



## Enrolment Form



St Mary's Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS). This form is informed by the St Mary's Primary School Enrolment Policy Lodging this form does not guarantee enrolment at the school. Confirmation of an enrolment requires the acceptance of Enrolment Agreement, Parent/Guardian/Carer Code of Conduct, and Student Code of Conduct if an offer of enrolment is made

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.

### PERSONAL DETAILS OF STUDENT

Surname:	Year Commencing:
First Given Name:	Grade Entering
Second Given Name:	Preferred Name:
<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: (must turn 5 by 30 April of School commencement year)
Religion:	

### HOME ADDRESS

No. & Street :	
Suburb:	Postcode:
Home Phone:	Mobile Phone:
Family Email Address: (required for online communication)	

### OFFICE USE ONLY

Date Received:	Start Date:	Student ID:	VSN:
<i>Copy of Documents (attached):</i>			
Birth <input type="checkbox"/> Immunisation <input type="checkbox"/> Baptism <input type="checkbox"/> Reconciliation <input type="checkbox"/> Communion <input type="checkbox"/> Confirmation <input type="checkbox"/> Visa <input type="checkbox"/> Passport <input type="checkbox"/> Allergy <input type="checkbox"/> Health Condition <input type="checkbox"/> Additional Needs <input type="checkbox"/> Family <input type="checkbox"/>			
Asthma <input type="checkbox"/>	Anaphylaxis <input type="checkbox"/>	Supporting Letter <input type="checkbox"/>	Entered in ICON <input type="checkbox"/>

## SIBLINGS ATTENDING A SCHOOL/PRESCHOOL

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

Name	School/preschool	Class at St Mary's if birth applicable	Date of

Have you applied to another Primary School?

Yes    No

If yes, please indicate the order of school preference, including St Mary's:

1.	2.	3.
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## NATIONALITY AND CITIZENSHIP DETAILS OF STUDENT

<b>Government Requirement</b>	<b>Nationality:</b>	<b>Ethnicity:</b>		
Country of Birth:				
Australian Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No				
First Australian Primary School Year:				
<b>Date of arrival in Australia OR Date of return to Australia:</b>				
<b>What is the residential status of the student?</b> <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary				
<b>Evidence of Australian Residency:</b>				
<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Eligible for Australian Passport <input type="checkbox"/> Temporary Resident <input type="checkbox"/> Other/Visitor/Overseas Student				
<b>Visa sub class:</b>		<b>Visa expiry date:</b>		
<b>* Please attach visa/ImmiCard/letter of notification and passport photo page</b>				
Is your child of Aboriginal and/or Torres Strait Islander origin? (tick one)				
<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Both Aboriginal & Torres Strait Islander				
<b>Does the student or their student contacts (parent(s)/guardian(s)/carer(s)) speak a language other than English at home? Note: Record all languages spoken.</b>				
<b>No</b>	English only	Student	Adult A	Adult B
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Yes</b>	Other – <i>please specify all languages</i>			

## PREVIOUS SCHOOL / KINDERGARTEN DETAILS

Name and phone number of KINDERGARTEN attended:

Date of first enrolment in an Australian School: (if not enrolling as a prep)

Does the student have a Victoria Student Number (VSN)

Yes

Yes, but the VSN is unknown

No, the student has never been issued a VSN.

Years of interruption to education:

Is the student repeating a year? Yes  No

## SACRAMENTAL DETAILS

Child's Religion:

Residential Parish:

Sacrament

Date Received

Parish/Church

Baptism

Reconciliation

Eucharist

Confirmation

## PRIMARY FAMILY CONTACT DETAILS

Adult A Contact Details

Adult B Contact Details

Home Phone:

Home Phone:

Mobile:

Mobile:

Business Phone:

Business Phone:

Email Address:

Email Address:

Email Address for Correspondence:  Adult A  Adult B  Both Other:

## PRIMARY FAMILY DETAILS

**Note: The "Primary" Family is: "the family or parent the student mostly lives with".**

<b>ADULT A DETAILS (PRIMARY CARER - First Contact)</b>	<b>ADULT B DETAILS</b>
Married <input type="checkbox"/> Single <input type="checkbox"/> De Facto <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/>	Married <input type="checkbox"/> Single <input type="checkbox"/> De Facto <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/>
Relationship to Student:	Relationship to Student:
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Title: (Ms,Mrs,Mr,Dr etc)	Title: (Ms,Mrs,Mr,Dr etc)
Surname:	Surname:
Given Names:	Given Names:
Preferred Name:	Preferred Name:
Adult A's occupation:	Adult B's occupation:
Adult A's employer:	Adult B's employer:
Country of Birth:	Country of Birth:
Nationality:	Nationality:
Religion:	Religion:
Do you speak any languages other than English at home? No <input type="checkbox"/> English only Yes <input type="checkbox"/> (please specify) _____	Do you speak any languages other than English at home? No <input type="checkbox"/> English only Yes <input type="checkbox"/> (please specify) _____
Highest Year of School Education: Year 12 or equivalent Year 11 <input type="checkbox"/> or equivalent Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>	Highest Year of School Education: Year 12 or equivalent Year 11 <input type="checkbox"/> or equivalent Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>
Level of Highest Qualification: Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma Certificate I to IV (incl. trade cert) No non-school qualification <input type="checkbox"/>	Level of Highest Qualification: Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma Certificate I to IV (incl. trade cert) No non-school qualification <input type="checkbox"/>
Occupational Group: (refer to attached list of Parental Occupation)  Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/>	Occupational Group: (refer to attached list of Parental Occupation)  Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/>
Main language spoken at home:	



## MEDICAL INFORMATION

Doctor's name:

Doctor's address:

Telephone:

Medicare number:

Ref number:

Expiry:

Private health insurance:    Yes     No

Fund:

Number:

Ambulance cover:    Yes     No

Number:

Health Care Card:    Yes     No

Health Care Card No:

Expiry:

**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.

Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.

Has the student been diagnosed as being at risk of anaphylaxis?    Yes     No

If yes, does the student have an EpiPen or Anapen?    Yes     No

Please specify any health conditions, allergies and/or medical alerts relating to the student applying for enrolment (eg allergies, anaphylaxis, asthma management, dietary restrictions any other medical conditions etc).

**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, Yes  did they receive a refugee health check?

No

**MEDICAL AUTHORITY (to be signed by Parent/Guardian)**

In the event of any illness or accident, I authorise the obtaining on my behalf of such medical assistance as my child may require. I accept all operations, blood transfusions and/or anaesthetic risks involved and the responsibility for my payment of any expenses thus incurred.

Following notification by the school, I will promptly attend any location to which my child will be taken for treatment.

Signature of Adult A: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Adult B: \_\_\_\_\_ Date: \_\_\_\_\_

I/we give permission for my child to participate in the school-managed Head Lice Program at St Mary's Greensborough, which includes initial checking by the Principal and Deputy Principal together and by the Council Nurse as a follow-up when requested by St Mary's School. Yes  No

Signed:  
**(Adult A)**

Signed:  
**(Adult B)**

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:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> autism (ASD)                                | <input type="checkbox"/> behavioural concerns  | <input type="checkbox"/> hearing impairment                        |
| <input type="checkbox"/> intellectual disability/developmental delay | <input type="checkbox"/> mental health issues  | <input type="checkbox"/> oral language/communication difficulties  |
| <input type="checkbox"/> ADD/ADHD                                    | <input type="checkbox"/> acquired brain injury | <input type="checkbox"/> vision impairment                         |
| <input type="checkbox"/> giftedness                                  | <input type="checkbox"/> physical impairment   | <input type="checkbox"/> other condition ( <i>please specify</i> ) |

Has your child ever seen a:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> paediatrician           | <input type="checkbox"/> physiotherapist        | <input type="checkbox"/> audiologist                                |
| <input type="checkbox"/> psychologist/counsellor | <input type="checkbox"/> occupational therapist | <input type="checkbox"/> speech pathologist                         |
| <input type="checkbox"/> psychiatrist            | <input type="checkbox"/> continence nurse       | <input type="checkbox"/> other specialist ( <i>please specify</i> ) |

Have you attached all relevant information and reports? Yes  No

Please detail below any other relevant information with respect to the additional needs of your child:




## SCHOOL FEES/CAPITAL LEVY – PER FAMILY

School fees are billed per family. Statements are sent out at the beginning of each term. You can elect to pay by term, week, fortnight, month or an annual payment in Term One. Payment options are cash, cheque, credit card, EFTPOS or direct debit. For direct debit payments, please call at the school office to collect a Direct Debit Request Form.

Person responsible for payment of school fees: \_\_\_\_\_

I/we agree to honour the financial commitments required.

Signed Adult A: \_\_\_\_\_ Date: \_\_\_\_\_

Signed Adult B: \_\_\_\_\_ Date: \_\_\_\_\_

## EDUCATION LEVY/PER CHILD

The education levy charges are per child and payment is made at the beginning of the year to cover the cost of excursions, classroom materials, books and swimming lessons, as well as gym and dance programs, where applicable. Parents are asked to pay these levies early in the school year so that classroom materials can be purchased and programs are able to commence.

Should you have any concerns regarding the payment of school fees or levies, please make an appointment with the School Bursar, Rochelle Mietus, 9433 4003.

Please note that the completion, signing and lodgement of this enrolment form is a prerequisite 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 care
  - 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

[www.smgreensborough.catholic.edu.au](http://www.smgreensborough.catholic.edu.au).



# Letter of Placement Fee

Thank you for submitting the Enrolment Form. Upon receipt of your Enrolment Application you are also required to pay a **non-refundable placement fee of \$300 per application**. For successful applicants, 50% of this fee (\$150) will be attributed to the Term 1 School Fees.

### St Mary's Placement Fee to be returned with the Enrolment Form

Name of

Debtor: \_\_\_\_\_ Email \_\_\_\_\_

Student

Name: \_\_\_\_\_

Type of Payment (please circle one):      Cash              Credit Card              Direct Deposit

**Payment Options for \$200 Placement Fee. Payment must be made upon submission of enrolment form.**

<b>Payments by Credit Card</b>	Mastercard	Visa
Name on Card		
Card Number _____	Exp Date	
_____ Signature		
By signing this form you accept the above amount and authorise us to charge your preferred Payment Type		
<b>Payments by Direct Credit</b>	<i>Receipt Transfer Number</i>	
Bank: ABL      BSB: 083 347	Account: 647033719	Reference: ****Child Name***



## School Family Occupation Index Parent Occupation Groups

St Mary's Parish 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)



## Privacy Collection Notice - Students and Parents

MACS schools operate with the consent of the Catholic Archbishop of Melbourne and are owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

### Scope

This Collection Notice explains how MACS and MACS schools handle the Personal information of Students and parents / guardians / carers (Parents).

### Purpose for the collection of personal information

1. The primary purpose of collecting Personal information (including Sensitive information) is to enable the school to provide schooling and education to students enrolled at the school, to exercise its duty of care to students and to perform necessary administrative tasks which will enable the students to take part in all school activities.
2. This Collection Notice applies to all methods for collection of Personal information.

### What we collect and why

3. MACS and the school requires Personal information to fully and properly administer enrolment at the school and provide education and educational support services in accordance with MACS policies, procedures and processes.
4. MACS and the school also collect information for a related purpose such as to:
  - 4.1. Facilitate access to learning and other support services
  - 4.2. Provide co-curricular activities, programs and events
  - 4.3. Provide information about MACS or school related activities, events, or services that may be of interest
  - 4.4. Facilitate religious and sacramental programs offered by parishes
  - 4.5. Provide alumni relations following Student graduation.
5. The school also has legal obligations which require it to collect and disclose certain information. These include relevant privacy, education, public health, immigration and child protection laws as well as the school's duty of care to students.
6. A student's enrolment may be delayed or prevented if the school cannot collect certain Personal information. This is particularly in relation to the health and safety of the student, other students and / or staff.
7. If you provide the school with Personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why.
8. MACS will always try and collect information directly from the individual (or Parents in the case of students). Where individuals provide information through a third party, MACS will seek your authorisation for the collection where it is reasonable and practicable to do so.
9. MACS/the school will collect information about students such as name and contact details, date of birth, gender, language background, previous education history, religion, welfare information, medical and health information (including details of any disabilities, allergies, assistance the student requires) and medical reports; cognitive assessments, conduct and complaint reports and other behaviour notes, school reports; information about referrals to government agencies, information obtained during counselling sessions, court orders, photographs and videos from school activities and events and closed circuit television (CCTV) footage, internet browsing history (using school email address).
10. MACS will collect information from Parents such as names, contact details, education level, occupation, language background, medical health fund details, Medicare number, court orders,



Working with Children Clearances (for volunteers), CCTV footage from cameras used in MACS Premises.

11. In some circumstances MACS may be provided with personal or health information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

12. MACS may collect information from another school including a Victorian Student Number (VSN), academic records and/or achievement levels, and information that may be relevant to assisting a school in meeting the needs of a student including any adjustments for learning.

## How MACS uses Personal information

13. MACS/the school will only use your Personal information as described in this notice and in accordance with the Privacy Policy.

14. Here are some of the ways MACS/the school uses or discloses your Personal information:

14.1. for administrative, educational and student support purposes

14.2. to facilitate the transfer of a student to another school or college

14.3. to provide access to IT systems and applications as part of enrolment

14.4. to enable MACS office staff to:

- discharge responsibilities under the Australian Education Regulations 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.

- support the school undertake assessments of students for educational programs or external health service providers such as counsellors, psychologists, school nursing services, dental vans. Specific consent is obtained to collect and disclose health information and sensitive information as part of a service request. This may include release of relevant medical or allied health reports, educational planning and evaluation documents such as personalised learning or behaviour/ medical management plans.

- to support the training of selected staff in the use of MACS' electronic document and records management systems and line of business systems

14.5. to external authorised agencies, organisation and government departments for reporting, compliance, audit purposes, or data collections. For example:

- census processes and census audits, e.g., NAPLAN, Australian Early Development Census

- Nationally Consistent Collection of Data (NCCD) quality assurance processes, participation in the Australian Early Development Census (AEDC) and government audits

- the Victorian Curriculum and Assessment Authority (VCAA) and the Australian Curriculum, Assessment and Reporting Authority (ACARA) NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)

- authorised agencies and organisations to enable MACS and the school to discharge its responsibilities under child safety legislation, including Commission for Children and Young People (CCYP), Victorian Institute of Teaching (VIT) and Victoria Police.

- to VCAA to provide or verify a student's Victorian Student Number (VSN) and related information. The school is also empowered to access, use, or disclose the VSN and related information under information sharing laws. See Associated legislation and schemes below.

14.6. To third-party service providers that provide services including training and support services, online educational and assessment support services, electronic document and records management systems, line of business systems, 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).

14.7. People and organisations providing instructional services such as sports coaches, educational programs and activities, external training services, guest speakers, volunteers, counsellors and providers of learning and teaching consultancy support and student assessment services

14.8. People or organisations providing administrative and financial services to MACS

14.9. Any individual authorised by Parents to whom MACS can disclose information

14.10. Students' Parents

14.11. Anyone to whom MACS 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.

14.12. The Victorian Catholic Education Authority (VCEA), other school governing bodies and other dioceses for the purpose of providing funding, educational, health, safety and wellbeing for students

14.13. The Catholic Archdiocese of Melbourne (CAM) if required for legal proceedings (informal/formal) and the National Redress Scheme.

15. MACS regularly discloses Personal information collected from students to their Parents. This may include student use of technology systems and applications.

16. MACS may include students' and Parents' names and contact details in school directories or class lists (or similar).

## Fundraising

17. MACS may disclose limited Personal information to parishes to facilitate religious and sacramental programs, and other activities such as fundraising.

18. MACS may engage in fundraising activities and MACS may use information received from Parents to make an appeal to them. MACS may disclose this information to organisations that assist in fundraising activities solely for that purpose. MACS will not disclose Personal information to third parties for marketing purposes without your consent.

## Photography and recording permission

19. MACS will obtain permission from the student's Parents, and from the student if appropriate, as part of the enrolment process and annually, to enable MACS to include photographs or recordings, or other identifying material, in promotional material or otherwise make this material available to the public. See Photography and Recording Permission Form.

20. On occasion, MACS or a school may publish information such as academic and sporting achievements, student activities and similar news on a school's intranet or through applications only accessible to Staff, Parents and Students. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. MACS will not obtain specific consent for this publication.

Table 1 provides information about the requirements for specific permission for collection and / or use of photography and recordings.

**Table 1: Permissions for photography and recordings**

Type of Personal information	Intended use	Consent required
<ul style="list-style-type: none"> <li>Photo / recording related to academic and sporting achievements, student activities and similar news</li> </ul>	<ul style="list-style-type: none"> <li>School newsletter, magazine and intranet, closed educational app used by parents</li> </ul>	<ul style="list-style-type: none"> <li>No consent required if only accessible by Staff, Parents and students and this Collection Notice has been provided</li> </ul>
<ul style="list-style-type: none"> <li>Photo / recordings for school concerts / plays</li> </ul>	<ul style="list-style-type: none"> <li>Distribute to Parents, including sale of photos/recordings</li> </ul>	<ul style="list-style-type: none"> <li>No consent required if only accessible by Staff, Parents and students and this</li> </ul>

Type of Personal information	Intended use	Consent required
		Collection Notice has been provided
<ul style="list-style-type: none"> <li>Photo / recording</li> </ul>	<ul style="list-style-type: none"> <li>Related to the purpose for which the photo / recording was collected / taken by the school</li> <li>Reasonably expected by the student or other individual in the photo/recording</li> </ul>	<ul style="list-style-type: none"> <li>No consent required if only accessible by Staff, Parents and students and this Collection Notice has been provided</li> </ul>



<ul style="list-style-type: none"> <li>• Photo / recording where the student is not identified or not reasonably identifiable</li> </ul>	<ul style="list-style-type: none"> <li>• External use including school website, public social media, television</li> </ul>	<ul style="list-style-type: none"> <li>• General consent – Photo and Recording Permission Form</li> </ul>
<ul style="list-style-type: none"> <li>• Photo/recording where the student is identified or reasonably identifiable</li> </ul>	<ul style="list-style-type: none"> <li>• External use including school website, public social media, television and for sharing with third parties, e.g. announcement of student achievement; research conducted by MACS or third party</li> </ul>	<ul style="list-style-type: none"> <li>• Specific time bound consent required</li> </ul>

21. Unless Parents provide other notification to the school, general consent for photo / recording permission obtained at enrolment may apply for the duration of the student's enrolment. At least annually, the principal will remind Parents to notify the principal if they wish to vary the permission previously provided and explain how to do this.

### Research purposes

22. Research conducted by external researchers or MACS requires consent from Parents and / or students. MACS must obtain specific consent if the proposed research involves photographing or filming students and / or Parents.

## Your information and third parties

23. MACS may use online or cloud service providers to store Personal information and to provide services that involve the use of Personal information, such as email, instant messaging and education and assessment applications. Some Personal information may be provided to these service providers to enable them to authenticate users that access their services and for technical support such as your name or username, email, student ID. This Personal information may be situated outside Australia, but it is still managed and controlled by MACS/the school. For more information, refer to the Privacy Policy.

### Enrolment application with the diocese

24. If an enrolment application is made to another school in the archdiocese, MACS may collect from or share Personal information provided during the application stage with the other school. This Personal information may include Sensitive information. MACS uses this information for the purpose of considering and administering the enrolment of the student within the archdiocese.

## Access and correction of Personal information

25. Parents and Students have a right to request access to and/or correct any Personal information that MACS/the school holds about them.

26. Students will generally be able to access and update their Personal information through their Parents, but older students may seek access and correction themselves. There are some exceptions to these rights set out in the applicable legislation.

27. To make a request to access, update or correct any Personal information that MACS holds about you or your child, please contact the principal by email, post or telephone. Refer to the school's website for contact details. MACS may require you to verify your identity and specify which information you require. MACS may charge a reasonable fee for giving access to your Personal information. There is no charge for making a request or correcting your Personal information. MACS will advise of the likely cost in advance if the information sought is extensive.

28. If we refuse your request, MACS will provide a written notice explaining the reasons for the refusal (unless, given the grounds for refusal, it would be unreasonable to provide reasons) and how to complain.

29. Parents may be able to log into the school's portal and correct and update some of their or their child's Personal information at any time.

### Consent and rights of access to the Personal information of individuals

30. MACS respects every Parent's right to make decisions concerning their child's education. Generally, MACS will refer any requests for consent and notices to relation to Personal information of a student to the student's Parents. Generally, MACS will treat consent given by Parents as consent given on behalf of the student and notice to Parents will function as the notice given to students.
31. Individuals may seek access to Personal information held by MACS about them or their child by contacting the principal or the MACS Privacy Officer. There may be occasions, however, when MACS refuses access. For example, where the release of the information would have an unreasonable effect on the privacy of others; where the release of the information may result in a breach of the school's duty of care to the student.
32. In certain circumstances, students may provide independent consent if assessed by the principal of the MACS school as a "Mature Minor." Refer also to the MACS Privacy Policy.

## More information

33. MACS periodically refines this Collection Notice to reflect appropriate information flows. MACS will maintain the overall level of privacy protection when MACS makes changes or inclusions.
34. If you have a query about your personal information and its handling, please check online for the current Privacy Collection Notice.
35. The school will remind Parents annually about the Collection Notice and advise how to update or change the permissions granted.

### Policy information table

<b>Related policy</b>	Privacy Policy
<b>Document owner</b>	General Manager, MACS Legal – Corporate
<b>Approving authority</b>	Director, Governance and Legal
<b>Approval date</b>	30 October 2024
<b>Risk Rating</b>	High
<b>Review by</b>	October 2028
<b>Publication</b>	CEVN, school website
<b>Superseded documents</b>	Standard Collection Notice – v1.0 – 2021 Standard Collection Notice – Template for Schools – v2.0 – 2023



St Mary's Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS). This agreement aligns with St Mary's Primary School Enrolment Policy and MACS Enrolment Framework.

Please read the terms and conditions outlined below before signing the agreement. Confirmation of enrolment offer requires the acceptance and signing of the Enrolment Agreement.

## Terms and Conditions of Enrolment

### 1. Education services

- 1.1 Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. MACS schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.
- 1.2 Catholic education services includes:
  - 1.2.1 targeted support to students assessed by the school as requiring additional assistance with literacy and numeracy. The degree of support provided will be determined with consideration of the number of students who would benefit from assistance and the resources available to the school.
  - 1.2.2 targeted support to students assessed by the school as requiring assistance with social and emotional development. The degree of support provided will be determined with consideration of the number of students who would benefit from assistance and the resources available to the school.
- 1.3 Parents, guardians and carers, as the first educators of their children, enter into a partnership with the school to promote and support their child's education. Parents/guardians/carers must assume responsibility for maintaining this partnership by supporting the school in the provision of education to their children within the scope of the school's registration and furthering the spiritual and academic life of their children.

### 2. Enrolment

- 2.1 Parents/guardians/carers are required to provide particular information about their child during the enrolment procedure, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school.

If the information requested is not provided, the school may not be able to enrol your child.

- 2.2 To meet MACS and government requirements, parents/guardians/carers will need to provide the school with a completed enrolment form including, among other things, the information listed below:
  - evidence of your child's date of birth (e.g. birth certificate, passport)
  - religious denomination
  - previous school reports (if applicable)
  - names and addresses of the child and parents/guardians/carers; telephone numbers (home, work, mobile) of parents/guardians/carers
  - names of emergency contacts and their details
  - specific residence arrangements
  - information about the language/s your child speaks and/or hears at home
  - nationality and/or citizenship including the visa sub-class granted upon entry to Australia (prior to citizenship being granted), where applicable
  - doctor's name and telephone number

- diagnoses, medical conditions, health needs and immunisation history
- information on additional learning needs (e.g. whether your child requires additional support in relation to personalised care and support, mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
- parenting agreements or court orders, including any guardianship orders.

After lodgement of the enrolment form, school staff may need to request further information, for example in relation to any parenting orders, health needs, medical conditions or additional learning needs that have been noted on the enrolment form. In addition, it is often useful for parents/guardians/carers to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if required.

- 2.3 Subject to any special exercise of discretion by MACS, the order of priority for enrolment in MACS schools is detailed in the school's Enrolment Policy.

### 3. Fees

- 3.1 The setting of the levels of fees, levies and other compulsory ad hoc charges in MACS schools is the responsibility of the school within the prescribed requirements of MACS, considering the allocation of government funds. School fees generally cover most curriculum-related activities. In some cases, additional costs may be required for some excursions, camps, activities, and programs. Where additional levies and charges are required, the school informs parents/guardians/carers of cost details in advance.
- 3.2 The school offers a number of methods for paying fees, levies, camps and excursions, and ad hoc charges to reduce any financial burden and to assist in financial planning. If you have difficulty in meeting the required payment of fees, levies and ad hoc charges, you are welcome to discuss this with the principal of the school.
- 3.3 Parents/guardians/carers are responsible for the payment of all fees, levies and charges associated with the student's enrolment and attendance at the school, as contained in the school's Fees, Levies and Charges Schedule provided to parents/guardians/carers from time to time. The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion over whether to allow a student to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

### 4. Enrolment under minimum school entry age

- 4.1 The school's enrolment policies and procedures are intended to ensure that, when enrolling students, MACS schools are compliant with relevant Victorian and Australian government legislation. A child must turn five by 30 April in the year of starting school unless an exemption is approved. Enrolment of children under the minimum school entry age and pre-Prep programs require approval from the MACS Executive Director (or the delegate) via the Minimum Age Exemption Application.
- 4.2 Approval for exemptions must be sought from the MACS Executive Director (or the delegate) before enrolment under the minimum starting age can occur. Approval for early-age enrolment will only be granted in exceptional circumstances where both the parent/guardian/carer seek the enrolment of the child under the minimum age, and the principal supports the enrolment of that child at the school and the best interest criteria are met.

### 5. Child safe environment

- 5.1 Catholic school communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.
- 5.2 Every person involved in Catholic education, including all parents/guardians/carers at our school, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- 5.3 The school's child safe policies, codes of conduct and practices set out the commitment to child safety, and the processes for identifying, communicating, reporting, and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with students to safeguard them against abuse.
- 5.4 The school has established human resources practices where newly recruited staff, existing staff and volunteers in the school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of the school's relevant policies and procedures. The school also provides ongoing

training, supervision and monitoring of staff to ensure that they are suitable to work with students as part of our human resources practices.

- 5.5 The school has robust, structured risk management processes as prescribed by MACS that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships, and activities with which students within our school engage.
- 5.6 The school, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously, and their concerns are addressed in a just and timely manner.
- 5.7 The school's child safety policies and procedures are readily available and accessible. Further details on MACS' and the Catholic education community's commitment to child safety across Victoria can be accessed at:
  - the Catholic Education Commission of Victoria Ltd child safety page [www.cecv.catholic.edu.au/Our-Schools/Child-Safety](http://www.cecv.catholic.edu.au/Our-Schools/Child-Safety)
  - the Catholic Education Commission of Victoria Ltd Statement of Commitment to Child Safety <https://www.cecv.catholic.edu.au/getmedia/b5d43278-51b9-4704-b45a-f14e50546a70/Commitment-Statement-A4.aspx> (available in English, Arabic, Simplified Chinese, Tagalog, and Vietnamese)
  - the MACS child safety page [www.macs.vic.edu.au/Our-Schools/Child-Safety.aspx](http://www.macs.vic.edu.au/Our-Schools/Child-Safety.aspx).

## 6. Period of Enrolment

- 6.1 The enrolment of the student, once approved by the principal of the school, commences in the entry year and continues until the completion of the last year at the school or until the student's enrolment is otherwise withdrawn or terminated.

## 7. Policies and procedures

- 7.1 All the school's enrolment policies and procedures are available on the school website. For the purposes of this agreement, a reference to school's Policies and Procedures also includes processes, guidelines, and any other applicable governance documentation.
- 7.2 The parents/guardians/carers must comply with and take all reasonable steps to uphold the school's policies and procedures, as introduced or amended from time to time, including those concerning or dealing with:
  - (a) the care, safety and welfare of students
  - (b) the standards of dress, grooming and appearance
  - (c) grievance and complaints
  - (d) social media and the use of information, communication, and technology systems
  - (e) student behaviour and conduct and discipline of students, including those listed in the student code of conduct as may be published from time to time
  - (f) parent behaviour and conduct, including any Parent/Guardian/Carer Code of Conduct as may be published from time to time
  - (g) privacy.
- 7.3 The school has absolute discretion in all its operational and educational matters and offerings as determined by its governing body, MACS, and subject to relevant delegations to the principal of the school.

## 8. Terms of enrolment regarding acceptable behaviour or conduct

- 8.1 The school is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The school community recognises that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 8.2 Every person at the school has a right to feel safe, to be happy and to learn, therefore we aim to:
  - promote the values of honesty, fairness and respect for others
  - acknowledge the worth of all members of the community and their right to work and learn in a positive environment
  - maintain good order and harmony
  - affirm cooperation as well as responsible independence in learning
  - foster self-discipline and develop responsibility for one's own behaviour.

- 8.3 MACS and the school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body, taking into consideration the student's aboriginal, cultural, religious or diverse backgrounds or circumstances.
- 8.4 As a term of your child's enrolment, parents/guardians/carers agree that the student is required to comply with the school's behaviour aims and code of conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour and ensure compliance with the Code of Conduct for Students.
- 8.5 The parents/guardians/carers agree to be responsible for ensuring that the student is aware of all policies and procedures that apply to the student, including those relating to the student conduct and behaviour and any code of conduct for students, and to actively support the school in the implementation of such policies, procedures and codes of conduct.
- 8.6 The parents/guardians/carers agree to comply with any code of conduct for parents/guardians/ carers or other policy implemented by the school from time to time which sets out the school's expectations of parents/guardians/carers who have a student enrolled at the school.
- 8.7 The parents/guardians/carers agree that any unacceptable behaviour by a child, or significant and/or repeated behaviour by a parent/guardian/carer that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian/carer and school, or otherwise in breach of the student code of conduct or the parent/guardian/carer code of conduct may result in suspension or termination of the student's enrolment.

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

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

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

- 10.1 It is vitally important that the principal is made aware of each student's individual circumstances insofar as these may impact upon their physical, functional, emotional, or educational needs, particularly where the school is required to provide additional support to the student.
- 10.2 Parents/guardians/carers must provide accurate and up-to-date information when completing the enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused or terminated where a parent/guardian/carer has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.
- 10.3 Where, during a child's enrolment, new information becomes available that is material to the child's educational and/or safety and wellbeing needs, it is a term of the student's continuing enrolment that such information is provided to the school promptly.  
Non-provision of such information will be treated as breach of these terms and conditions of enrolment.
- 10.4 The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.
- 10.5 Any breach of the terms and conditions of enrolment regarding provision of accurate information that is not rectified upon request by the school may result in a suspension or termination of enrolment.

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

- 11.1 The school welcomes parents/guardians/carers who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians/carers prior to enrolment regarding:
  - the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs, for example, giftedness or an experience of trauma
  - the nature of any additional assistance that is recommended or appropriate to be provided to the child, for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant



- the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians/carers and the school will work in partnership to achieve these goals
- any limitations on the school's ability to provide the additional assistance requested.

11.2 The procedure for enrolling students with additional needs is otherwise the same as for enrolling any student.

- 11.3 As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the student, in consultation with parents/guardians/carers and the child's treating medical/allied health professionals, to assess whether:
- the additional assistance remains necessary and/or appropriate to the student's needs
  - the additional assistance is having the anticipated positive effect on the student's individual physical, functional, emotional or educational goals.

It remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

- 11.4 To support a child's learning and wellbeing needs, students with additional needs can access school-based and MACS learning diversity assessment consultancy services if determined as required to clarify their learning profile and build teacher capacity to support student needs. Please refer to the MACS website for further information:  
<https://www.macs.vic.edu.au/Our-Schools/Students-with-Diverse-Learning-Needs.aspx>

## 12. Assessment and updates

- 12.1 Various opportunities are provided to keep parents/guardians/carers up to date with their child's progress. Two comprehensive written reports will be provided each year and arrangements will be made for at least one interview where parents/guardians/carers can discuss their child's development with their teacher. In addition, a meeting can be arranged if there are any concerns or you wish to receive an update on progress.

## 13. Discipline

- 13.1 The school has absolute discretion to determine when student conduct warrants disciplinary action to be taken. The school may apply disciplinary measures that it deems appropriate in accordance with the school's policies and procedures, which may include:
- withdrawal of privileges
  - detention at such times as the principal may deem appropriate
  - requiring the student to undertake additional school work during or after normal school hours
  - suspension
  - expulsion
  - such other consequences as the school considers reasonable and appropriate.
- 13.2 Any serious failure by the student to comply with the school's policies and procedures may affect the student's enrolment at the school. The student may be suspended from attending the school, their enrolment may be terminated and/or the school may charge or retain all or part of the fees, levies, or charges for that term.

## 14. Termination of student's enrolment by the school

- 14.1 The school reserves the right to require the parents/guardians/carers to withdraw the student from the school or to cancel the student's enrolment at any time if the school reasonably considers that:
- the student's behaviour, attitude or conduct to schoolwork, other school activities or while attending school is unsatisfactory
  - the student has demonstrated unsatisfactory conduct or performance, or misconduct
  - the student fails to obey the school's policies and procedures or any student code of conduct of the school
  - a mutually beneficial relationship of trust and cooperation between the parents/guardians/carers and the school or any of its staff has broken down to the extent that it adversely impacts on the school, any of its staff or the ability of the school to provide satisfactory educational services to the student
  - the student's progress and performance are such that the student is not benefiting from the academic courses provided by the school

- the behaviour or conduct of the parents/guardians/carers towards the school or to any of its staff breaches any Parent/Guardian/Carer Code of Conduct
- if any accounts or fees payable by the parents/guardians/carers are not paid within the school's terms of payment or within the terms of any written agreement between the school and the parents/guardians/carers permitting a later or deferred payment
- circumstances exist whereby the ongoing enrolment of the student at the school is untenable or is not in the best interests of the student or the school.

## 15. Appeal process on enrolment decisions

15.1 St Mary's Primary School is required to maintain a fair, effective and efficient complaints-handling process so that complaints about enrolment and other matters at the school can be addressed.

15.2 If a parent/guardian/carer of the student would like to make an appeal about the enrolment process and/or the enrolment decision, they are advised to consider raising the concerns with the principal or relevant person either in writing or by making an appointment. Please ensure the relevant person/s is given a reasonable amount of time to take the steps required to resolve or address the concerns. Please refer to St Mary's Primary School's complaints handling policy or guidelines for further information.

15.3 If the matter cannot be resolved at the school level, or if the complaint is about the principal of the school, complainants are advised to contact the relevant MACS Regional Office. Alternatively, parents/guardians/carers may lodge a complaint online and read the MACS Complaint Handling policy at <https://www.macs.vic.edu.au/Contact-Us/Complaints.aspx>.

## 16. General

16.1 This enrolment agreement constitutes the sole and entire agreement between the parents/guardians/carers and MACS in relation to the enrolment of the student at the school.

16.2 The parents/guardian/carers acknowledge that MACS may from time to time vary the terms and conditions of this enrolment agreement. The related policies and Codes of Conduct are published on the school website. The school will notify parents when they have been updated.

16.3 Parents/guardians/carers acknowledge that a student's enrolment at the school and this agreement with MACS may be terminated in the event of a material breach of this agreement or where the application of one of the school's policies and procedures necessitates or permits such termination.

16.4 Any warranty, representation, guarantee or other term or condition whatsoever that is not contained in this agreement is excluded and is of no force or effect.

16.5 The agreement is governed by the laws of the State of Victoria, Australia.

## Acceptance of enrolment

- By signing this Enrolment Agreement, I acknowledge that I enter into an agreement with Melbourne Archdiocese Catholic Schools Ltd (MACS), as the owner and governing authority for the school, and I understand and accept the terms and conditions of enrolment as set out in this Enrolment Agreement. I agree that there are certain expectations, obligations and guarantees required of parents/guardians/carers of the school's students, so that a harmonious relationship may be established.
- I accept the offer of enrolment of my child at the school in the entry year and entry level noted on the enrolment application form.
- I will support and abide by all MACS and school policies and procedures (including processes, guidelines and other governance documentation), as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the school.
- I will ensure that the information I have provided is kept up-to-date throughout the period of enrolment and I will notify the school promptly of any changes to that information (e.g. change of residential address, changes to parenting orders).
- I will pay the current school fees and levies for my child and also pay any variation or increase of fees and levies as required by the school, or I will otherwise notify the school immediately if I am experiencing financial difficulties.
- I will support my child's participation in the religious life of the school (e.g. school liturgies, retreat programs).
- I will attend parent/teacher and information evenings which relate to my child.
- I will participate in a working bee once a year or make a financial contribution.
- In the event I have any concerns, I will raise them initially with the relevant teacher or the school principal.
- I will treat all members of the school community with respect as befits a Catholic school.



- If in time of emergencies, accidents or serious illness I cannot be contacted, I give permission for the principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred.
- As a parent/guardian/carer, I will support the vision of MACS, the school and parish. In accepting the enrolment, I agree to abide by all MACS and school policies and procedures which are reviewed regularly and may be subject to change at the school's discretion. I will work with the school to support the academic/social/behavioural needs of my child. I understand that the consequence of not complying with MACS' and the school's policies and procedures may result in the termination of the enrolment.
- I have read and understand the Parent/Guardian/Carer Code of Conduct and the criteria for termination of enrolment as provided for in the St Mary's Primary School policies and/or procedures and agree to comply with expected parent/guardian/carer behaviour and conduct, including any Parent/Guardian/Carer Code of Conduct as may be published from time to time on the school's website and notified to parents.
- I accept that my child will read and understand the St Mary's Primary School Student Code of Conduct and agree to comply with expected student behaviour and conduct, including any St Mary's Primary School Student Code of Conduct as may be published from time to time on the school's website and notified to parents.
- I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

Parent 1/guardian 1/carer 1 signature		Date:
Parent 2/guardian 2/carer 2 signature		Date:

**Disclaimer:** Personal information will be held, used and disclosed in accordance with the MACS Privacy Collection Notice and Privacy Policy enclosed in the enrolment pack and available on the school website <https://www.smgreensborough.catholic.edu.au>



# Consent to Transfer Information

This form is used to assist in the transfer of information between schools when a student is moving from a Melbourne Archdiocese Catholic Schools Ltd (MACS) school to another school. Please refer to the Privacy Policy and Collection Notice – Students and Parents for more information.

## Student details

Family name		Given name	
Date of birth			
Current kinder, school or college			
Registered school number		E number (if applicable)	
Principal			

The principal/teacher has discussed with me/us how and why certain information about my child will be provided to the new school. I understand that in addition to formal reports, details regarding their 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 to be provided to the new school. I understand that this information will be collected and used by the school or college to inform health and safety management strategies and educational program for my child.

## School transfer details

New school or college			
Address			
Registered school number		E number (if applicable)	

## Parent /guardian / carer consent

Parent /guardian /Carer 1  
Signature:

Date:

Parent /Guardian /Carer 2  
Signature:

Date:

Please refer to the school's website for further information about our Privacy Policy and Privacy Collection Notice and the use and disclosure of Personal information. Further clarification is available from the principal on request..



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

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

### Scope

This Code of Conduct applies to all St Mary's 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.

### Principles

This Code of Conduct is based on the following principles that everyone at St Mary's 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 ICT Acceptable Usage Policy and User 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 Student Behaviour 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, the Student Behaviour Policy outlines the consequences for student misbehaviour. The St Mary's Primary School policies and procedures for the Suspension, Negotiated Transfer of Students, and the St Mary's Primary School Expulsion of Students outline the management of suspension and expulsion, and appeals processes.

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

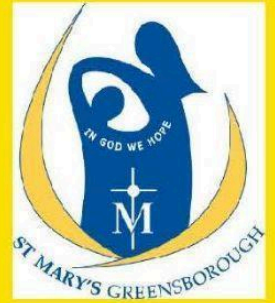
Student Code of Conduct	
Name of student	
Date	
Signature of student	
Signature of parent / guardian / carer	
Date	

## Policy information table

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Learning Diversity
Approving authority	Executive Director
Assigned board committee	Education Policy and Strategy
Approval date	10 May 2023
Risk rating	High
Date of next review	May 2025
Publication details	CEVN, school website

POLICY DATABASE INFORMATION	
Assigned Framework	Enrolment of Students
Related documents	Enrolment Agreement Enrolment Policy
Superseded documents	School Student Code of Conduct – v1.0 – 2021
New policy	





St Mary's Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS). This Code of Code is created with reference to St Mary's Primary School Enrolment Policy and St Mary's Primary School Enrolment Agreement. Parents/Guardians/Carers are expected to read, sign, and comply with the Code of Conduct for the student's enrolment to be accepted.

### Purpose

St Mary's 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 Mary's Primary School to provide clear guidelines to all parents and visitors regarding the conduct expected of them while in a school environment, Sporting Events, Incursion/Excursions and engaging in all school-related activities or representing the school. Parents/guardians/carers and visitors are expected to uphold the school's core values at all times.

### Scope

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

### Principles

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

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

### Expected conduct and bearing of all parents / guardians / carers

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

## Breach of the code of conduct

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

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

Should any parent/guardian/carer:

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

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

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

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

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

#### Parent / guardian / carer code of conduct

Parent 1/Guardian 1/ Carer 1 Name	
Parent 1/Guardian 1/ Carer 1 Signature	
Date	
Parent 2/ Guardian 2/ Carer 2 Name	
Parent 2/Guardian 2/ Carer 2 Signature	
Date	

### Policy information table

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



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

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



# Primary Privacy Policy and Procedures

St Mary's Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

## Purpose

This policy sets out how personal information provided to or collected by St Mary's Primary School is managed, to ensure St Mary's Primary School acts in accordance with relevant legislative requirements.

## Scope

This policy applies to information held and acquired by St Mary's Primary School.

## Principles

St Mary's Primary School will apply a number of principles in collecting and managing personal information. It will:

- manage personal information in an open and transparent way.
- only collect personal information that is reasonably necessary for the school's functions or activities.
- use fair and lawful means to collect personal information.
- obtain consent to collect sensitive information unless specified exemptions apply.
- take reasonable steps to protect the personal information the school holds from misuse, interference and loss and from unauthorised access, modification or disclosure.
- only use or disclose personal information for the primary purpose of collection unless an exception applies.

## Policy

The school collects and holds personal information, including health and other sensitive information about students, parents /guardians/carers and others, who come into contact with the school.

The school will generally collect personal information held about an individual by way of:

- forms filled out by parents / guardians / carers or students
- face-to-face meetings and interviews
- emails and telephone calls
- through the school's online portal – Compass, Seesaw, ICON

St Mary's Primary School will use personal information it collects from parents / guardians / carers for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected or consented to, by parents / guardians / carers.

St Mary's Primary School ensures that personal information is stored securely and that access is provided only to persons who need such access. Depending on the nature of the personal information, it may be stored in

locked rooms or cabinets (in the case of paper records), on secure digital devices or on the school computer systems with appropriate level of access in place.

## Exception in relation to employee records

Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the school's treatment of an employee record where the treatment is directly related to a current or former employment relationship between the school and employee. The school handles staff health records in accordance with the Health Privacy Principles in the *Health Records Act 2001* (Vic.).

## Anonymity

The school needs to be able to identify individuals with whom it interacts and to collect identifiable information about them to facilitate the delivery of schooling to its students and its educational and support services, conduct the job application process and fulfil other obligations and processes. However, in some limited circumstances some activities and interactions with the school may be done anonymously where practicable, which may include making an inquiry, complaint or providing feedback.

## Procedures

### What information may be collected by the school?

- Student information
- Name
- Contact details (including next of kin)
- Date of birth
- Gender
- Language background
- Previous school
- Religion
- Medical and welfare information (including details of disability and / or allergies and details of any assistance the student receives for that disability and / or allergies, medical reports,
- Medical reports
- Cognitive assessments
- Conduct and complaint records, or other behaviour notes, school attendance, school reports
- Information about referrals to government welfare agencies
- Information obtained during counselling
- Any court orders
- Photographs and videos at school events
- Parent / guardian / carer information
- Name
- Address
- Contact details
- Education, occupation, and language background
- Health fund details
- Medicare number
- Any court orders

- Volunteer information (including Working with Children Check)
- Job applicants, staff members, volunteers, and contractors
- name, contact details (including next of kin), date of birth and religion
- information on job applications
- professional development history
- salary and payment information, including superannuation details
- medical information (e.g. details of disability and/or allergies and medical certificates)
- complaint records and investigation reports
- leave details
- photos and videos at school events
- workplace surveillance information
- work emails and private emails (when using work email address and internet browsing history)
- copy of Working with Children Card and Documentation
- other people who come into contact with the School, including name and contact details and any other information necessary for the particular contact with the School.
- 

### **Personal information provided by other people**

In some circumstances the school may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school. The type of information the school may collect from another school may include:

- academic records and/or achievement levels
- information that may be relevant to assisting the new school to meet the needs of the student, including any adjustments.

## **How will the school collect and hold personal information?**

### **Students and parents / guardians / carers**

In some cases where the school requests personal information about a student or parent / guardian / carer, if the information requested is not provided, the school may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

In relation to the personal information of students and parents / guardians / carers, the school's primary purpose of collection is to enable the school to provide schooling to students enrolled at the school (including educational and support services for the student), exercise its duty of care and perform necessary associated administrative activities which will enable students to take part in all the activities of the school. This includes satisfying the needs of parents / guardians / carers, the needs of the student and the needs of the school throughout the whole period the student is enrolled at the school.

In particular, the purposes for which the school uses the personal information of students and parents / guardians / carers include:

- to keep parents / guardians / carers informed about matters related to their child's schooling, through correspondence, newsletters and magazines
- day-to-day administration of the school
- looking after students' educational, social and medical wellbeing
- seeking donations and marketing for the school
- to satisfy the school's legal obligations to discharge its duty of care

- to satisfy the legal obligations of the school's governing authority – Melbourne Archdiocese Catholic Schools Ltd (MACS) and the Catholic Education Commission of Victoria Ltd (CECV)
- to satisfy the school service providers' legal obligations.

### **Job applicants and contractors**

In relation to the personal information of job applicants and contractors, the school's primary purpose of collection is to assess and (if successful) engage the applicant, or contractor, as the case may be.

The purposes for which the school uses the personal information of job applicants and contractors include:

- administering the individual's employment or contract, as the case may be
- for insurance purposes
- seeking donations and marketing for the school
- satisfying the school's legal obligations, for example, in relation to child protection.

### **Volunteers**

The school also obtains personal information about volunteers who assist the school in its functions or conduct associated activities, such as [include the name of any alumni associations].

The purposes for which the school uses the personal information of volunteers includes:

- enabling the school to manage the engagement process of volunteers
- for insurance purposes
- satisfying the school's legal obligations, for example, in relation to child protection
- to confirm their suitability and to manage their visits.

### **Counsellors**

The school contracts with external providers to provide counselling and/or psychology services for some students. The principal may require the counsellor and/or psychologist to inform him or her or other teachers of any issues the principal and the counsellor and/or psychologist believe may be necessary for the school to know for the wellbeing or development of the student who is counselled or other students at the school.

### **Parish**

The school will not disclose any personal information to the school parish to facilitate religious and sacramental programs, or other activities such as fundraising, without consent.

### **Marketing and fundraising**

The school treats marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to provide a quality learning environment in which both students and staff thrive. Personal information held by the school may be disclosed to organisations that assist in the school's fundraising, for example, the school's foundation or alumni organisation, or on occasion, external fundraising organisations.

Parents / guardians / carers, staff, contractors, and other members of the wider school community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information and sometimes people's images, may be used for marketing purposes.

## **Who might the school disclose personal information to?**

The school may disclose personal information, including sensitive information, held about an individual for educational, administrative and support purposes. This may include to:

- school service providers which provide educational, support and health services to the school, either at the school or off campus
- people providing educational support such as sports coaches, volunteers, counsellors, sports coaches and providers of learning and assessment tools
- third party service providers that provide online educational and assessment support services, document and data management services, training and support services, hosting services, and software-as-a-service applications, such as the Integrated Catholic Online Network (ICON) and Google G Suite
- authorised agencies and organisations to enable the school to discharge its responsibilities, e.g. under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) relating to students with a disability, including Nationally Consistent Collection of Data (NCCD) quality assurance processes, participation in the Australian Early Development Census (AEDC) and government audits
- authorised organisations and persons who support the school by providing consultative services or undertaking assessments for the purpose of educational programming or providers of health services such as counsellors, psychologists, school nursing services, dental vans. Specific consent is obtained to collect and disclose this type of sensitive and health information as part of a service request which may include release of relevant medical or allied health reports, educational planning and evaluation documents such as personalised learning/behaviour/medical management plans
- other third parties which the school uses to support or enhance the educational or pastoral care services for its students or to facilitate communications with parents / guardians / carers
- support the training of selected staff in the use of the school's systems
- another school including to its teachers to facilitate the transfer of a student
- federal and state government departments and/or agencies engaged by them
- health service providers
- recipients of school publications, such as newsletters and magazines
- students/parents / guardians / carers and their emergency contacts
- assessment and educational authorities including the Victorian Curriculum and Assessment Authority (VCAA) and the Australian Curriculum, Assessment and Reporting Authority (ACARA)
- anyone to whom the parent / guardian / carer authorises the school to disclose information
- anyone to whom the school is required or authorised to disclose the information by law, including under child protection and information sharing laws.

### **Nationally Consistent Collection of Data on School Students with Disability**

The school is required by the Australian Education Regulation 2013 (Cth) and *Australian Education Act 2013* (Cth) to collect and disclose certain information to inform the Students with a Disability (SwD) loading via the NCCD. The school provides the required information at an individual student level to an approved authority. Approved authorities must comply with reporting, record-keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.

### **Sending and storing information overseas**

The school may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange or a student overseas tour. However, the school will not send personal information

about an individual outside Australia without either:

- obtaining the consent of the individual
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The school may from time to time use the services of third-party online service providers (including for the delivery of services and third-party online applications, or apps relating to email, instant messaging and education and assessment, such as Google G Suite and Gmail) which may be accessible by the parent / guardian / carer. Some personal information, including sensitive information, may be collected and processed or stored by these providers in connection with these services. These online service providers may be located in or outside Australia.

School personnel and the school's service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the system and services ensuring their proper use.

The school makes reasonable efforts to be satisfied about the security of any personal information that may be collected, processed and stored outside Australia, in connection with any cloud and third-party services and will endeavour to ensure the cloud is located in countries with substantially similar protections as the Australian Privacy Principles.

The countries in which the servers of cloud service providers and other third-party service providers are located may include:

Australia, Singapore, North America, New Zealand.

Where personal and sensitive information is retained by a cloud service provider on behalf of the school to facilitate human resources and staff administrative support, this information may be stored on servers located in or outside of Australia.

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

## **How does the school treat sensitive information?**

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

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

## **Management and security of personal information**

The school's staff are required to respect the confidentiality of students' and parents / guardians / carers' personal information and the privacy of individuals.

The school has in place steps to protect the personal information the school holds from misuse, interference and loss, unauthorised access, modification, or disclosure by use of various methods including locked storage of paper records and appropriate security to limit access to digital records.

This includes responding to any incidents which may affect the security of the personal information it holds. If the school assesses that anyone whose information is affected by such a breach is likely to suffer serious harm as a result, we will notify them and the Office of the Australian Information Commissioner of the breach.

## **Access and correction of personal information**

Under the Privacy Act and the Health Records Act, an individual has the right to seek and obtain access to any personal information and health records respectively which the school holds about them and to advise the school of any perceived inaccuracy. Students will generally be able to access and update their personal information through their parents / guardians / carers, but older students may seek access and correction themselves.

There are some exceptions to the access rights set out in the applicable legislation.

To make a request to access or to update any personal information the school holds about parents/guardians/carer or children, please contact the school principal [principal name] or the school administrator [administrator name] by telephone or in writing. The school may require verification of identity and specification of what information is required. The school may charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the school will advise the likely cost in advance. If the school cannot provide access to that information, we will provide written notice explaining the reasons for refusal.

There may be circumstances where the reason for refusal is not provided, if doing so may breach the privacy of another person.

## **Consent and rights of access to the personal information of students**

The school respects every parent / guardian / carer's right to make decisions concerning their child's personal information.

Generally, the school will refer any requests for consent and notices in relation to the personal information of a student to the student's parents / guardians / carers. The school will treat consent given by parents /guardians/carers as consent given on behalf of the student and notice to parents / guardians / carers will act as notice given to the student.

Parents / guardians / carers may seek access to personal information held by the school about them or their child by contacting the school principal Marisa Matthys or ICT Manager by telephone or in writing. However, there may be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the school's duty of care to the student.

The school may, at its discretion on the request of a student, grant that student access to information held by the school about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents / guardians / carers. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

## **Complaints**

If parents / guardians / carers wish to complain that the school has interfered with their privacy because of an alleged breach of the Australian Privacy Principles, they should contact the school principal Marisa Matthys in writing at:

Principal  
School name  
School address  
Email: [principal@smgreensborough.catholic.edu.au](mailto:principal@smgreensborough.catholic.edu.au)

The school will investigate the complaint and will notify the parent / guardian / carer of the making of a decision in relation to the complaint as soon as is practicable after it has been made.

If the parents / guardians / carers are not satisfied with the school's decision, a complaint in relation to an alleged breach of the Australian Privacy Principles can be made to the MACS Privacy Officer at [privacy@macs.vic.edu.au](mailto:privacy@macs.vic.edu.au).



MACS Privacy Officer

Melbourne Archdiocese Catholic Schools Ltd

PO Box 3

EAST MELBOURNE 8002

Phone 03 9267 0228

Email: [privacy@macs.vic.edu.au](mailto:privacy@macs.vic.edu.au).

MACS will investigate any complaint and notify you of a decision in relation to your complaint as soon as practicable after the decision has been made. If you are not satisfied with MACS' decision, you may make a complaint to the Office of the Australian Information Commissioner (OAIC). Contact details are:

GPO Box 5218, Sydney, NSW 2001  
Telephone: 1300 363 992

An online privacy complaint form is available from [www.oaic.gov.au](http://www.oaic.gov.au).

## Related policies and documents

### Supporting documents

Standard Collection Notice

Photographic and Recording Permission Form

### Related MACS policies and documents

Privacy Policy for MACS Schools

Recordkeeping Policy – Schools

## Legislation and standards

Australian Education Act 2013 (Cth)

Australian Education Regulation 2013 (Cth)  
Health Records Act 2001 (Vic.)

Privacy Act 2001 (Cth)

Approval Date	10 May 2023
Review Date	May 2025



# Enrolment Policy

St Mary'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), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

## Enrolment principles

Our governing body, the MACS Board has established an agreed order of priority for enrolment which St Mary's Catholic Primary School must follow.

Our first priority is the provision of a Catholic education for Catholic children.

While St Mary's Catholic Primary School is open to families of all faith and non-religious backgrounds, we aim and give priority to enrol Catholic and Orthodox children ahead of other Christian denominations, non-Christians or children of no religious affiliation.

## Definitions

**Parish:** The local parish as defined by the Catholic Archdiocese of Melbourne.

**Enrolment catchment area:** A defined area from which a School enrolls students as officially designated to a School by the MACS Board. Our catchment area is Greensborough, Watsonia, Watsonia Nth and some of Bundoora.

**Catholic:** A child is considered Catholic if they have been baptised and can provide a Certificate of Baptism from a Catholic Parish.

**Orthodox:** Includes children from non-Catholic Eastern churches. That is, Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox.

## Enrolment priorities

Our order of priority for enrolment has been approved by our governing body, the MACS Board. The Board requires St Mary's Catholic Primary School to follow this Enrolment Policy.

Our order of priority is:

1) Children with a familial relationship:

- a) siblings of children who are enrolled at, or have previously attended the school
- b) daughters/sons of former students

2) Children who are residents of the school catchment and are in order of preference:

- a) Catholic
- b) Orthodox
- c) Other Christian
- d) Non-Christian
- e) Of no religion

3) Children who are not residents of the school catchment, are unable to access the local Catholic primary school in their parish of residence, and are in order of preference:

- a) Catholic
- b) Orthodox
- c) Other Christian
- d) Non-Christian
- e) Of no religion

Enrolment is subject to the maximum capacity of the School.

## Application for enrolment

We strive to be welcoming and inclusive and to collaborate with parents as partners in the education of their child, while making every effort to ensure a Catholic education is accessible to every Catholic family through the provision of family-friendly fee policies and fee relief.

We are open and welcoming to all Catholic students, regardless of their background, and do everything reasonable to accommodate the individual needs of each student.

The MACS Board encourages and supports its schools to extend particular assistance to children who are poor, disadvantaged or considered most at risk.

Parents who wish to accept a place in a MACS school for their children will be required to agree and sign an Enrolment Agreement with MACS, represented by the Principal, for enrolment at the particular School.

We are required to collect and retain particular information about parents and their child in accordance with this Framework. Parents are required to provide particular information about their child during the enrolment procedure in order for our governing body to meet its duty of care obligations and to satisfy government requirements. Lodging an Enrolment Form does not guarantee enrolment at the particular School.



# Fees and Charges Policy

St Mary's Parish 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), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

## 1. Delegation to Set and Vary Fees

- 1.1 The Principal has delegated power to set and vary fees of St Mary's Parish Primary School.

## 2. Setting School Fees, Levies and Ad Hoc

- 2.1 St Mary's Parish Primary School's procedure for setting school fees, levies and ad hoc charges recognises the significant contribution that St Mary's Parish Primary School makes to the cost of education through the generation of private income that includes the payment of fees by families.
- 2.2 St Mary's Parish Primary School sets and varies fees, levies and ad hoc according to criteria that represent a thorough and transparent assessment of the internal and external factors influencing costs and the families' ability to pay.
- 2.3 FFPOS are not funded by Australian or State recurrent grant funding. FFPOS student fees should set at local student fees, plus Australian and State government funding amounts and other overhead cost relating to FFPOS.
- 2.4 Fees for FFPOS must not be subsidised by recurrent grant or private income received for/from local students.
- 2.5 St Mary's Parish Primary School fees and levies are accessible in a variety of ways, including the School website at <https://www.smgreensborough.catholic.edu.au>
- 2.6 St Mary's Parish Primary School's communication/strategy plan makes provision for the development and review of strategies for the dissemination of information about its fees and levies. Information is shared in Term 4 newsletters each year for the following year school fees.

## 3. Advice to Families, Invoicing and Collection of Fees and Levies

- 3.1 St Mary's Parish Primary School's invoicing cycle and invoicing throughout the school year is as follows: All invoicing to parents occurs in Terms 1, 2 and 3.  
All payments must be made by the end of Term 3 unless direct debit is set up for payments
- 3.2 St Mary's Parish Primary School is responsible for its own debt collection throughout the school year.
- 3.3 St Mary's Parish Primary School will make every effort to help families understand their obligation to pay fees and levies.
- 3.4 St Mary's Parish Primary School will discuss payment of school fees and levies, and establish a payment method with families at the time of student enrolment.
- 3.5 The preferred method of payment is direct debit, established as part of student enrolment prior to commencing at the school.
- 3.6 Recovery of unpaid fees, particularly if recovery involves legal action, will be approached humanely and sensitively to protect the student as much as possible from the public embarrassment that could arise.
- 3.7 All collection approaches to families will be based on appropriate pastoral procedures.
- 3.8 A judgment by the Principal as to whether families are unable to pay because of their financial situation will err on the side of leniency.

## 4. Fee Remissions and Concessions

- 4.1 St Mary's Parish Primary School will provide fee remissions/concessions to families in need, including students who hold an HCC.

- 4.2 The MACS Board has delegated the power to provide fee remissions and/or concessions (as applicable) to the Principal of St Mary's Parish Primary School.
- 4.3 Refer to the St Mary's Parish Primary School Concessional School Fees Policy for further information

## Procedures

### **1. Setting and Varying Schools Fees, levies and ad hoc charges**

- 1.1 School fees and levies will be reviewed and set annually, in sufficient time to advise School families of the following year's fees and levies
- 1.2 When setting School fees and levies, the Principal will consider recurrent fees and levies to assist in meeting the operating expenses of the School, and capital fees to assist in the purchase of assets and/or repayment of loans for capital purposes.
- 1.3 Where the school accepts enrolment of FFPOS, separate fees and levies will be set for FFPOS.

### **2. Billing Fees, Levies and Fee Concessions/Remissions**

- 2.1 Fee and levy billing and application of fee concessions/remissions are processed wholly within the School's accounting system, in accordance with the School's billing cycle
- 2.2 Fees and levies are billed in full for all students, with any fee concessions or remissions applied to the full fee or levy charged.
- 2.3 St Mary's Parish Primary School follows the procedures detailed in the St Mary's Parish Primary School Concessional Fee Policy to determine appropriate fee concessions or remissions.

### **3. Collection of Fees, Levies and Ad Hoc Charges**

- 3.1 The Principal of St Mary's Parish Primary School will establish a payment method with families at the time of student enrolment.
- 3.2 The preferred method of payment of school fees, levies and charges is direct debit, established at the time of student enrolment.
- 3.3 Where payment is made in cash, or on request, the School will issue a School accounting system generated receipt.
- 3.4 St Mary's Parish Primary School will issue periodic statements (at least once per term) to families, to assist with fee collection.
- 3.5 If a family fails to keep up with their payment commitment, the Principal will bring the matter to their attention promptly and seek resolution. Debt recovery process may need to be initiated, including follow up phone calls, letters and formal debt recovery.
- 3.6 St Mary's Parish Primary School will follow up debt recovery in a sensitive, discreet and confidential manner. Parents/guardians will be invited to discuss the matter with the Principal.
- 3.7 Whilst no child will be denied access to a Catholic education due to genuine financial hardship, when families decide on a Catholic school for their children they knowingly take on additional financial responsibilities associated with school fees, which must be honoured in accordance with normal commercial practices.



# St Mary's Primary School Photography and Recording Permission Form

Throughout the year, our school has occasions where photographs or recordings are taken of students participating in a range of activities and events. Our school complies with all MACS policies and guidelines regarding privacy, and we seek your permission for students to appear in photographs or recordings which are collected, displayed or used in the ways described below.

This form is provided to Parents at the time of enrolment seeking consent for the collection and use of photographs and recordings. Parents may vary their consent at other times during the Student's enrolment. The school will annually remind Parents of this through its usual communication channels. A Parent will need to complete a new consent form when they wish to change or withdraw permissions.

If you consent, MACS may use the photographs or recordings in the ways listed below.

*Please tick those for which you give permission for use. Please read the form carefully and contact the school if you do not understand any aspect of it.*

<input type="checkbox"/>	<p><b>School use:</b> in the school's learning and teaching tools e.g.</p> <ul style="list-style-type: none"> <li>● for assessment purposes</li> <li>● professional development</li> <li>● classroom displays and displays in the school to support a Student's health and wellbeing (e.g. risk of anaphylactic reaction) or</li> <li>● on the internal ICT systems that the school uses (including apps that can be accessed by students, Parents and school Staff using passwords).</li> </ul> <p>Photographs and videos stay within the school.</p>
<input type="checkbox"/>	<p><b>Internet use:</b> On the school's publicly available website Including:</p> <ul style="list-style-type: none"> <li>● photos in the school newsletter and other communications to the school community and public</li> <li>● school's social media accounts.</li> </ul> <p>Students will only be identified by first names in these images, or not at all.</p>
<input type="checkbox"/>	<p><b>General print media and promotional material:</b> Including:</p> <ul style="list-style-type: none"> <li>● newspaper articles</li> <li>● pamphlets</li> <li>● school magazines</li> <li>● public advertisements and</li> <li>● promotional material for the school</li> </ul>

Parents will be notified if we are considering use of any images of Students for specific advertising or promotional purposes and specific consent will be sought.

### Licensed under National Educational Access Licence for Schools (NEALS)

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



## Authorisation

<input type="checkbox"/>	I authorise MACS to use photographs and recordings in material available free of charge to schools and education departments around Australia for the purpose of MACS' promotions, marketing, media and educational purposes.
<input type="checkbox"/>	I give permission for photographs and recordings of my child to be used by the school or MACS in the agreed publications without acknowledgement, remuneration or compensation.
<input type="checkbox"/>	I understand and agree that it is my responsibility to notify the school if I do not wish to consent to my child's photograph or recording appearing in any or all the publications above, or if I wish to withdraw this authorisation and consent.

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

## Consent

Student name	Year level
<i>Please add additional rows if you wish to include more than one student on this form</i>	

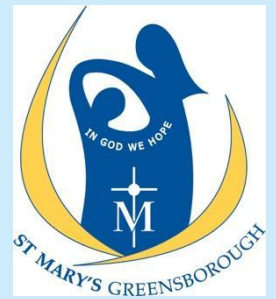
Parent details		
Parent 1		
Signature		Date
Parent 2		
Signature		Date
If the child is aged 15 years or over, they may also sign		
Name of child		
Signature		Date

*Disclaimer: Personal information will be held, used and disclosed in accordance with the Privacy Collection Notice for Students and Parents and Privacy Policy available on the school website.*



## Consent to Share Information

### Information sharing with third parties



## Consent for information sharing with third parties

### Student details

First name		
Surname		
Date of birth		
School name		E Number
School address		

### Parent consent

I/we provide informed and express consent for the sharing of information as detailed below:

1. I/we consent to school staff contacting the providers / agencies indicated below regarding my child.
2. I/we also authorise school staff to provide the providers / agencies listed below with information regarding my child's health or educational needs.
3. I/we consent to all relevant health and/or educational information held by the providers/agencies detailed below to be provided to the school. This includes, but is not limited to, hearing and vision assessments and any other health, education or early intervention reports that are considered relevant to the assessment of, or educational provision for, my child's needs.
4. I/we understand that this information will be collected and used to inform health and safety management strategies and educational programs for my child.

Name of provider/agency	Agency	Contact details
Compass Education - School Management System	Compass Education	<a href="tel:0390055217">(03) 9005 5217</a>
ICON ePortal	Victorian Catholic Education Authority	<a href="https://vcea.catholic.edu.au/">https://vcea.catholic.edu.au/</a>
Seesaw - Learning Experience Platform	Seesaw	<a href="https://seesaw.com/family-resources/">https://seesaw.com/family-resources/</a>
Canva Integrations	Canva Integrations	<a href="https://www.canva.com/en_au/help/contact-us/">https://www.canva.com/en_au/help/contact-us/</a>
MindMup 2 For Google Drive	MindMup 2 For Google Drive	<a href="https://drive.mindmup.com/">https://drive.mindmup.com/</a>
Speechlogger	Speechlogger	<a href="https://speechlogger.com/">https://speechlogger.com/</a>
Clipchamp	Clipchamp	<a href="https://clipchamp.com/en/">https://clipchamp.com/en/</a>
Common Sense Education	Common Sense Education	<a href="https://www.commonsense.org/education">https://www.commonsense.org/education</a>
Kami	Kami	<a href="https://www.kamiapp.com/">https://www.kamiapp.com/</a>

Pear Deck	Pear Deck	<a href="https://www.peardeck.com/">https://www.peardeck.com/</a>
CapCut-Web	CapCut-Web	<a href="https://www.capcut.com/">https://www.capcut.com/</a>
Soundtrap	Soundtrap	<a href="https://www.soundtrap.com/musicmakers">https://www.soundtrap.com/musicmakers</a>
macOS	macOS	<a href="https://www.apple.com/au/macOS/macOS-sequoia/">https://www.apple.com/au/macOS/macOS-sequoia/</a>
Canva	Canva	<a href="https://www.canva.com/en_au/help/contact-us/">https://www.canva.com/en_au/help/contact-us/</a>
mote	mote	<a href="https://www.mote.com/">https://www.mote.com/</a>
iOS	iOS	<a href="https://www.apple.com/au/ios/ios-18/">https://www.apple.com/au/ios/ios-18/</a>
Hāpara	Hāpara	<a href="https://hapara.com/">https://hapara.com/</a>
SketchUp	SketchUp	<a href="https://www.sketchup.com/en">https://www.sketchup.com/en</a>
Screencastify	Screencastify	<a href="https://www.screencastify.com/">https://www.screencastify.com/</a>
TypingClub	TypingClub	<a href="https://www.typingclub.com/">https://www.typingclub.com/</a>
epic!	epic!	<a href="https://www.getepic.com/sign-in">https://www.getepic.com/sign-in</a>

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

*Please refer to the school's website for further information about our Privacy Policy and the Privacy Collection Notice - Students and Parents. Further clarification is available from the principal on request.*



# Application Checklist

I/We have included the copies of the following documents with this application for enrolment.

Birth Certificate	<input type="checkbox"/>
Baptism Certificate	<input type="checkbox"/>
Immunisation Certificate	<input type="checkbox"/>
Citizenship documentation (where applicable)	<input type="checkbox"/>
Visa Details (where applicable)	<input type="checkbox"/>
Passport Details (where applicable)	<input type="checkbox"/>
Most Recent School Reports (where applicable)	<input type="checkbox"/>
Family Court Orders (where applicable)	<input type="checkbox"/>
Medical and/or Special Needs information including clinical/educational assessments (where applicable)	<input type="checkbox"/>
Proof of Address (Utility bill, lease agreement/mortgage statement, bank or credit card statement)	<input type="checkbox"/>