



Stella Maris

Catholic Primary School

113 OAK STREET, BEAUMARIS 3193 TELEPHONE 9589 2641 WWW.SMBEAUMARIS.CATHOLIC.EDU.AU

Nazareth Parish, Ricketts Point

Enrolment

Application Form

PLEASE COMPLETE THIS ENROLMENT APPLICATION FORM FULLY, INDICATE YOUR PREFERENCE OF PARISH SCHOOL AND RETURN IT TO THE SCHOOL OFFICE WHERE YOU OBTAINED THE FORM WITH A COPY OF THE FOLLOWING:

Your child's:

- **Birth Certificate**
- **Baptismal Certificate**
- **School Entry Immunisation Certificate**
- **NEW FAMILIES ONLY:** Enrolment Fee of \$70.00 per family (Non Refundable)

ENROLMENT FEE DOES NOT APPLY TO EXISTING FAMILIES OR STUDENTS TRANSFERRING FROM ANOTHER SCHOOL DURING THE CURRENT SCHOOL YEAR.

Please indicate your preference of Parish School

Stella Maris

St Joseph's

I would like to be offered a place at the sister school should my application for my school of preference not be successful.

Yes

No

Why do you want your child educated at this Catholic school?

In what way will you assist with the education of your child at this Catholic school?

How did you hear about our school?

Internet

Website

Word of Mouth

Kindergarten

Open Day

Other (please state) _____

Have you enrolled at any other schools? Yes No

If yes name of school _____

ENROLMENT FORM

STELLA MARIS PRIMARY SCHOOL
113 Oak Street BEAUMARIS 3193
info@smbeaumaris.catholic.edu.au
Tel: 03 9589 2641 Fax: 03 9589 1628



| | | |
|------------------------|----------------------|---|
| Office use only | Date received: | |
| | Enrolment date: | English second language: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Start date: | House colour: |
| | Student/family code: | VSN: |

STUDENT DETAILS

| | | |
|--------------------------------|----------------------------------|--------------------|
| Surname: | Entry year (YYYY) | Entry level/grade: |
| First name/s: | | |
| Preferred first name: | | |
| Date of birth: | Religion: | |
| Male: <input type="checkbox"/> | Female: <input type="checkbox"/> | |

HOME ADDRESS OF STUDENT

| | |
|-----------------------|------------|
| Street number & name: | |
| Suburb: | Post Code: |
| Home phone: | |

SACRAMENTAL INFORMATION

| | | |
|-----------------|-------|---------|
| Baptism: | Date: | Parish: |
| Communion: | Date: | Parish: |
| Reconciliation: | Date: | Parish: |
| Confirmation: | Date: | Parish: |
| Current Parish: | | |

PREVIOUS SCHOOL/PRE-SCHOOL PERMISSION

| | |
|--|------------|
| Name of previous school/pre-school: | |
| I/We give permission for school to contact previous school or pre-school: Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Signature: | Signature: |

NATIONALITY

| | | |
|--|------------------------------------|-------------------------|
| GOVERNMENT REQUIREMENT | Nationality: | |
| In which country was the student born: | 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 mark 'Yes' to both) No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> | | |

| | | | |
|---|--------------------------|--------------------------|--------------------------|
| Does the student or their mother/guardian or their father/guardian speak a language other than English at home? (if more than one language, indicate the one that is spoken most often) | | | |
| | Student | Mother/guardian | Father/guardian |
| No English Only | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes Other – please specify | | | |

IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS REQUIRED – Government requirement**Please tick the relevant category below and record the Visa Subclass number:**

(original documents to be sighted and copies to be retained by the school)

Australian Citizen not born in Australia

| | | | |
|--------------------------|--|-----------------|--|
| <input type="checkbox"/> | Australian citizen NB: (Australian Passport number/ Document of Travel or Naturalisation Certificate is required if Country of Birth is not Australia) | | |
| <input type="checkbox"/> | Australian Passport Number: (If applicable) | Passport No: | |
| <input type="checkbox"/> | Naturalisation Certificate Number : | Certificate No: | |
| | Visa Subclass recorded on entry to Australia | Visa Subclass: | |
| | Date of Arrival into Australia | Date: | |

Not currently an Australian Citizen please provide further details as appropriate below:

| | | | |
|--------------------------|--|-------------------|--|
| <input type="checkbox"/> | Permanent resident, (if ticked, record the Visa Subclass Number) | Visa Subclass No: | |
| <input type="checkbox"/> | Temporary resident, (if ticked, record the Visa Subclass Number) | Visa Subclass No: | |
| <input type="checkbox"/> | Other/Visitor/Overseas Student, (if ticked, record the Visa Subclass Number) | Visa Subclass No: | |

Please attach Visa/document of travel/letter of notification and passport photo page.*MEDICAL INFORMATION**

| | | | |
|--|--|-----------------------------|---------|
| Doctor's name: | | | |
| Street number and name: | | | |
| Suburb: | Post Code: | Phone: | |
| Medicare No.: | Ref No: | Expiry: | |
| Private Health: | Yes <input type="checkbox"/> No <input type="checkbox"/> | Fund: | Number: |
| Ambulance: | Yes <input type="checkbox"/> No <input type="checkbox"/> | Number: | |
| Medical Condition: | <i>Please specify any medical conditions the student suffers from eg. asthma, diabetes and/or any prescribed medications taken by the student. A current Medication Action Plan is required. A spacer & medication must be provided to the school in the case of asthma.</i> | | |
| Allergies: | <i>Please list any known allergies the student has eg. allergy to nuts, penicillin, bee stings including specific details and medication requirement. A current Medication Action Plan is required.</i> | | |
| 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? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |

IMMUNISATION (please attach an immunisation history statement for your child)

| | |
|---|--|
| All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement for your child (visit myGov) and provide it to the school with this enrolment form. | Immunisation history statement attached: Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please provide explanation: |
| If the student entered Australia on a humanitarian visa, did they receive a refugee health check? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

This application gives you the opportunity to provide information that will facilitate the smooth transition of your child into our school. It will assist the school to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete or misleading, any decision made as to this enrolment may be revised.

ADDITIONAL NEEDS**Does your child have:**

| | | | | | |
|-------------------------|--------------------------|------------------------|--------------------------|-----------------------|--------------------------|
| autism | <input type="checkbox"/> | behaviour disorders | <input type="checkbox"/> | hearing impairment | <input type="checkbox"/> |
| intellectual disability | <input type="checkbox"/> | language disorder | <input type="checkbox"/> | mental health issues | <input type="checkbox"/> |
| ADD/ADHD | <input type="checkbox"/> | vision impairment | <input type="checkbox"/> | acquired brain injury | <input type="checkbox"/> |
| giftedness | <input type="checkbox"/> | other (please specify) | | | |

| | | | | | | |
|--|--------------------------|-----------------------------------|--------------------------|------------------------|--------------------------|--------------------------|
| Has your child ever seen a: | | | | | | |
| behavioural optometrist | <input type="checkbox"/> | audiologist | <input type="checkbox"/> | speech pathologist | <input type="checkbox"/> | |
| educational psychologist | <input type="checkbox"/> | paediatrician | <input type="checkbox"/> | occupational therapist | <input type="checkbox"/> | |
| psychologist | <input type="checkbox"/> | other specialist (please specify) | | | | |
| If your child does have a special need, please assist us by providing the following information: | | | | | | |
| | | | | | Yes | No |
| Details of additional learning needs/additional needs provided (please provide all relevant information) | | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| Medical/allied health professional reports attached (please provide all relevant information/reports) | | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| For enrolments other than Prep please provide copies of your child's most recent reports | | | | | | |

| | | | | | | | |
|---|------------------------------------|---|---|--------------------------|--------------------------|--------------------------|--------------------------|
| MOTHER/GUARDIAN | | | | | | | |
| Surname: | | Title: | | First Name: | | | |
| Address: | | | | | | | |
| Home Phone: | | Work Phone: | | Mobile: | | | |
| Email: | | | | | | | |
| Government Requirement | Occupation: | | What is the occupation group? (Please select from list of parental occupation groups in the School Family Occupation Index - pg.7 & 8 in this document) | | | | |
| Religion: | | | Nationality: | | | | |
| Country of Birth: | <input type="checkbox"/> Australia | <input type="checkbox"/> Other (please specify): | | | | | |
| What is the highest year of primary or secondary school the mother/guardian has completed: (Persons who have never attended secondary school, mark '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 the mother/guardian 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"/> |

| | | | | | | | |
|---|------------------------------------|---|---|--------------------------|--------------------------|--------------------------|--------------------------|
| FATHER/GUARDIAN | | | | | | | |
| Surname: | | Title: | | First Name: | | | |
| Address: | | | | | | | |
| Home Phone: | | Work Phone: | | Mobile: | | | |
| Email: | | | | | | | |
| Government Requirement | Occupation: | | What is the occupation group? (Please select from list of parental occupation groups in the School Family Occupation Index - pg.7 & 8 in this document) | | | | |
| Religion: | | | Nationality: | | | | |
| Country of Birth: | <input type="checkbox"/> Australia | <input type="checkbox"/> Other (please specify): | | | | | |
| What is the highest year of primary or secondary school the father/guardian has completed: (Persons who have never attended secondary school, mark '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 the father/guardian 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"/> |

SCHOOL FAMILY OCCUPATION INDEX

PARENT OCCUPATION GROUPS

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 organisation

- **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, Education, Law, Social Welfare, Engineering, Science, Computing professional, Business, Air/sea transport

- **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/ESL/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

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration

- **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, 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, proof reader]

OCCUPATION GROUP C

TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Tradesmen/women

- **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]



PRIVACY POLICY

This Privacy Policy sets out how Stella Maris School manages personal information provided to or collected by it.

The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act, Privacy Amendment (Enhancing Privacy Legislation) Act 2012 (Cth). In relation to health records, the School is also bound by the Health Records Act 2001 (Vic). Stella Maris may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

What kind of personal information does a school collect and how does a school collect it?

The type of information schools collect and hold includes (but is not limited to) personal information, including sensitive information, about:

- pupils and parents and/or guardians ('**Parents**') before, during and after the course of a pupil's enrolment at the school;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the school.

Personal Information you provide: A school will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings and interviews, and telephone calls. On occasions people other than Parents and pupils provide personal information.

Personal Information provided by other people: In some circumstances a school may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

Exception in relation to employee records: Under the Privacy Act and, **Health Records Act 2002 (Vic)**, the Australian Privacy Principles [and Health Privacy Principles] do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the School and employee.

How will a school use the personal information you provide?

A school will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Pupils and Parents: In relation to personal information of pupils and Parents, a school's primary purpose of collection is to enable the school to provide schooling for the pupil. This includes satisfying both the needs of Parents and the needs of the pupil throughout the whole period the pupil is enrolled at the school. The purposes for which a school uses personal information of pupils and Parents include:

- ◆ to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- ◆ day-to-day administration;
- ◆ looking after pupils' educational, social, spiritual and medical wellbeing;
- ◆ seeking donations and marketing for the school;
- ◆ to satisfy the school's legal obligations and allow the school to discharge its duty of care.
- ◆ In some cases where a school requests personal information about a pupil or Parent, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the pupil.

Job applicants, staff members and contractors: In relation to personal information of job applicants, staff members and contractors, a school's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be. The purposes for which a school uses personal information of job applicants, staff members and contractors include:

- ◆ in administering the individual's employment or contract, as the case may be;
- ◆ or insurance purposes;
- ◆ seeking funds and marketing for the school;
- ◆ to satisfy the School's legal obligations, for example, in relation to child protection legislation.

Volunteers: A school also obtains personal information about volunteers who assist the school in its functions or conduct associated activities, such as [alumni associations], to enable the school and the volunteers to work together.

Marketing and fundraising: Schools treat marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to be a quality learning environment in which both pupils and staff thrive.

Personal information held by a school may be disclosed to an organisation that assists in the school's fundraising, for example, the school's Foundation or alumni organisation.

Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information.

School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Who might a school disclose personal information to?

A school may disclose personal information, including sensitive information, held about an individual to:

- ◆ another school;
- ◆ government departments;
- ◆ your local parish;
- ◆ medical practitioners;
- ◆ people providing services to the school, including specialist visiting teachers and sports coaches;
- ◆ recipients of school publications, like newsletters and magazines;
- ◆ Parents;
- ◆ anyone you authorise the school to disclose information to and
- ◆ anyone to whom we are required to disclose the information to by law.

Sending information overseas: A school will not send personal information about an individual outside Australia without:

- ◆ obtaining the consent of the individual (in some cases this consent will be implied); or
- ◆ otherwise complying with the Australian Privacy Principles.

How does a school treat sensitive information?

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

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

Management and security of personal information

The schools' staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals. Each school has in place steps to protect the personal information the school holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

Updating personal information

Each school endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by a school by contacting the Secretary of the school at any time. The National Privacy Principles require a school not to store personal information longer than necessary.

You have the right to check what personal information a school holds about you

Under the Commonwealth Privacy Act and Health Records Act 2001 (Vic) an individual may seek access to personal information which the school holds about them. There are some exceptions to this set out in the Act.

Pupils will generally have access to their personal information through their parents, but older pupils may seek access themselves. To make a request to access any information the school holds about you or your child, please contact the school's Principal in writing. The school may require you to verify your identity and specify what information you require. The school will advise the likely cost in advance.

Consent and rights of access to the personal information of pupils

The school respects every Parent's right to make decisions concerning their child's education. Generally, a school will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. A school will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil.

Parents may seek access to personal information held by a school about them or their child by contacting the school's Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the school's duty of care to the pupil. A school may, at its discretion, on the request of a pupil grant that pupil access to information held by the school about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

Enquiries

If you would like further information about the way the school manages the personal information it holds or wish to complain that you believe that the School has breached the Australian Privacy Principles please contact the Principal. The School will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.



CHILD SAFETY CODE OF CONDUCT

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Rationale

Central to the mission of Stella Maris is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

Purpose

This Code of Conduct has a specific focus on safeguarding children and young people at Stella Maris School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement child protection legislation, school policies/procedures and professional standards, codes or ethics as these apply to staff and personnel.

All staff, volunteers, contractors, clergy and board/school council members at Stella Maris School are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child-safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

Acceptable Behaviours

All staff, volunteers, contractors, clergy and board/school council members are responsible for supporting the safety of children by:

- adhering to the school's child-safe policy and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the school community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment)
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child have been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance policy towards discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a child.
- reporting any allegations of child abuse to the school's leadership and Child Safety Officer.
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic.)
- reporting any child safety concerns to the school's leadership and Child Safety Officer, who will keep a record of concerns.
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe.

In line with the Archbishop of Melbourne's directive on the Practice of the Sacrament of Reconciliation in schools, 10 November 2016, the Sacrament of Reconciliation at Stella Maris is celebrated in an open setting in the full view of all participants, who are supervised by teaching staff. The Parish Priest and the teaching staff responsible for the school students must ensure that there is direct line of sight to the individual penitent at all times.

Unacceptable Behaviours

Staff and volunteers must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships, outside of their role and responsibilities, with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children) unless this is a documented part of a Personalised Learning Plan.
- exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality that are contrary to the Catholic faith, in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have unauthorised contact with a child or their family outside of school without the school's leadership or Child Safety Officer's knowledge (for example, unauthorised after-hours tutoring, private instrumental/other lessons or sport coaching); accidental contact, such as seeing people in the street, is appropriate
- have any online contact with a child (including by social media, email, instant messaging etc.) or their family (unless necessary e.g. by providing families with newsletters or assisting students with their school work)
- use any personal communication channels/device such as a personal email account
- exchange personal contact details such as phone number, social networking sites or email addresses
- photograph or video a child without the consent of the parent or guardians
- work with children while under the influence of alcohol or illegal drugs
- consume illegal drugs at school or at school events.
- consume alcohol at school or after school events in the presence of children, without parents or guardians being present (for example Year 6 Graduation.)



STELLA MARIS PRIMARY SCHOOL SCHOOL FEES POLICY

Rationale

At Stella Maris we aim to support our children in accessing the best possible education while including others in our Catholic community that have less capacity to pay.

Stella Maris School Fees Collection policy reflects the intentions of Catholic Education Commission for Victoria (CECV) and the Catholic Church in our context. The Catholic Church's preferential option for the poor obligates Catholic schools to ensure that no student is denied a Catholic education because of an inability to pay.

Definitions

School fees are what the school charges families to contribute to the education of their children.

Private income is that portion of a school's income which is not derived from government recurrent and targeted grants.

Socio-economic status (SES) is a measure of an individual or group's standing in the community and is based on variables including income, occupation, educational attainment.

School levy is a specific purpose school charge that is in addition to the school fees.

Principles

Responsibility: Each Catholic school is responsible for setting its own fees.

Accessibility: Catholic schools should be accessible to all Catholic families irrespective of capacity to pay.

Needs-based: As governments and the CECV Ltd allocate funds on the basis of need, and given the principle of accessibility, Catholic schools must take into account the ability of parents to pay when setting and collecting fees.

Procedures

The purpose of these procedures is to provide schools with strategies for the setting of fees and fee remissions that take into account a broad range of considerations, including the principles articulated in this document.

1. The level at which the fee is set is a matter for the local school authority, giving due weight to the matters raised in this document.
2. Schools need to ensure that the fee level is appropriate and takes into account the SES level of the school community and other relevant factors such as the cost of living (Consumer Price Index).
3. A range of approaches may be taken in relation to the granting of fee remissions or fee concessions. However, in the interests of equity and accountability, these processes need to be transparent and communicated appropriately.

Families with more than one student

A Family Fee Structure has been devised to provide a substantial discount for the additional students at the school and other Catholic schools. This approach may include higher levels of discounts for families with more than two students at the school.

Procedures for Fee Payment and Collection of Unpaid Fees

The purpose of these procedures is to provide schools with support for the development of strategies related to the payment of fees and the collection of unpaid fees that are consistent, fair and equitable.

The steps to be taken in relation to the payment of fees are as follows:

1. Fees and their payment should be discussed with parents at the time of enrolment. Relevant fee policies and guidelines should be made available at that time.
2. Stella Maris should make provision for parents to pay in a number of ways eg; direct debit, weekly, monthly, per term or yearly. A full statement of fees payable for the year should be provided to each parent at the start of the school year and periodic statements (e.g. per term) follow.

The case of parents who are able but unwilling to pay fees, can be problematic for schools. Such cases are likely to surface only after the child has commenced in the school and parents refuse to meet their financial commitments. Every effort must be made to help those parents understand their obligations. It becomes a matter of justice to other parents and students at the school that they should meet their commitments. The recovery of unpaid fees, particularly if this involves legal action, must be approached sensitively.

The steps to be taken in relation to the collection of unpaid fees are as follows:

1. For those who fail to keep up with their commitments it is essential the matter be brought to their attention promptly and responses sought.
2. Follow-up on a personal basis should follow no response. This follow-up should be conducted by the Principal in a sensitive, discreet and confidential matter.
3. If this fails, a formal letter from the Parish Priest should be used to remind parents of their obligation. This letter should include an invitation to discuss the matter with the Parish Priest and a specified timeframe for a response.
4. If this course of action is not successful, the school authority may decide to send a letter seeking payment and outlining the possible actions, including legal action, that could occur if payment is not received within the specified timeframe.
5. As a final step, court proceedings may be initiated but prior approval of the Director of Catholic Education must be gained (for Congregational Owned Schools the Congregational Leader). Under no circumstances can a child enrolled in a school be refused on-going enrolment because their parents have not paid fees.



STELLA MARIS PHOTOGRAPH/VIDEO PERMISSION FORM

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

The Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

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

STUDENT'S FULL NAME: _____

YEAR LEVEL: _____

- I give permission for my child's photograph/video and name to be published in:
 - the school website
 - social media
 - promotional materials
 - newspapers and other media.

- I authorise the CEOM/CECV to use the photograph/video in material available free of charge to schools and education departments around Australia for the CEOM/CECV's promotional, marketing, media and educational purposes.

- I give permission for a photograph/video of my child to be used by the CEOM/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/video 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/video 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

Signed: Parent/Guardian

Date:

| | |
|---|--|
| <i>OFFICE USE</i> | |
| Date of Photograph/Video: (month & year) | |

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).



STELLA MARIS BEAUMARIS PARENT AND GUARDIAN PROTOCOLS

At Stella Maris, we value the partnership between the school and parents. A condition of enrolment at the school is the agreement and adherence to our Parent & Guardian Protocols. In this document the word 'parent' will refer to parents and guardians. School policies relating to some of the following points are available on our website. The following protocols outline commitments agreed to by parents in relation to effective partnerships:

- Parents will respect and support the school's Catholic vision and mission and Religious Education Program. In particular, parents will embrace the messages of Jesus, evident in the Gospels.
- Parents will support the School in implementing positive behaviour and discipline consistent with our Vision Statement, Classroom and School Rules and Restorative Practices.
- Parents will foster harmonious relationships and give a positive example to all students (and others) who might be present, in such matters as common courtesy, polite manners and appropriate language.
- Parents will be inclusive of all families by accepting diversity and celebrating differences.
- Parents will read reports and attend Family Conferences and arranged meetings.
- Parents must adhere to our schools' policies including Privacy Policy, Child Safety Policy and Child Safety Code of Conduct.
- If issues need to be discussed, the class teacher is the first point of contact.
- Parents should ensure that all correspondence (meetings, emails, letters) with school staff related to their children's progress be undertaken in a polite and respectful manner.
- Bullying and harassment will not be tolerated.
- That Parents show respect for school timetables and will make an appointment to discuss any serious concerns they might have about any aspect of their child's education, with appropriate school personnel (eg. Teachers, Principal, Parish Priest,) Parents will be aware that the Principal and other staff members may share the information with the staff members or personnel involved.
- That Parents will help ensure their children wear the school uniform with pride and adhere to the Uniform Policy.
- That Parents will consider the prompt payment of school fees to be a high priority within the family's budget, and that serious problems with fees will be discussed with the Principal.
- That Parents will remain informed about school news and events through the school newsletter.
- That dogs will be kept on leash and supervised by the owner at all times. Dogs will not be allowed in classrooms unless this has been arranged prior with the classroom teacher.
- That Parents will observe rules relating to:
 - traffic speeds and parking restrictions in the vicinity of the school.
 - no smoking in the buildings/grounds.
 - signing in procedures if late or if assisting in the classrooms



PARENT GUARDIAN DECLARATION

- In enrolling my child at this school, I/we accept that she/he will be educated in the Catholic faith within a Christian educational environment and will support our child's participation in the religious life of the school which includes sacramental programs, masses and school liturgies.
- I/we accept that support of school staff and co-operation concerning school activities is essential.
- I will support school policies in relation to program of studies, sports, pastoral care, school uniform, grooming & personal care, acceptable behaviour, discipline and general operations of the school;
- I/we accept responsibility for the payment of tuition fees and other costs associated with the education of my/our child as determined and amended from time to time by the School (except where exemptions/remissions have been sought and granted). Stella Maris relies heavily on the payment of school fees to supplement funding from the Commonwealth and State Governments. The school would not be able to continue without payment of school fees. In every instance, a genuine attempt should be made to arrange an affordable, regular payment plan for fees by parents. I will notify the school immediately if I am experiencing financial difficulties;
- I/we accept that the School does not accept liability for damage or loss of any personal possessions of students and that insurance for students' personal possessions is my/our responsibility.
- In the event of any illness or accident, I/we authorize the obtaining on my/our behalf of such medical assistance as my child may require. I/we also understand that the signatories below are required to meet any costs incurred.
- I/we agree to give the School permission to contact any educational or medical agency to aid my child receiving the best possible education whilst at this school.
- I/we understand that excursions, incursions, swimming, athletics carnivals and overnight camps are an integral component of the School's educational program and I/we fully support my/our child's participation in these events.
- I/we will ensure that the information that 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 attend parent/teacher and information evenings which relate to my child.
- 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.
- I/We have read and accept the Privacy Policy as detailed in this document.
- I/We have read and will adhere to the Child Safety Policy (on the school website at <http://www.smbeaumaris.catholic.edu.au/student-wellbeing/child-safety>) and the Child Safety Code of Conduct in this document.
- I/We have read and agree to adhere to the Stella Maris Beaumaris Parent and Guardian Protocols in this document.

Parent/Guardian 1 Signature:

Date:

Parent/Guardian 2 Signature:

Date:

OFFICE USE ONLY

Date Received _____

Family Code _____

Year Level _____

Copy of Certificates:

Birth____ Baptism ____ Immunisation ____

Enrolment Fee Paid: Yes / No

Receipt No: RCV_____ Date_____