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

Hospitality, office staff

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

Labourers and related workers

- ☐ **Defence Forces** (other ranks (below senior NCO) without trade qualification not included above)
- ☐ **Agriculture, horticulture, forestry, fishing, mining worker** (e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- ☐ **Other worker** (e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

St Joseph's Catholic Primary School

Consent to Transfer Information



STUDENT DETAILS

First name:

Surname:

Date of birth:

SCHOOL TRANSFER DETAILS

CURRENT SCHOOL/COLLEGE:

E No.:

School:

Suburb:

NEW SCHOOL/COLLEGE:

E No.:

School:

Suburb:

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

I/we provide informed and express consent for all relevant health and/or educational information held by the current school, detailed below, to be provided to the new school. I understand that this information will be collected and used by St Joseph's Catholic Primary School to inform health and safety management strategies and educational programming for my child.

Type of information to be provided

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

STUDENT INFORMATION

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

CONSENT

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

Date:

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

Date:

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

St Joseph's Catholic Primary School Standard Collection Notice



Collection of personal information

1. The school collects personal information, including sensitive information about students and parents/guardians/carers and family members before and during the course of a student's enrolment at the school. This may be in writing, through technology systems or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the school, Melbourne Archdiocese Catholic Schools Ltd (MACS) and the Catholic Education Commission of Victoria Ltd (CECV) to meet educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the school.
2. Some of the information the school collects is to satisfy the school's legal obligations in relation to discharging its duty of care, and to satisfy the legal obligations of the school's governing authority, MACS.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant education Acts and public health and child protection and immigration laws.
4. Health information about students, which includes information about any disability as defined by the *Disability Discrimination Act 1992* (Cth), is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act 1988* (Cth). The school may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.

Consequences if information is not collected

5. If any personal information requested by the school is not provided, the main consequences for the individual if all or some of the personal information is not collected by the school, is that it may affect the school's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the school.

Use and disclosure of personal information

6. The school may disclose personal and sensitive information for administrative, educational and student support purposes, or may permit the information to be directly collected by third parties. Other entities, bodies or persons to which the school usually discloses personal information of the kind collected by the school include:
 - i. school service providers such as MACS, the CECV, school governing bodies and other dioceses
 - ii. 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 – for example, the Integrated Catholic Online Network (ICON), Google G Suite, and the Victorian Curriculum and Assessment Authority (VCAA)
 - iii. MACS and the CECV to discharge responsibilities under the Australian Education Regulation 2013 and the *Australian Education Act 2013* (Cth) relating to visa sub-classes, students with a disability, including audit processes and Nationally Consistent Collection of Data (NCCD) quality assurance processes

- iv. MACS and the CECV to support the school by undertaking assessments of students for the purpose of educational programming or external providers of health services such as counsellors, psychologists, school nursing services, dental vans. Specific consent is obtained to collect and disclose sensitive information and health information if it is required 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
 - v. MACS and the CECV to support the training of selected staff in the use of school systems, such as ICON and ROSAE
 - vi. another school to facilitate the transfer of a student
 - vii. federal and state government departments and agencies acting on behalf of the government for compliance or audit purposes, or data collections, for example February and August census processes and census audits, NAPLAN, Australian Early Development Census
 - viii. people and organisations providing instructional services such as sports coaches, external training services, guest speakers, volunteers, counsellors and providers of learning and teaching consultancy support and student assessment services
 - ix. assessment and educational authorities, including the VCAA and the Australian Curriculum, Assessment and Reporting Authority (ACARA)
 - x. people providing administrative and financial services to the school
 - xi. anyone parents/guardians/carers authorise the school to disclose information to
 - xii. anyone to whom the school is required or authorised to disclose the information by law, including under the Child Information Sharing Scheme (CISS) and the Family Violence Information Sharing Scheme (FVISS) child protection and mandatory reporting laws.
7. The school is required by the *Australian Education Regulation 2013* (Cth) and the *Australian Education Act 2013* (Cth) (AE Act) to collect and disclose certain information to inform the Students with Disability (SwD) loading via the NCCD. The school provides the required information at an individual student level to MACS and the CECV, as an approved authority. Approved authorities must comply with reporting, record-keeping and data quality assurance and audit obligations under the AE Act. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.
 8. Personal information collected from students is regularly disclosed to their parents/guardians/carers.
 9. If a parent/guardian/carer makes an enrolment application to another school, personal information including health information provided during the application stage may be collected from, or shared with, the other school.
 10. The school may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
 11. The school may engage in fundraising activities. Information received from parents/guardians/carers may be used to make an appeal to the parent/guardian/carer. The information may be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. The school will not disclose personal information to third parties for marketing purposes without parent/guardian/carer consent.
 12. On occasion, information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on the school intranet and on the school website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permission from the student's parent/guardian/carer and from the student if appropriate, prior to publication to enable the school to include such photographs or videos, or other identifying material, in the promotional

material or otherwise make this material available to the public. The school may obtain permission annually, or as part of the enrolment process. Permission obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents/guardians/carers to notify the school if they wish to vary the permission previously provided. The school may include student and parent/guardian/carer contact details in a class list and school directory.

13. The school may use online or cloud service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia.

Access to personal information

14. The school's Privacy Policy, accessible on the school's website, contains information about how parents/guardians/carers or students may access personal information about them that is held by the school and seek the correction of such information.

Disclosure to overseas recipients

15. The school may disclose personal information about an individual to overseas recipients to facilitate for example, a school exchange or a student overseas tour.
16. Where personal information is held by a cloud computing service provider on behalf of the school for educational and administrative purposes, it may be stored on servers located within or outside Australia.
17. The countries in which the servers of cloud service providers and other third party service providers are located may include:

[Cloud Google](#)

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

Complaints

19. The school's Privacy Policy contains information about how parents/guardians/carers and students may complain about a breach of the Australian Privacy Principles and how the school will deal with such a complaint.

Details of the school

20. The school and its contact details are:

St Joseph's Catholic Primary School
44 Mernda Village Dr,
Mernda VIC 3754

Telephone – (03) 9717 6480
Email – office@stjmern.catholic.edu.au

St Joseph's Catholic Primary School Photography and Recording Permission Form



Dear Parent/Guardian/Carer,

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

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

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

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

NAME OF STUDENT:	YEAR LEVEL:
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I give permission for my child's:

- ☐ name
- ☐ photograph
- ☐ recording

to be published by the school on/in:

- ☐ the school website
- ☐ social media
- ☐ promotional materials
- ☐ newspapers and other media.

☐ I authorise MACS and the CECV to use photographs and recordings in material available free of charge to schools and education departments around Australia for MACS and CECV promotional, marketing, media and educational purposes.

☐ I give permission for a photograph and recording of my child to be used by the school, MACS and the CECV in the agreed publications without acknowledgment, remuneration or compensation.

☐ I understand and agree that if I do not wish to consent to my child's photograph or recording appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

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

NAME OF PARENT/GUARDIAN/CARER (Please circle):	
Signature:	Date:
If the student is aged 15 or over, they may also sign:	
Signature:	Date:

Any permission and consent given may be withdrawn by the parent/guardian/carer or student (if they are aged 15 or over) by notifying the school in advance of any photograph or recording being made.

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on the school website: <http://stjosephsschoolmernda.org/>.

St Joseph's Catholic Primary School Parent/Guardian/Carer Code of Conduct



St Joseph's Catholic 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

St Joseph's Catholic 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 Joseph's Catholic Primary School to provide clear guidelines to all parents and visitors regarding the conduct expected of them while on the school premises, 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.

Application

This Code of Conduct applies to all St Joseph's Catholic Primary School parents, guardians, carers and visitors to the school. The application of this code is not limited to the school site and school hours. It extends to all activities and events that are school-related and when visiting or representing the school, including, without limitation, at all times when wearing the school uniform. The code also requires that parent/guardian/carer or visitor actions do not bring the school into disrepute at any time, regardless of whether the action occurs within or outside of school activities.

Basic Principles

This Code of Conduct is based on the following principles that everyone at St Joseph's Catholic 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 or discrimination
- 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/carer 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
- 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 threatening or likely to offend, harass, bully or unfairly discriminate against any student, employee, contractor, volunteer or other
- 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 who breach this code of conduct will be contacted by the school principal. Appropriate action, which may include being banned from coming onto school grounds, attending school functions or school-based activities or, setting mandatory parameters around methods and timing of communication, is at the discretion of the school principal.

Parents/guardians/carers who continually breach this Code of Conduct or who engage in a significant and/or serious breach, will be referred to the principal, who has full discretion to take or to seek the taking of action which may include termination of this enrolment agreement.

Termination of this enrolment agreement may occur in circumstances where any parent/guardian/carer repeatedly breaches the Code of Conduct (after the parent/guardian/carer, or the family collectively, has been warned that any further breach may result in a termination of enrolment), or should any parent/guardian/carer engage in conduct on a single occasion which constitutes a serious breach of the Code of Conduct (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.

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.

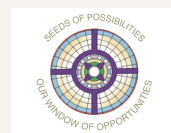
Before any final decision as to termination of enrolment is made, the student's family will be provided with an opportunity to comment on and/or provide any relevant information for consideration in this regard.

In accordance with applicable legislation and the school's Child Protection Policy, the police and/or 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH) will be informed of any unlawful breaches of this code.

NAME OF PARENT/GUARDIAN /CARER:	Signature:	Date:
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St Joseph's Catholic Primary School

Student Code of Conduct



St Joseph's Catholic 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

St Joseph's Catholic Primary School is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students of the school.

It is the intention of St Joseph's Catholic Primary School to provide clear guidelines to all students regarding the conduct expected of them while at school, engaging in school-related activities or representing the school. Students are expected to uphold the school's core values at all times.

Application

This Code of Conduct applies to all St Joseph's Catholic Primary School students. The application of this code is not limited to the school site and school hours. It extends to all activities and events that are school-related and when representing or acting on behalf of the school, including, without limitation, at all times when wearing the school uniform. The code also requires that student actions do not bring the school into disrepute at any time, regardless of whether the action occurs within or outside of school activities.

Basic Principles

This Code of Conduct is based on the following principles that everyone at St Joseph's Catholic Primary School:

- has the right to be safe
- has the right to be treated with respect and be valued, even in diversity
- has the right to participate within a secure environment without interference, intimidation, harassment, bullying or discrimination
- 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 Students

It is expected that every student will:

- uphold the school's core values at all times
- 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 the students may visit
- ensure that their actions do not bring the school into disrepute
- respect the authority of members of staff and observe school rules and teacher directions as required
- strictly adhere to the Student ICT Responsible Use Agreement
- be respectful and supportive of the school's beliefs and values

- behave with courtesy and consideration for others
- refrain from all forms of bullying, harassment, racial vilification and discrimination of any nature
- report any behaviour of other students that is harmful to other students, or to the teachers or school
- support other students, or seek help for other students who need assistance or are in a vulnerable situation
- refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students
- respect school property and the property of staff, contractors, visitors and other students
- be punctual and attend all classes
- remain in the school grounds during the school day unless otherwise approved by the principal
- complete work set by teachers promptly and to the best of their ability and to take full advantage of the educational opportunities offered at the school
- dress neatly and with due regard for health, hygiene and safety in accordance with the school's uniform requirements.

Unacceptable Conduct

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students 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, bullying, name calling, racial discrimination or discrimination on grounds of disability, appearance or religion)
- any form of cyber bullying or cyber abuse
- theft or misuse of property belonging to other students or the school
- sending inappropriate, offensive or explicit text messages, photos or videos
- language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, teacher, contractor or visitor
- the use of inappropriate or profane words or gestures and images
- unacceptable class attendance levels
- being uncooperative with teachers during class or school activities and generally disrupting planned activities.

Supporting Positive Behaviour

The school's Behaviour Management Policy is based on a model of Positive Behaviour Support. This is a model that acknowledges the positive behaviour of the majority of students, and puts strategies into place to model and specifically teach expected behaviours. It targets focused support, including staged sanctions, for the minority of students that do not embrace positive behaviour.

Breach of the Student Code of Conduct

Students who breach this code of conduct may be sanctioned by the class teacher or school principal as deemed appropriate given the nature of breach and the age of the student.

In cases of serious and/or persistent breaches of the student code of conduct, St Joseph's Catholic Primary School Behaviour Management Policy outlines the consequences for student misbehaviour and the management of suspension and expulsion if matters come to those extremes.

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

NAME OF STUDENT:		Date:
SIGNATURE OF STUDENT:		Date:
SIGNATURE OF PARENT/ GUARDIAN/CARER:		Date: