

St Anthony's Primary School

Enrolment Application Form



Bringing Faith and Learning to Life

Vision Statement

St Anthony's is a Catholic parish primary school in Alphington, inspired by the mission of Jesus. We are guided by the principles and traditions of Mary MacKillop and the Josephite Sisters, founded on faith and service.

Compassion, courage and determination are embedded in the learning environment that promotes a passion for learning, connectedness to each other and a sense of belonging to the community.

Our quality teaching and contemporary practice motivates our students to succeed.

We believe that working in partnership with our families, has positive and engaged impact on the lives of our students.

St Anthony's community brings faith and learning to life.

Enrolment Policy

Enrolment is the process of accepting children into St Anthony's school community. When a child enters St Anthony's school, the whole school community has an obligation to develop in the child an understanding of our Catholic faith and traditions and to provide and foster a safe and supportive environment for learning.

At St Anthony's School, the enrolment process:

1. Enables parents of children applying for enrolment to become aware of the nature and ethos of the Catholic school.
2. Encourage parents to be aware of their continuing role and responsibility as partners in their children's education - a partnership based on faith.
3. Allows for school and home to work together co-operatively to ensure that each child's needs are catered for as far as possible.
4. Ensures that the ability of parents to pay school fees is not used as a criterion for enrolling a Catholic child in a Catholic school.
5. Considers the needs of all students and the school's ongoing ability to provide for those needs.
6. Provides assistance where necessary for non-English speaking parents

If my child is accepted into the school I will support the school and teachers in the education and well-being of my/our child

I (where possible) will attend meetings such as, Curriculum and Sacramental nights, Parent/Teacher Meetings Fundraising activities, Working Bees and Social Occasions.

I agree to observe the regulations regarding uniform and conduct.

I agree to pay the approved school fees and levies for my child/children when due and also to pay any variance of this fee due to increases that may occur. In the event of a difficulty in paying Term Fees, I/we agree to contact The Principal or School Bursar to explain my/our inability to pay within set time frame.

I have received and read the Privacy Act Statement.

ONLY IMPLEMENTED IN EMERGENCY SITUATION

(every effort would be made to contact the parents).

In the event of any illness or accident, I authorise the supervising staff, if deemed urgent to obtain all necessary medical assistance.

In the event of any illness or accident, I authorise the supervising staff, if deemed urgent to obtain all necessary medical assistance.

I accept responsibility for all medical costs including ambulance if my child is injured and/or requires medical treatment and the responsibility for payment of all expenses resulting from any such medical treatment.

Signed (Parent/Guardian): _____ Date: ____/____/____

Signed (Parent/Guardian): _____ Date: ____/____/____

STUDENT DETAILS

Surname: _____

First name/s: _____

Preferred first name: _____

Date of birth: _____ Entry year: _____

Gender: _____

Religion: _____

HOME ADDRESS OF STUDENT

Street number & name: _____

Suburb: _____ Post code: _____

Home Phone: _____ Mobile: _____

EMERGENCY CONTACTS (*other than a parent*)

1. Name: _____

Relationship to Child: _____

Home Phone: _____ Mobile: _____

2. Name: _____

Relationship to Child: _____

Home Phone: _____ Mobile: _____

SACRAMENTAL INFORMATION

	Date	Parish
Baptism		
Reconciliation		
Communion		
Confirmation		

Current Parish: _____

Please attach evidence of sacrament/s received to enable processing of this enrolment

PREVIOUS SCHOOL/PRE-SCHOOL PERMISSION

Name of previous school/pre-school: _____

Has your child ever been recommended to/or has completed an additional year of kindergarten?

☐ Yes ☐ No

I/We give permission for school to contact previous school or pre-school: ☐ Yes ☐ No

Signature: _____

NATIONALITY *(Government required)*

Nationality: _____

In which country was the student born: _____

Is the student of Aboriginal or Torres Strait Islander origin? ☐ Yes ☐ No

(For persons of both Aboriginal and Torres Strait Islander origin mark 'Yes' to both)

No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐

Does the student or their mother/guardian or father/guardian speak a language other than English at home? *(if more than one language, indicate the one that is spoken most often)*

No English only ☐ Yes ☐ Other-please specify _____

IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS REQUIRED

Please tick the relevant category below and record the Visa Subclass number:

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

Australian Citizen not born in Australia

Australian citizen *(Naturalisation Certificate or Australian Passport number/Document of Travel if Country of Birth is not Australia)*

Australian Passport Number: *(if applicable)* _____

Naturalisation Certificate Number: _____

Visa Subclass No. recorded on entry to Australia: _____

Date of Arrival into Australia: _____

MEDICAL INFORMATION

Doctor's name: _____

Address: _____

Phone No.: _____

Medicare No.: _____ Reference No: _____ Expiry: _____

Private Health: ☐ Yes ☐ No Fund: Number: _____

Ambulance: ☐ Yes ☐ No Number: _____

MEDICAL CONDITION

Please specify any medical conditions the student suffers from e.g. Asthma, diabetes and/or any prescribed medications taken by the student. A medication Action Plan will be sent home for you to complete.

Has the student been diagnosed with any allergies? ☐ Yes ☐ No

If yes, please specify _____

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

ADDITIONAL NEEDS

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

Does your child have?

Autism	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Behaviour Disorder	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ADD/ADHD	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hearing Impairment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Giftedness	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Language Disorder	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Intellectual Disability	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Mental Health Issues	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vision Impairment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Acquired Brain Injury	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other (please specify) _____

Has your child ever seen a:

Audiologist	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Behavioural Optometrist	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Speech Pathologist	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Educational Psychologist	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Paediatrician	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Occupational Therapist	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Psychologist	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Other Specialist	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other (please specify) _____

If your child does have a special need, please can you assist by providing the following information:

Details of additional learning needs/additional needs provided (please provide relevant information)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Medical/allied health professional reports attached (please provide all relevant information)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

IMMUNISATION

Has the student received all vaccines required by the age of 5 years of age ☐ Yes ☐ No

If no, please specify which vaccines are still required _____

Please attach evidence of immunisation/s received to enable processing of this enrolment

FINANCIAL DETAILS

Who will be responsible for the payment of the school fees and levies? Please tick a box

Both Parents ☐ Mother Only ☐ Father Only ☐ Guardian ☐

Other: _____

MOTHER/GUARDIAN

Title: _____

Surname: _____ First Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Mobile: _____

Email: _____

Religion: _____

Australian Citizen: ☐ Yes ☐ No Ethnic Origin: _____

Country of Birth: _____ Date of Birth: _____

Occupation: _____

Employer Name: _____

Occupation group: _____
(select from list of parental occupation groups on page 21, 22 & 23)

If person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation. If person has not been in paid work in the last 12 months, enter 'N'

What is the highest year of primary or secondary school the mother/guardian has completed:

Year 9 or below ☐ Year 10 equivalent ☐
Year 11 or equivalent Year 12 or equivalent ☐

What is the level of the highest qualification the mother/guardian has completed:

No post school qualification ☐ Certificate I to IV (including trade certificate) ☐
Advanced diploma/Diploma ☐ Bachelor degree or above ☐

FATHER /GUARDIAN

Title: _____

Surname: _____ First Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Mobile: _____

Email: _____

Religion: _____

Australian Citizen: ☐ Yes ☐ No Ethnic Origin: _____

Country of Birth: _____ Date of Birth: _____

Occupation: _____

Employer Name: _____

Occupation group: _____

(select from list of parental occupation groups on page 21, 22 &23)

If person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation. If person has not been in paid work in the last 12 months, enter 'N'

What is the highest year of primary or secondary school the father/guardian has completed:

Year 9 or below ☐ Year 10 equivalent ☐

Year 11 or equivalent Year 12 or equivalent ☐

What is the level of the highest qualification the father/guardian has completed:

No post school qualification ☐ Certificate I to IV (including trade certificate) ☐

Advanced diploma/Diploma ☐ Bachelor degree or above ☐

FAMILY STATUS

Married ☐ Separated ☐ Divorced ☐ De Facto ☐ Single Parenting Family ☐

PLEASE INDICATE THE HOME CARE ARRANGEMENTS FOR THIS STUDENT:

Living with Mother & Father ☐ Living in a step family ☐ Guardian ☐

Single parent Mother ☐ Single parent Father ☐ Out-of-home-care ☐

Shared parenting ☐ FTE with Mother ☐ FTE with Father ☐

COURT ORDERS (IF APPLICABLE)

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

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

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

SIBLINGS

List all the children in your family (oldest to youngest) including the school or preschool they are attending if applicable – include applicant

Name	School/Pre-school	Year/Grade	Date of Birth

FINANCIAL INFORMATION

Parish

Do you contribute to St Anthony's Parish through Thanksgiving Offering Envelopes?

☐ Yes ☐ No

School Fees

School fees are formalised by the Parish Education Board, usually around September in the preceding school year.

School Fees are billed per family. Statements are sent out in Term 1 with the full amount payable per annum. You can elect to pay school fees as a lump sum payment in Term 1 or over three equal instalments in Term 1, 2 and 3 via cash, cheque, BPay or by Direct Debit (monthly or fortnightly). If you have any concerns regarding the payment of school fees, please make an appointment with the Principal or contact the School Office.

You can claim extra assistance towards your school fees if you are a holder of a Health Benefit Card, Health Care Card, or Pension Card.

Do you hold one of these Cards? ☐ Yes ☐ No If yes, please specify _____

Allowance claimed: Education Maintenance Allowance ☐ Yes ☐ No

Conveyance Allowance ☐ Yes ☐ No

Number of Kilometres from school _____

Curriculum levy: Curriculum levies for all families are due and payable within the first four week of Term 1. Future year's levies will be notified in Term 4 and distributed in the following year.

Every child is charged an annual fee covering items such as Excursions, Incursions, Religious Education, Class sets, Library, Information Technology, PE Costs and other educational resources.

Camp fees (if applicable) will be charged separately prior to commencing activities.

COMMONWEALTH PRIVACY LAWS

In light of the new Commonwealth privacy laws, The Privacy Amendment (private sector) Act 2000, which came into effect on 21st December, 2001, we as a school affirm our commitment to the responsible management of the information given to us.

Listed below are the purposes for our collection of personal information:

1. The School (the Diocese both independently and through its Schools) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing and relating to the operation of schools require that certain information be collected. These include Public Health (and Child Protection)* laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to the schools, government departments, Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, Schools within other dioceses*, medical practitioners and people providing services to the School (including specialist visiting teachers, sports coaches, volunteers and counsellors).
6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasion information such as academic and sporting achievements, pupil activities and other news is published in School newsletters and magazines.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know, the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. (It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.) We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and school directory**.
11. If you provide the School with the personal information of others, such as doctors or emergency contact people, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
12. As part of the transition programs information may be obtained from a previous kindergartens or educational facility to the school.

Should you have questions regarding our collection of personal information, please feel free to contact the Principal.

* *If appropriate* ** *You may wish to seek specific consent*

Signed: _____ Date: ____/____/____
Parent/Guardian

PERMISSION TO TAKE AND USE IMAGES

Please read this form carefully before completing and signing.

I, _____, parent of _____, give
permission for the school of St Anthony's to:

Use the image/photo taken during the first weeks of entry into the school to be kept and later retained with my child's personal history records in accordance with the School's Policy.

☐ Yes

☐ No

Use the images (video and photos) for publicity purposes that are open to the community.

☐ Yes

☐ No

Use the images (video and photos) for display purposes that are posted on class/school blogs which are password protected.

☐ Yes

☐ No

Use the images (videos and photos) for display purposes that are posted on my child's digital portfolio which is only visible to us and the parents of the child.

☐ Yes

☐ No

Use images (videos and photos) for social media purposes that are posted on St Anthony's Facebook and Instagram public pages.

☐ Yes

☐ No

Relevant boxes must be ticked

This consent will remain applicable for the term of the student at St Anthony's unless there are changes to the policy. If parents wish to change their consent, this must be provided in writing, addressed to the Principal.

Signed by (parent/guardian): _____ Date: ____/____/____

PHOTOGRAPH PERMISSION FORM (optional)

Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV)

Dear Parent/Guardian

The Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV) may also require student photographs in print and online promotional and educational materials.

Permission is required for a student's photograph to be used for the above purposes

STUDENT'S NAME:

YEAR LEVEL:

- I give permission for a photograph of my child to be used by the CEOM/CECV for online and printed promotional and educational materials without acknowledgment, remuneration or compensation.

Licensed under NEALS

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

- I **authorise** the CEOM/CECV to use the photograph in material available free of charge to schools and education departments around Australia for the CEOM/CECV's promotional and educational purposes.
- I understand and agree that if I wish to withdraw this authorisation, it is my responsibility to notify the school in writing.

Name of Parent / Guardian
(please circle)

Signed: Parent/Guardian

Date:

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

OFFICE USE

Date of Photograph: (month & year)

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

Rationale

At St. Anthony's Primary School we believe that education should cater for the needs of our students. To cater for the development of children's needs in a technological society, we need to provide facilities and programs that expose children to the Technology of the day. We provide staff and students with access to the Catholic Education Victorian Network (C.E.V.N) - which includes the school's Local Area Network (L.A.N.), the Internet, and Electronic Mail (e-mail). The educational value of these resources is constantly evaluated and updated.

At St. Anthony's Primary School we have network connections in all areas of the school with access to the L.A.N. and the Internet. We will make every effort to ensure that all users are protected from any misuse or abuse as a result of their experiences using on-line access. Access to the Internet will be monitored by staff and will be for educational purposes only.

Conditions and rules for use

Monitoring:

- St. Anthony's Primary School reserves the right to review any material on user accounts or file servers in order to determine the appropriateness of specific uses of the network.
- In reviewing and monitoring user accounts and file servers, St Anthony's will respect the privacy of user accounts.

Security

- If a student identifies a security problem on the Internet, he/she must notify a teacher immediately. The problem should not be demonstrated to other users.
- Do not attempt, or assist others, to gain access to the system in an unauthorized way, or in any way that threatens its secure operations. System files, system configurations, folders and other technical data must not be altered.

Privacy:

Students must respect St. Anthony's School's Information Technology Acceptable Use Policy relating to privacy, the confidentiality of other network users and must comply with the laws relating to privacy.

Students are **not permitted** to:

- Disclose your/their own or others passwords.
- Attempt to guess passwords or gain unauthorized access to another person's files or electronic mail.
- Provide personal information such as home address, telephone number or details through the Internet. St. Anthony's Primary School's address is acceptable, but not the phone number.
- Provide personal information about another person, e.g. personal address, phone number or details.

Note: Electronic mail is not guaranteed to be private due to monitoring procedures, and St. Anthony's Primary School has access to all mail.

Network Manners

All users are expected to abide by the accepted rules of network manners. These include, but are not limited to, the following:

1. Be polite. Do not swear or use any other inappropriate language.
2. Do not use the network in any way, which interferes with others use of the network.
3. Always assume that all communications and information accessible from the network, is private property.
4. Keep your messages short.
5. The 'subject' line of all e-mail messages should indicate the content of the message.
6. After reading E-mail messages, they should be deleted.
7. Proofread and edit all e-mail messages to eliminate mistakes, before sending.

Encountering controversial material

On occasions, students may encounter material, which is controversial or offensive, and which users, parents, teachers or administrators may consider inappropriate or offensive. It is the student's responsibility not to initiate access to such material. If a student is sent or stumbles onto such material, it should be reported to a teacher immediately. It must not be demonstrated to other users, printed, copied or stored

Unacceptable uses of the Information Network, Internet and Electronic Mail

Unacceptable uses of the network include, but are not limited to, the following:

1. Downloading, storing, creating, sending or printing files or messages that are deemed to be obscene, or that use language that offends or degrades others.
2. Giving personal information or agreeing to meet any person contacted through the Internet.
3. Accessing offensive, dangerous or potentially destructive information.
4. Disadvantaging other network users by monopolizing equipment or wasting computer resources is not acceptable. This includes, but is not limited to:
 - Printing unnecessarily,
 - Spending unnecessary time on the Internet.
 - Performing unnecessary searches on CD ROM databases,
 - Sharing personal files and folders.

Acceptable uses of the Information Network, Internet and Electronic Mail

Acceptable uses of the network include, but are not limited to, the following:

1. Downloading, storing, creating, sending or printing files or messages that are used for educational purposes.
2. Exploring sites of interest for research purposes.
3. Accessing E-mail and the Internet to explore thousands of Libraries, databases, museums and other repositories of information and to exchange personal communication with other Internet users around the world.

Access is conditional on users complying with rules outlined in this document. The use of the facilities and the Internet is a privilege, not a right. Inappropriate use, including not following this document, may result in the cancellation of access for up to a year.

Consequences of Misuse of the Information Network, Internet and Electronic Mail

Consequences of misuse of the network will range from a caution and reminder of the rules of acceptable use, to suspension or cancellation of user access to the network or Internet and e-mail, for a period determined by the Principal or Administrator.

POLICY ON SCHOOL FEES AND LEVIES

1. Policy Background

The Finance Committee comprises the school principal, parish priest and parents. This group acts on behalf of the St Anthony's Parish Education Board. It has the responsibility of outlining an acceptable School Fees Policy in line with St Anthony's Vision and Mission which are the guiding principles for all aspects of school and Catholic community life.

The committee also has the responsibility of ensuring that all parents realise the importance of justice by taking active responsibility for the payment of their child's school fees. If this responsibility is accepted at time of enrolment, St Anthony's can continue to strive to maintain its high educational standards without significantly increasing fee levels and to continue its program of progressive development.

We are well aware that the vast majority of our parents pay their school fees in a timely manner and in some cases at considerable sacrifice. From time to time unpaid fees become a burden which the school and or Parish cannot carry.

Whilst our policy is in line with the Policy statement of the Archdiocese of Melbourne relating to Primary school fees and the assurance is given that no student will be disadvantaged solely because of the inability of parents to pay tuition fees, the committee also undertakes to mitigate the problems of unmet financial obligations.

By supporting the fees policy you affirm your belief in the support of St. Anthony's as a school based on sound Catholic principles of justice and compassion. The committee has also endeavoured to maintain these same principles when applying procedures for the collection of school fees.

2. Fee Levels – (Please note fees are subject to change)

Listed below are the annual fees to enable you to prepare for your financial commitment to St Anthony's.

• Tuition Fees	<u>Annually</u>
Family with 1 child only	\$2,661.00
Family with more than 1 child	\$3,600.00
• Capital Levy	
Per Family	\$324.00
• Curriculum Levy (includes booklist, incursion/excursion & IT levy)	
Prep, Year 1 and Year 2	\$783.00
Year 3 and 4	\$849.00
Year 5 and 6 including camp	\$1335.00

The Board is endeavouring to assist parents as much as possible by minimising the impact of fee increases. However, to maintain this position parents are urged to ensure fees are paid promptly.

3. School Fees

Equity consideration and the balance between budgeted receipts and expenditures require that all parents be treated equally by the Finance Committee as to the payments of fees, with compassionate consideration in exceptional circumstances.

School fees and levies are a major component in the income utilised to meet the operating expenditure of the school. Fees are combined with the State Government's Education Allowance, State and Commonwealth Grants and other income, to form St Anthony's annual school budget. Expenditures include teaching, teaching support, administration and maintenance salaries, interest and running costs including superannuation, Workcover, Insurance, rates and the provision for long service leave and debt servicing.

POLICY ON SCHOOL FEES AND LEVIES

4. School Fee Accounts

Accounts are billed in Term 1 with the annual family fee which can be paid in full or can be paid in Term 1, 2 and 3 being one third of the annual fees respectively or unless otherwise notified.

Curriculum Levies are also due in term 1, however all new students are required to pay a deposit in Term 4 during the transition sessions.

Students admitted to St. Anthony's during the year will be charged tuition fees on a pro rata basis, and other levies and charges as appropriate. Students withdrawn or absent from the school during term will not be refunded fees paid for that payment cycle, unless there are special circumstances. In such circumstances, application should be made in writing to the principal.

All account inquiries are to be referred to the school administration office.

5. Procedure for Collecting School Fee Payments

Fees are due for payment within **14 days** of the date of the beginning of each Term (**the due date**).

Payments can be made by cash, EFT, BPay or cheque. Please contact the school office for further information.

In the event that the fees have not been paid by the **due date** the following procedures will be implemented:

- a) A reminder statement will be sent in Terms 2 & 3 (excluding Direct Debit authorities)
- b) A repayment schedule to accommodate current needs may be negotiated in circumstances where financial hardship can be demonstrated after discussion with the Principal.

Agreed arrangements for periodical payment of fees will ensure that the outstanding debt is reduced, and that any debt is contained within reasonable limits and the repayment plan is manageable by the parents.

- c) If no response is received within **14 days** of the **due date**, a request will be forwarded for an interview with the principal/Parish priest.
- d) If **no contact or response** is received **within a further 7 days**, the case will be referred to the finance committee for review and further action.

If payment has not been received **within 28 days of due date** and no contact has been made or repayment schedule entered into, a further review will be made by the finance committee.

In extreme cases of non-payment, where genuine mitigating circumstances are not present, the review may result in the account being referred to a third party.

6. Default re Payment of Fees

The finance committee can only discharge its responsibility to the whole of the Parish and St Anthony's school by taking **prompt and successful action to recover unpaid accounts**.

Further action (as deemed necessary) will be taken to recover any unpaid amounts and recovery costs including interest and collection costs.

OCCUPATION GROUP

Please select the appropriate group from the following list. 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 organisation, government administration and defence, and qualified professionals

- **Senior Executive / Manager / Department Head** in industry, commerce, media or other large organisation
- **Public Service Manager** (Section head or above), regional director, health / education / police / fire services administrator
- **Other administrator** [school principal, faculty head / dean, library / museum / gallery director, research facility director]
- **Defence Forces** Commissioned Officer
- **Professionals** - generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others:
 - *Health, Education, Law, Social Welfare, Engineering, Science, Computing* professional
 - *Business* [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
 - *Air/sea transport* [aircraft / ship's captain / officer / pilot, flight officer, flying instructor, air traffic controller]

Occupation Group B

Other business managers, arts/media/sportspersons and associate professionals

- **Owner / Manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- **Specialist Manager** [finance / engineering / production / personnel / industrial relations / sales / marketing]
- **Financial Services Manager** [bank branch manager, finance / investment / insurance broker,

credit / loans officer]

- **Retail sales / Services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
- **Arts / Media / Sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]
- **Associate Professionals** - generally have diploma / technical qualifications and support managers and professionals:
 - *Health, Education, Law, Social Welfare, Engineering, Science, Computing* technician / associate professional
 - *Business / administration* [recruitment / employment / industrial relations / training officer, marketing / advertising specialist, market research analyst, technical sales representative, retail buyer, office / project manager]
 - *Defence Forces* senior Non-Commissioned Officer

Occupation Group C

Tradesmen/women, clerks and skilled office, sales and service staff

- **Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group
- **Clerks** [bookkeeper, bank / PO clerk, statistical / actuarial clerk, accounting / claims / audit clerk, payroll clerk, recording / registry / filing clerk, betting clerk, stores / inventory clerk, purchasing / order clerk, freight / transport / shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]
- **Skilled office, sales and service staff:**
 - *Office* [secretary, personal assistant, desktop publishing operator, switchboard operator]
 - *Sales* [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
 - *Service* [aged / disabled / refuge / child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Occupation Group D

Machine operators, hospitality staff, assistants, labourers and related workers

- **Drivers, mobile plant, production / processing machinery and other machinery operators**
- **Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]
- **Office assistants, sales assistants and other assistants:**
 - *Office* [typist, word processing / data entry / business machine operator, receptionist, office assistant]
 - *Sales* [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, shelf stacker]
 - *Assistant / aide* [trades' assistant, school / teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum / gallery attendant, usher, home helper, salon assistant, animal attendant]
- **Labourers and related workers**
 - *Defence Forces* - ranks below senior NCO not included above
 - *Agriculture, horticulture, forestry, fishing, mining worker* [farm overseer, shearer, wool / hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/ logging worker, miner, seafarer / fishing hand]
 - *Other worker* [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

INFORMATION TECHNOLOGY ACCEPTABLE USAGE AGREEMENT

P-2 Information Technology Acceptable Usage Agreement

1. I will use the digital devices responsibly.
2. I will only view or delete my own documents.
3. If something inappropriate comes up on the screen I will let my teacher know straight away.
4. If I break this agreement I know I cannot use the equipment for a designated time.

Student name: _____ **Grade:** _____

Signature of parent/guardian: _____ **Date:** ____/____/____

3-6 Information Technology Acceptable Usage Agreement

1. I will use the digital devices responsibly.
2. I will use my student password.
3. I will only view, move or delete any files or information that belongs to me.
4. I will use appropriate and respectful language whenever I send an e-mail.
5. I will only use the internet for educational purposes and will inform the teacher before logging on.
6. I will only access relevant sites and I will let my teacher know immediately, if I encounter any information that is offensive.
7. I understand that under no circumstances will I pass on personal information through the internet.
8. I understand that if I break this agreement I will lose my privileges for a time determined by the class teacher.

Student name: _____ **Grade:** _____

Signature of parent/guardian: _____ **Date:** ____/____/____

St. Anthony's is a Catholic parish primary school in Alphington, inspired by the mission of Jesus. We are guided by the principles and traditions of Mary MacKillop and the Sisters of St Joseph of the Sacred Heart, founded on faith and service.

Compassion, courage and determination are embedded in a learning environment that promotes a passion for learning, connectedness to each other and a sense of belonging to the community.

Our quality teaching and contemporary practice motivate our students to succeed.

We believe that working in partnership with our families has a positive and engaging impact on the lives of our students. St Anthony's community brings faith and learning to life.

Purpose

This Code of Conduct has a specific focus on safeguarding children and young people at St Anthony's against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

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

Acceptable behaviours

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

- adhering to the school's child safe policy and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the school community with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse to the school's leadership (or child safety officer if the school has appointed someone to this role)
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958*
- reporting any child safety concerns to the school's leadership or child safety officer
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe
- reporting to the Victorian Institute of Teaching any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher.

Unacceptable behaviours

All staff, volunteers, contractors, clergy and board/school council members must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children). Any explicit Behaviour Management Plan which includes a reward system to be highlighted to relevant stakeholders
- exhibit behaviours with children which may be construed as unnecessarily physical
- put children at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- use any personal communication channels/device such as a personal email account
- exchange personal contact details such as phone number, social networking sites or personal email addresses with students
- photograph or video a child without the consent of the parent or guardians
- work with children whilst under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or at school events in the presence of children unless specified by school leadership

Please sign and return

Parent/ Guardian 1

I, _____, confirm I have been provided with and will comply with a copy of the above Code of Conduct.

Signature: _____ **Date:** ____/____/____

Parent/ Guardian 2

I, _____, confirm I have been provided with and will comply with a copy of the above Code of Conduct.

Signature: _____ **Date:** ____/____/____

IMPORTANT NOTICE

The documentation listed below is required to be attached to this enrolment form to formalise your child's application.

I have provided copy herewith of my child's **Birth Certificate**

☐ Yes ☐ No

I have provided herewith copy of my child's **Baptism Certificate**

☐ Yes ☐ No

I have provided copy of my child's **Immunisation History Statement** which states that "This child has received all vaccines required by 5 years of age" ☐ Yes ☐ No

OFFICE USE ONLY

Date Received: ____/____/____

Enrolment Date: ____/____/____

Start Date: ____/____/____

Child's Name: _____

Child's Grade: _____

Family Code No: _____

Student Code No: _____

House Colour/Name: _____

Student Registration No: _____

Copy of Certificates (attached) ☐ Birth ☐ Immunisation ☐ Baptism

☐ Reconciliation

☐ Communion

☐ Confirmation



St Anthony's Primary School

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