



# ST MARY'S COLLEGE

## STUDENT ENROLMENT POLICY

### Context

St Mary's College Melbourne is a Catholic school for girls and boys in the Edmund Rice tradition, established as Christian Brothers' College St Kilda in 1878. St Mary's College is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known. As a Catholic school in the Edmund Rice tradition, our Christian values are those expressed in the Touchstones of our governing body, Edmund Rice Education Australia (EREA): Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity. The charism of Blessed Edmund Rice expressed through these touchstones, underpins our continued commitment to a safe and inclusive environment for all, providing a preferential option to those at the margins, to grow in empathy and to respond in faith and action.

### Introduction

St Mary's College is committed to an open enrolment policy that is consistent with our Statement of Philosophy and all applicable State and Commonwealth Laws, including anti-discrimination, equal opportunity, privacy and immunisation legislation. St Mary's College is a Catholic College operating in the Edmund Rice Tradition. Schools conducted in the Edmund Rice Tradition offer a distinctive Catholic educational philosophy based on the cultural characteristics outlined in the Edmund Rice Education Australia Charter. These cultural characteristics emphasise, amongst other things, a concern for the dignity of each person, the critical importance of compassion and a commitment to justice for all.

### Enrolment Criteria

St Mary's College welcomes all applications for enrolment. The College enrolment process for domestic students operates within the Enrolment Guidelines of Catholic Education Melbourne. Please note that all enrolments remain at the Principal's discretion.

We accept enrolments on the basis of date of application. In processing applications for entry at Year 7, the priority for entry will be:

1. Catholic students living in one of our priority parishes (see Appendix 1), and attending the Catholic Parish Primary School.
2. Catholic students living in one of our priority parishes but not attending a Catholic Primary School.
3. Catholic students living outside our priority parishes and attending a Catholic Primary School.
4. Catholic students living outside our priority parishes but not attending a Catholic Primary School.
5. Students from non-Catholic Eastern churches (ie. Greek Orthodox, Coptic

Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox) who are residents of the parish.

6. Students from non-Catholic Eastern churches (ie. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox) who reside outside our priority parishes.
7. Students who are sisters\* or brothers of students currently enrolled at St Mary's College, or of former students who have completed their secondary education at St Mary's College, Christian Brothers' College St Kilda or Presentation College Windsor.
8. Students who are daughters or sons of former students at Christian Brothers' College St Kilda, Presentation College Windsor or St Mary's College Melbourne.
9. Other Christian children who are residents of one of our priority parishes.
10. Other Christian children who reside outside our priority parishes.
11. Non-Christian children who are residents of one of our priority parishes.
12. Non-Christian children who reside outside our priority parishes.
13. Any other applicants.

Enrolment applications for International Students will be considered on a case by case basis.

### Student Intakes

St Mary's College generally enrolls students for commencement in Year 7. Enrolments outside of this intake for other year levels will be considered on an individual basis and subject to a place being available at the nominated year level.

### Enrolment Process

Indicative timing for Year 7 commencement:

Step	Details	*Timing
1	Online application lodged	Term 3 when the child is in Year 5
2	Letter of Offer of Enrolment	Start of Term 4 when the child is in Year 5
3	Acceptance of Offer	By due date specified in Letter of Offer <i>(usually two weeks later)</i>

*\*Specific dates are available by contacting our College Registrar.*

Enrolment interviews will be conducted for all students.

Upon acceptance of an offer of enrolment, the Terms and Conditions of Enrolment will apply.

Unsuccessful applicants will be notified in writing. Parents have a right to appeal an enrolment decision. Parents who choose to appeal an enrolment decision should lodge an appeal in writing to the Principal within one month of receiving notification from the College of the unsuccessful enrolment application. Following an appeal, should parents wish to make a complaint, they should do so in accordance with the College Parent and Student Complaints and Grievances Policy available on the College public website.

## **Applications**

An application for enrolment may be made for a student only after they have commenced Preparatory. All applications for enrolment at the College must be completed in accordance with the Student Enrolment Form. A non-refundable Application Fee is payable and the application must be accompanied by a copy of the applicant's Catholic Baptismal Certificate (if applicable) and Birth Certificate.

## **Consideration**

The offer of enrolment is at the discretion of the Principal who will consider each case on its merits in light of enrolment priorities and the College Mission Statement and taking into account any special circumstance.

## **Disclosure**

Full disclosure of current or previous matters which may impact on the applicant's ability to engage fully and safely in the life of the College, or the College being able to safely provide education to the student, will be sought as part of the application process. Incomplete or misleading statements or failure to disclose all relevant information at the point of enrolment may lead to the termination of enrolment at the College.

## **Anti-Discrimination and Reasonable Adjustments**

St Mary's College is committed to the principles of our anti-discrimination obligations. We will consider all enrolments in accordance with our Disability Discrimination Policy and our duty to make reasonable adjustments, but reserve the right to depart from that policy where it is legally permitted and in accordance with our Statement of Philosophy.

## **International Students**

This policy, together with the College Enrolment Application and Agreement, will apply to international student enrolments in addition to the obligations and guidelines contained in the *Education Services and Overseas Students Act 2000* (Cth) and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*, as amended from time to time. (See also the College International Student Program, Policies and Procedures). The minimum age for the commencement of any international student is 13 years of age. In the event of any inconsistency, applicable legislation will prevail.

## **Fees**

Fees and levies will be charged in accordance with the relevant College Annual Fee Schedules (Domestic Student and International Student), the College Fees and Levies Information Booklet and the General Terms and Conditions of Enrolment.

Fees and levies associated with all optional activities, such as interstate and overseas trips (including cultural exchanges), private music tuition, ski trip, 'Great Victorian Bike Ride', are not included in College Fee Schedules and will be charged separately and in addition to fees and levies outlined in the published College Annual Fee Schedules.

Each person who signs the Application for Enrolment accepts legal responsibility (jointly and severally) for payment of the school fees and levies incurred for the entire period of the enrolment of the student. Written notice of at least one full school term is required prior to withdrawal of a student from the school. Domestic students who do not provide the required notice will pay full tuition fees and all levies for the notice period. This includes withdrawal prior to the commencement of the school year. This notice period may be reduced or waived in special circumstances at the discretion of the College. Fees continue to be payable if a student is suspended from the College. In cases where a student's enrolment is terminated by a decision of the College, fees and charges are payable for the entire school term in which the termination of enrolment occurs.

### **Grounds on which enrolment may be terminated**

Unacceptable behaviour by a student, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

Enrolment can be terminated if there is a breach of the Terms as outlined in the College Application for Enrolment, Enrolment Agreement and/or in the General Terms and Conditions of Enrolment. This includes, but is not limited to, unsatisfactory conduct or performance, failure by the student and/or parents/guardians to comply with College rules, codes of conduct, policies and procedures, or upon identification that misleading or inaccurate information was provided to the College.

### **Data Collection and Privacy**

The collection, use, storage and disclosure of information about individuals by the College is in accordance with the College's Privacy Policy and its obligations under the Privacy Act 1988 (Cth).

### **Complaints**

Complaints concerning student enrolments should be made in accordance with the College Parent and Student Complaints and Grievances Policy available on the College public website.

### **Questions**

Any questions about our enrolment policy, should be directed to the College Registrar or the Principal.

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*Policy Created: 2010*

*Policy Review: Last Reviewed: November 2019 Next Review: November 2020*

*Policy approved by CBC St Kilda Board 25 November 2019 updated August 2020 to reflect new College name*



## Priority Parishes

St Mary's College welcomes all applications for enrolment. Our enrolment process operates with the Enrolment Guidelines of Catholic Education Melbourne (CEM). Students who are Catholic receive priority when enrolling at St Mary's College, however, the College welcomes enrolments from all students, including those from other Christian and faith traditions, as well as students with no religious affiliation.

Suburb	School
Brighton	St James Catholic Primary School
Brighton	St Joan of Arc School
Brighton East	St Finbar's Primary School
Clifton Hill	St John's Primary School
Collingwood	St Joseph's School
Elsternwick	St Joseph's Primary School
Elwood	St Columba's Primary School
Glenhuntly	St Anthony's Primary School
Malvern	St Joseph's Primary School
Prahran East	Our Lady of Lourdes Catholic Primary School
Richmond North	Trinity Catholic School
Spotswood	St Margaret Mary's Primary School
South Melbourne	Galilee Regional Catholic Primary School
St Kilda East	St Mary's Primary School
Yarraville	St Augustine's Catholic Primary School



### 1. Preamble

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

### 2. Enrolment

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

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

- 2.3. After lodgement of the Application for Enrolment Form, school staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the Application for Enrolment Form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if required.
- 2.4. Subject to any special exercise of discretion by the College governing body, EREA, the following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for all Catholic schools. The order of priority is:
  - a) Catholic students living in one of our priority parishes (as listed in our Enrolment Policy available on the College [website](#)) and attending the Catholic Parish Primary School.
  - b) Catholic students living in one of our priority parishes but not attending a Catholic Primary School.
  - c) Catholic students living outside our priority parishes and attending a Catholic Primary School.

- d) Catholic students living outside our priority parishes but not attending a Catholic Primary School.
- e) Students from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox) who are residents of the parish.
- f) Students from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox) who reside outside our priority parishes.
- g) Students who are sisters or brothers of students currently enrolled at St Mary's College, or of former students who have completed their secondary education at CBC St Kilda or Presentation College Windsor.
- h) Students who are daughters or sons of former students at CBC St Kilda, Presentation College Windsor or St Mary's College.
- i) Other Christian children who are residents of one of our priority parishes.
- j) Other Christian children who reside outside our priority parishes.
- k) Non-Christian children who are residents of one of our priority parishes.
- l) Non-Christian children who reside outside our priority parishes.
- m) Any other applicants.

Enrolment applications for International Students will be considered on a case by case basis.

### **3. International Students**

- 3.1. The Enrolment Policy, together with the Application for Enrolment and this Enrolment Agreement, will apply to both domestic and international student enrolments. Additional obligations and guidelines for international student enrolments are contained in the Education Services and Overseas Students Act 2000 (Cth) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018, as amended from time to time. (See also the College [International Student Program, Policies and Procedures](#)). The minimum age for the commencement of any international student is 13 years of age. In the event of any inconsistency, applicable legislation will prevail.

### **4. Educational Services Provided**

- 4.1. At St Mary's College, a non-selective comprehensive secondary education is provided to girls and boys in years 7 – 12. The Victorian Curriculum is followed throughout year 7 – 10, with all eight key learning areas and four capabilities addressed within age level, school constructed subjects. On occasions when learning areas are 'banded' across two years, this is reflected in the documented curriculum and subject offerings at each year level. At the senior level, students may choose to enrol in the Victorian Certificate of Applied Learning (VCAL) or Victorian Certificate of Education (VCE). VCAL students in year 11 typically complete intermediate VCAL studies, and in year 12, the senior VCAL certificate is typically completed. Within VCAL, a Vocational Education and Training (VET) course is undertaken as part of the applied learning component of the VCAL certificate. VET may also be undertaken as a subject as part of the completion of the VCE.

### **5. Fees**

- 5.1. The setting of fee levels and other compulsory charges in Catholic schools is the responsibility of the school in consultation with our governing body Edmund Rice Education Australia, taking into account the allocation of government funds. A schedule of fees for both domestic and international students is available on our [website](#). The school may offer a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the Principal or Business Manager of the school.
- 5.2. The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, and/or to refuse to allow the child to continue their enrolment at the school, while fees remain due and payable.
- 5.3. Fees and levies associated with all optional activities, such as interstate and overseas trips (including cultural exchanges), private music tuition, ski trip, 'Great Victorian Bike Ride', are not included in College Fee Schedules and will be charged separately and in addition to fees and levies outlined in the published College Annual Fee Schedules.



- 5.4. Each person who signs the Application for Enrolment accepts legal responsibility (jointly and severally) for payment of the school fees and levies incurred for the entire period of the enrolment of the student. Written notice of at least one full school term is required prior to withdrawal of a student from the school. Domestic students who do not provide the required notice will pay full tuition fees and all levies for the notice period. This includes withdrawal prior to the commencement of the school year. This notice period may be reduced or waived in special circumstances at the discretion of the College. Fees continue to be payable if a student is suspended from the College. In cases where a student's enrolment is terminated by a decision of the College, fees and charges are payable for the entire school term in which the termination of enrolment occurs.

## **6. Child safe environment**

- 6.1. 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.
- 6.2. Every person involved in Catholic education, including all parents at our school, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- 6.3. Our governing body EREA and our school's child safe policies, codes of conduct and practices, set out our school's commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with children in order to safeguard them against abuse.
- 6.4. Our school has established human resources practices where newly recruited staff, existing staff and volunteers in our school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of our school's relevant policies and procedures. Our school also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with children as part of our human resources practices.
- 6.5. Our school has robust, structured risk management processes that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities that children within our school engage in.
- 6.6. Our school, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.
- 6.7. Our governing body, EREA, and school's child safety policies and procedures are readily available and accessible. Further details on the College and Catholic education community's commitment to child safety across Victoria can be accessed by visiting:
- a) Catholic Education Commission of Victoria Ltd's child safety page [www.cecv.catholic.edu.au/Our-Schools/Child-Safety](http://www.cecv.catholic.edu.au/Our-Schools/Child-Safety)
  - b) Catholic Education Melbourne's child safety page [www.cem.edu.au/Our-Schools/Choosing-a-School/Child-Safety.aspx](http://www.cem.edu.au/Our-Schools/Choosing-a-School/Child-Safety.aspx).
  - c) EREA's child safety page <https://www.erea.edu.au/about-us/safeguarding-children>
  - d) St Mary's College's child safety page on our [website](#).

## **7. Parent Campus Information (hours of operation)**

### **7.1. Edmund Rice Campus**

Yard supervision commences: 8.00am

First bell: 8.25am, classes commence at 8.30am (homeroom)

Final bell: 3.05pm (2.40pm Wednesdays)

Yard supervision concludes: 3.30pm (3.05pm Wednesdays) (students onsite between 3.30pm and 4.00pm (3.05pm and 4.00pm Wednesdays) are expected to remain in the Library)

Office hours: 8.00am – 4.00pm

Library hours: 8.00am – 4.00pm

Drop off zones: immediately outside Gate B on Westbury Street, zoned as a 15-minute drop off zone from 8.00am–9.30am, and 2.30pm–4.00pm



## 7.2. Presentation Campus

Yard supervision commences: 8.00am

First bell: 8.25am, classes commence at 8.30am (homeroom)

Final bell: 3.05pm (2.40pm Wednesdays)

Yard supervision concludes: 3.30pm (3.05pm Wednesdays) (students onsite between 3.30pm and 4.00pm (3.05pm and 4.00pm Wednesdays) are expected to remain in the Library)

Office hours: 8.00am – 4.00pm

Library hours: 8.00am – 4.00pm

Drop off zones: immediately outside the main gate on Dandenong Road (note: clear-way from 4pm–6.30pm)

## 8. Terms of enrolment regarding acceptable behaviour

- 8.1. Our school is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The school community recognises that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 8.2. Every person at the school has a right to feel safe, to be happy and to learn; therefore, we aim to:
  - a) promote the values of honesty, fairness and respect for others
  - b) acknowledge the worth of all members of the community and their right to work and learn in a positive environment
  - c) maintain good order and harmony
  - d) affirm cooperation as well as responsible independence in learning
  - e) foster self-discipline and develop responsibility for one's own behaviour.
- 8.3. The school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and code of conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour. The College has a number of policies and procedures that outline these expectations including, but not limited to, the Student Code of Conduct, Student Behaviour Management Policy, Information and Communication Technology (ICT) Policy, Student Bullying and Harassment Prevention and Intervention Policy and Uniform Policy.
- 8.4. Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

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

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

## 10. Terms of enrolment regarding provision of accurate information

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

- 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.

## **11. Grounds on which enrolment may be terminated**

- 11.1. Unacceptable behaviour by a student, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.
- 11.2. Enrolment can be terminated if there is a breach of the Terms as outlined in the College Application for Enrolment, Enrolment Agreement and/or in the General Terms and Conditions of Enrolment. This includes, but is not limited to, unsatisfactory conduct or performance, failure by the student and/or parents/guardians to comply with College rules, codes of conduct, policies and procedures, or upon identification that misleading or inaccurate information was provided to the College.

## **12. Enrolment for children with additional needs**

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

## **13. Assessment and updates**

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

## **14. Complaints**

- 14.1. Complaints concerning student enrolments should be made in accordance with the College Parent and Student Complaints and Grievances Policy available on the College website.

## **15. Privacy**

- 15.1. Personal information will be held, used and disclosed in accordance with the College Privacy Policy and Guidelines (Collection Notice) available on the College website.
- 15.2. It is College policy that appropriate electronic, internet and physical surveillance will be conducted in accordance with the College Surveillance Policy available on the College website.

## Parent/Guardian Declaration

I/we acknowledge that I understand and accept the terms and conditions of enrolment as set out in the Enrolment Agreement, the St Mary's College General Terms and Conditions of Enrolment available on the College website and the Student Code of Conduct (Appendix B), and, if enrolment is accepted, I/we agree that there are certain expectations, obligations and guarantees required of parents/guardians of the school's students, so that a harmonious relationship may be established:

- I/we will support and abide by school policies and rules, as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the school, however, such policies do not form part of, and are not incorporated into, this document
- I/we 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/we will pay the current school fees and levies for my child and also pay any variation or increase of fees and levies as required upfront at the beginning of the school year or as otherwise agreed with the Business Manager or I will otherwise notify the school immediately if I/we am/are experiencing financial difficulties
- I/we will support my child's participation in the religious life of the school (e.g. school liturgies, retreat programs)
- I/we will attend parent/teacher and information evenings which relate to my child
- I/we will participate in a working bee once a year or make a financial contribution
- In the event I/we have any concerns, I/we will raise them initially with the relevant teacher or the school principal
- I/we 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/we cannot be contacted, I/we 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/we also understand that the signatories below are required to meet any costs incurred
- As a parent/guardian, I/we understand that if this application is successful, I/we will support the vision of the school and parish. In accepting the enrolment, I/we agree to abide by all of the school's policies, procedures and protocols (Policies), terms and conditions. These Policies are reviewed regularly and may be subject to change at the school's discretion. I/we will work with the school to support any academic/social/behavioural needs of my child. I/we agree to support my child's participation in the religious life of the school (e.g. school liturgies, Masses, etc.). The consequence of not complying with the school's Policies may result in the termination of the enrolment.

I/we 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.

<b>Parent A/Guardian 1</b> <b>Full Name:</b>		
<b>Parent A/Guardian 1</b> <b>signature:</b>		<b>Date:</b>
<b>Parent B/Guardian 2</b> <b>Full Name:</b>		
<b>Parent B/Guardian 2</b> <b>signature:</b>		<b>Date:</b>

### Appendices

Appendix A – Part B Consent to Transfer Information

Appendix B – Student Code of Conduct

**Disclaimer:** Personal information will be held, used and disclosed in accordance with the College Privacy Policy and Guidelines (Collection Notice) available on the College website: [www.stmaryscollege.vic.edu.au](http://www.stmaryscollege.vic.edu.au)



## FORM B – Consent to Transfer Information

### STUDENT DETAILS:

<b>First Name</b>		<b>Surname</b>		<b>DOB</b>	
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### SCHOOL TRANSFER DETAILS:

Current School					
<b>E No.</b>	E	<b>School</b>		<b>Suburb</b>	
New School / Catholic Education Commission of Victoria Ltd (CECV)					
<b>E No.</b>	E1006	<b>School</b>	St Mary's College	<b>Suburb</b>	St Kilda East

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

I/We provide informed and express consent for all relevant health and/or educational information held by the Current School named above, to be provided to St Mary's College. I understand that this information will be collected and used by St Mary's College to inform health and safety management strategies and educational programming for my child.

### TYPE OF INFORMATION:

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

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

### CONSENT:

<b>Parent/Guardian Name:</b>	<b>Parent/Carer/Guardian Signature:</b>
	<b>Date:</b>
<b>Parent/Guardian Name:</b>	<b>Parent/Carer/Guardian Signature:</b>
	<b>Date:</b>

**Disclaimer:** Personal information will be held, used and disclosed in accordance with the College Privacy Policy and Guidelines (Collection Notice) available on the College website: [www.stmaryscollege.vic.edu.au](http://www.stmaryscollege.vic.edu.au)



## Student Code of Conduct

St Mary's College is a Catholic school for girls and boys in the Edmund Rice tradition, established as Christian Brothers' College St Kilda in 1878. St Mary's College is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known.

### Student Agreement

**As a student of St Mary's College, I commit to pursuing my personal best at all times. In doing so, I am choosing to make the following commitments to our community:**

- I will endeavour at all times to make a positive contribution to St Mary's College in all aspects of College life: religious, academic, social justice, sporting, and co-curricular activities.
- I will attend and participate in all College activities, such as Catholic formation/retreat activities, co-curricular activities and house sport carnivals that are designated as compulsory.
- I will strive to achieve personal excellence and embody the Edmund Rice Education Australia Touchstones and College philosophy through home and class work, examinations, and co-curricular opportunities.
- I will prioritise school life by carefully balancing school activities with any work, sporting or other commitments.
- I will maintain a designated learning space at home and set appropriate learning goals that meet the expected time for home study for my year level.
- I will always abide by the behaviour policies and expectations of the College.
- I will abide by College student attendance policies and expectations (as detailed in the College Handbook and Student Diary) and follow the correct procedures when entering and leaving the College.
- I will wear the full and correct College uniform with pride at school each day, while travelling to and from school, and when representing the College in any capacity.
- I will always be respectful of the property of other students and the College.
- I will treat everyone in the school community with respect, regardless of age, gender, sexuality, religion, ability, economic situation, ethnicity or cultural background, and will not behave or participate in any behaviour which causes others to feel harassed or bullied, or engage in conduct that suggests contempt, ridicule or intolerance.

- I will maintain appropriate physical and emotional boundaries in my interactions with other students and staff.
- I will abide by the College Information and Communication Technology (ICT) policy and ICT guidelines and will not take, publish or share photos, video or other images of students or staff without their permission or the authorisation of a member of the College Leadership Team.

### Parent/Guardian Agreement

In accepting enrolment for my/our daughter/son as a student at St Mary's College, I/we hereby confirm that I/we are prepared to actively support the aims and objectives of the College, as outlined in the College Mission and Vision Statements. This includes, but is not limited to, attendance at all College activities, Catholic formation/retreat activities and curricular/co-curricular activities designated as compulsory. I/we also agree that our daughter/son has an obligation to abide by the St Mary's College Student Code of Conduct, policies and procedures (as amended from time to time).

## Student Code of Conduct Agreement

<b>Student</b>	Name:
	Signature:
	Date:    /    /
<b>Homeroom Teacher</b>	Name:
	Signature:
	Date:    /    /
<b>Parent/Guardian</b>	Name:
	Signature:
	Date:    /    /

#### References:

Ministerial Order No. 870 – Child Safe Standards  
 Child Protection and Safety Policy  
 Child Protection Program