



Catholic Schools Enrolment Application

DIOCESE OF MAITLAND-NEWCASTLE

JANUARY 2024

Catholic Schools

Vision & Values



**FROM & FOR THE
COMMUNITY OF
FAITH**



**FROM & FOR
EXCELLENCE IN
LEARNING**



**IN A RIGOROUS,
CREATIVE & CRITICAL
PURSUIT OF TRUTH**

Catholic schools educate from and for vibrant, welcoming and diverse communities with a particular commitment to the poor; for justice, integrity and peace; and with hope for the future.

OUR FOCUS

Service to Schools

Leadership in Learning

Justice for All... together in Christ

OUR VALUES

- ▶ Justice & Equality
- ▶ Quality & Excellence
- ▶ Professionalism
- ▶ Collaboration
- ▶ Openness to Change
- ▶ Respect for All
- ▶ Hope in the Future



Contents

Safeguarding Commitment Statement	5
Enrolment Form	7
Enrolment Application Process	23
School Fees	25
Parent Occupation Groups	26
Privacy Collection Notice	27



Welcome

Inspired by the message and example of Jesus Christ, Catholic schools live out a distinctive educational vision. Supported by the Catholic community of which they are a vital part, they invite students and their families into a faith-filled educational experience.

As a key ministry of parishes and the diocese, Catholic schools encourage and support parents in their responsibility for the faith formation of their children. This formation is supported by prayer and opportunities to participate in the life, mission and liturgy of the broader Catholic community.

OUR SCHOOLS COMMIT TO:

- ▶ Nurturing each individual's growth in faith and unique potential
- ▶ Offering outstanding educational experiences founded on Catholic values
- ▶ Fostering partnership between parents and staff in the education of their children
- ▶ Creating communities of respect for each other, the wider society and the earth
- ▶ Encouraging active engagement in social justice issues, the service of others and the promotion of peace.

Parents considering a Catholic school for their children are invited to complete the Enrolment Application form in this package. Please contact your school of interest if you have any questions regarding the application form or process.

Finalisation of school fee payments in previous diocesan schools is a condition of enrolment in another diocesan school.

To contact your local Catholic school, please visit www.mn.catholic.edu.au/schools/view-full-school-list/





Our commitment

As the Bishop of Maitland-Newcastle I expect us all to be attentive to the safety, welfare and wellbeing of every child and vulnerable person in everything we do in the name of the Church. Each one of us is responsible to ensure we are aware of the signs of abuse, that we know how to respond to a disclosure of abuse and we know how to report our concerns. Most importantly, I require every worker in the Diocese to be prepared, should the situation ever arise, to call out the unsafe or abusive behaviour of colleagues and workmates. The conduct we walk past is the conduct we have condoned.

The Diocese is committed to:

- ▶ Fostering communities of safeguarding, including open and respectful communication about issues of safeguarding with individuals, families and groups
- ▶ Upholding the dignity and rights of all children and vulnerable persons and empowering them to have their voices heard
- ▶ Training all workers in safeguarding knowledge and skills including indicators of abuse, supporting people to disclose abuse and reporting abuse
- ▶ Working closely with statutory authorities to report alleged abuse and support them to investigate those allegations
- ▶ Developing our risk assessment and management systems for all diocesan activities and personnel
- ▶ Developing the breadth and depth of our auditing and compliance regimes
- ▶ Implementing and maintaining compliance with the NSW Child Safe Standards and the National Catholic Safeguarding Standards.



Pope Francis has called all of us in the Catholic Church "to assume responsibility for preventing cases of abuse and to work for justice and for healing". I now amplify and specify the Pope's message. The Diocese of Maitland-Newcastle takes a zero-tolerance approach to abuse. Every one of us must each day commit ourselves individually and collectively to safeguard each child and every vulnerable person to whom we minister and interact with.

MOST REV BISHOP MICHAEL KENNEDY

Vicar General & Chancellor
Fr Matthew Muller

Vicar General
Fr Greg Barker

Chief Executive Officer
Catholic Diocese of Maitland-Newcastle
Sean Scanlon

Chief Operating Officer
Catholic Diocese of Maitland-Newcastle
Lisa Tierney

Director
CatholicCare Social Services Hunter-Manning
Gary Christensen

Head of
Catholic Schools
Steven Lemos

Director of
Safeguarding
Sean Tynan

Director
Pastoral Ministries
Teresa Brierley

Executive Director
St Nicholas Early Education
David Healy



SAFEGUARDING IN OUR SCHOOLS

The Diocese of Maitland-Newcastle represents the Catholic Church in a region extending from Lake Macquarie to Taree and as far inland as Merriwa and Murrurundi. The Diocese supports and oversees almost 60 schools employing thousands of staff, engaging with many thousands of volunteers and educating over 20,000 students.

The schools of Maitland-Newcastle strive to be supportive environments where every student has an opportunity to grow academically, spiritually, physically and emotionally. Catholic schools are committed to being safe places for all children and vulnerable persons. Staff and volunteers undergo the appropriate screening checks, safeguarding training, other induction processes and ongoing formation and training to maximise child safe practices across our schools.

Diocesan schools display safeguarding material, including poster sized commitment statements (set out over the page), child-friendly safeguarding information, contact details for reporting abuse as well as brochures providing specific safeguarding information and guidance.

Many schools in Maitland-Newcastle have one or more dedicated '*promoters of safeguarding*' who support the local school community to address the ongoing issues of compliance to the safeguarding standards set by both Church and the NSW government.

The Office of Safeguarding supports diocesan schools:

- ▶ with the provision of an intake service that analyses concerns for children and vulnerable persons, providing advice and support to school staff and parents, ensuring statutory reporting obligations are met and ensuring appropriate follow up to complaints, when warranted
- ▶ with the provision of direct support and advice to school personnel and the provision of templates, tools and other resources for schools to use to promote compliance with the National Catholic Safeguarding Standards and NSW Child Safe Standards
- ▶ by coordinating the diocesan wide *Promoters of Safeguarding* Network for school promoters
- ▶ by providing both face-to-face and online safeguarding training for all school personnel
- ▶ by conducting investigations of school staff who are alleged to have abused a child or vulnerable person, or breached their professional standards
- ▶ by undertaking risk assessments and helping develop risk management plans for individual students or other members of the school community assessed as posing a *real and appreciable risk* to children or vulnerable persons in the school.

0003276

Catholic Schools Enrolment Form

Enrolment Application Process

1




1 March 2024
ENROLMENT PERIOD OPENS

2



24 May 2024
ENROLMENT PERIOD CLOSES:
ALL COMPLETED ENROLMENT
APPLICATIONS DUE

3



14 June 2024
LETTERS OF ENROLMENT
OFFERS SENT

4



1 July 2024
ENROLMENT OFFER
ACCEPTANCE DUE

SCHOOLS WILL CONDUCT INTERVIEWS WITH PROSPECTIVE FAMILIES USING THEIR OWN SCHOOL-SPECIFIC PROCEDURES AND TIMELINES

Enrolment policies and further enrolment information are also available on the website. Assistance will be provided to parents/carers to understand the policy and procedures and supporting documentation.

To view the Enrolment Policy in full please visit: www.mn.catholic.edu.au/about/policies/

The Catholic Schools Office and diocesan schools are subject to the *Privacy Act 1988 (Cth)* and the *Health Records and Information Privacy Act 2002*. All information provided is treated in accordance with the CSO's Privacy Policy and the (Privacy) Standard Collection Notice included in the Enrolment Package.

Office Use Only					
Day	Day	Month	Month	Year	Year

Section 1: Students details

General information

Title*	
Student's first name*	
Student's middle name	
Student's last name*	
Student's preferred first name*	
Student's preferred surname	
Student's gender*	
Date of birth*	

Address

Primary address* <small>Please provide the students primary residential address</small>	
What is the students living amount at this address?*	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Secondary address <small>A secondary address may be where the student regularly or occasionally stays overnight, when not staying at their primary address.</small>	
What is the students living amount at this address?	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Mailing address*	<input type="checkbox"/> Same as Primary address <input type="checkbox"/> Same as Secondary address
Add a different mailing address	

* Indicates required field

Section 2: Family and relationships

Please provide details on all parents or guardians of the student.

Parents/guardians (Parent/guardian 1)

Relation to student*	
Title*	
First name*	
Middle name	
Last name*	
Preferred first name *	
Gender*	

Contact Details

Email*	
Landline	
Mobile*	
Work Phone	
Primary address* <small>Please provide a primary residential address</small>	
What is the living amount at this address?*	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Secondary address <small>Please provide a secondary residential address</small>	
What is the living amount at this address?	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Mailing address*	<input type="checkbox"/> Same as Primary address <input type="checkbox"/> Same as Secondary address
Different mailing address	

Languages

Spoken languages*	
Languages spoken at home*	
Primary language*	

Additional Information

Occupation group* <small>For more information on the Occupation Group listings refer to Page 26 in this booklet.</small>	
Occupation	
Employer	
Nationality*	
Country of birth*	
Religion	
Is the parent/guardian of Aboriginal or Torres Strait Islander origin?	
Highest school education*	
Highest qualification*	

* Indicates required field

Parents/guardians (Parent/guardian 2)

Relation to student*	
Title*	
First name*	
Middle name	
Last name*	
Preferred first name *	
Gender*	

Contact Details

Email*	
Landline	
Mobile*	
Work Phone	
Primary address* <small>Please provide a primary residential address</small>	
What is the living amount at this address?*	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Secondary address <small>Please provide a secondary residential address</small>	
What is the living amount at this address?	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Mailing address*	<input type="checkbox"/> Same as Primary address <input type="checkbox"/> Same as Secondary address
Different mailing address	

Languages

Spoken languages*	
Languages spoken at home*	
Primary language*	

Additional Information

Occupation group* <small>For more information on the Occupation Group listings refer to Page 26 in this booklet.</small>	
Occupation	
Employer	
Nationality*	
Country of birth*	
Religion	
Is the parent/guardian of Aboriginal or Torres Strait Islander origin?	
Highest school education*	
Highest qualification*	

* Indicates required field

Parents/guardians (Parent/guardian 3)

Relation to student*	
Title*	
First name*	
Middle name	
Last name*	
Preferred first name *	
Gender*	

Contact Details

Email*	
Landline	
Mobile*	
Work Phone	
Primary address* <small>Please provide a primary residential address</small>	
What is the living amount at this address?*	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Secondary address <small>Please provide a secondary residential address</small>	
What is the living amount at this address?	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Mailing address*	<input type="checkbox"/> Same as Primary address <input type="checkbox"/> Same as Secondary address
Different mailing address	

Languages

Spoken languages*	
Languages spoken at home*	
Primary language*	

Additional Information

Occupation group* <small>For more information on the Occupation Group listings refer to Page 26 in this booklet.</small>	
Occupation	
Employer	
Nationality*	
Country of birth*	
Religion	
Is the parent/guardian of Aboriginal or Torres Strait Islander origin?	
Highest school education*	
Highest qualification*	

* Indicates required field

Parents/guardians (Parent/guardian 4)

Relation to student*	
Title*	
First name*	
Middle name	
Last name*	
Preferred first name *	
Gender*	

Contact Details

Email*	
Landline	
Mobile*	
Work Phone	
Primary address* Please provide a primary residential address	
What is the living amount at this address?*	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Secondary address Please provide a secondary residential address	
What is the living amount at this address?	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never
Mailing address*	<input type="checkbox"/> Same as Primary address <input type="checkbox"/> Same as Secondary address
Different mailing address	

Languages

Spoken languages*	
Languages spoken at home*	
Primary language*	

Additional Information

Occupation group* For more information on the Occupation Group listings refer to Page 26 in this booklet.	
Occupation	
Employer	
Nationality*	
Country of birth*	
Religion	
Is the parent/guardian of Aboriginal or Torres Strait Islander origin?	
Highest school education*	
Highest qualification*	

* Indicates required field

Siblings

Please add any additional students not included in the list above that are related to this student and attend a school in the same school system or diocese.

Sibling 1

Full name*	
Date of birth*	
Gender*	
Year Level	
School or Organisation	

Sibling 2

Full name*	
Date of birth*	
Gender*	
Year Level	
School or Organisation	

Sibling 3

Full name*	
Date of birth*	
Gender*	
Year Level	
School or Organisation	

Section 3: Student demographic information

Student demographic details

Nationality*	
Country of birth*	
What is the student's residency status*	<input type="checkbox"/> Citizen <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary
If Permanent, which Visa and sub class?	
If Temporary, which Visa and sub class and when does it expire?	
Is the student of Aboriginal or Torres Strait Islander origin?*	
Living arrangements*	<input type="checkbox"/> Home with parents <input type="checkbox"/> Home with one parent <input type="checkbox"/> Other
Religion*	
Spoken languages*	
Languages spoken at home*	
Primary language*	

* Indicates required field

Section 4: Additional information

Early childcare information

Please provide details of any childcare information (if starting Primary School)

Name of Preschool/Centre	
Commitment Part-time is less than 15 hours per week or full-time is 15 hours or more per week	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Start year	
Finish year	
Additional information	

School history

Please add any other schools your student has attended.

School 1

School name*	
Leaving Reason*	
Start year*	
Finish year*	
Year level finish	

School 2

School name*	
Leaving Reason*	
Start year*	
Finish year*	
Year level finish	

School 3

School name*	
Leaving Reason*	
Start year*	
Finish year*	
Year level finish	

Student history*

The following information is required to assist in the assessment and management of the enrolment of students that may pose a risk of harm to themselves, other students or staff.

Does the student have a history of behavior problems?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student have a history of violent behavior?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student have a history of drug use?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student have any past history of violent behaviour, including self harm?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details, including any Apprehended Violence Orders (AVO) against the student.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional information	

* Indicates required field

Section 5: Medical information

Medical information

If the student has any medical conditions or medical restrictions, please add them below. It is essential that you inform the principal before the student starts school if the student has any allergies, including ANAPHYLAXIS or an allergy to nuts, penicillin, bee stings, etc., or other medical conditions (e.g. asthma, diabetes, epilepsy etc.). You must also advise the school as soon as you are aware of any new allergies or other medical conditions.

Medications

Please list any prescribed medication to be taken by the student.

Immunisations

If the student has received any immunisations, please add them on the right. These can be located on the child's Immunisation History Statement

Emergency contacts

Please add at least one emergency contact for the student; including their name, relationship to student and contact phone number. Ideally, the emergency contact person should be someone who lives in the school's local area.

Learning needs

Learning Needs refer to conditions that affect learning abilities but do not first classify as Medical Conditions. A vision impairment, for example, is both a Medical Condition and a Learning Need, but it only need be included in Medical Conditions.

Examples may include:

ADHD
ASD
Mental Health
Speech and/or Language

Section 6: Supporting documentation

Please attach any relevant files

Copy of Birth Certificate* (required)	<input type="checkbox"/>
Residential address verification* (required) 2 documents verifying residential address (eg utility bill, rates notice, drivers licence, centerlink, car registration)	<input type="checkbox"/>
Immunisation History Statement* (required) Copy of student immunisation statement	<input type="checkbox"/>
Religious Milestones (If applicable) Copy of Religious sacramental certificates (Baptism, Reconciliation, Eucharist, Confirmation)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of Passport or Australian Citizenship (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of Visa (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of Family Court Orders (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of Academic Report Year 1 -12 (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of latest NAPLAN (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No

* Indicates required field

Agreement

Taking/Use of Photographs and Digital Media*

I give permission for photographs and videos of my child to be taken for school and diocesan publications, social media and websites. I understand that images relating to school and diocesan activities/functions may be included in school and diocesan publications, social media and websites. Students, parents/carers and other family members will remove themselves from such photographs/video if they object to this practice.

I agree I disagree

School Community Code of Conduct*

Parents/Carers in Catholic school communities agree to:*

- Understand and abide by all diocesan policies, procedures and guidelines, which are available on the CSO website www.mn.catholic.edu.au/about/policies
- Model positive behaviour to their child and all children in the school community.
- Ensure children attend school on time, every day the school is open for instruction.
- Take an active interest in their child's school and their learning and to engage positively in all aspects of their child's learning.
- Participate in the Liturgical and Faith Life community of the school including participation in all aspects of the Religious Studies program regardless of personal beliefs.
- Work in a positive manner with the school to achieve the best outcomes for their child.
- Communicate constructively, respectfully and in a spirit of partnership with the school and use processes and protocols outlined in the CSO Complaints Resolution Policy documents when raising concerns.
- Communicate with their child's teacher or the Principal directly regarding any concerns about their child, other students, staff or community members.
- Reject aggressive, abusive and confrontational language and behaviour, as this is counterproductive to the sustainability of any relationship. Approaching students, community members and/or staff in a confronting manner will not be tolerated.
- Support all school staff to maintain a safe learning environment for all students.
- Treat all school staff, students, other members of the school community, visitors and volunteers with respect in all dealings with them both personally and through the use of all social media technologies at all times.
- Discuss with the Principal any barriers to meeting the financial obligations agreed to at the time of enrolment and seek to form an agreement with the school to meet these.
- Ensure any agreement made with the school is honoured.

I agree

Students in Catholic school communities agree to:*

- Model positive behaviour to other students.
- Comply with and model school values.
- Behave in a safe and responsible manner.
- Respect themselves and other members of the school community both personally and through the use of all social media technologies at all times.
- Respect our school environment.
- Actively participate in our school community.
- Support the learning of others and make the most of our educational opportunities.

I agree

Standard Collection Notice*

I/We have read and accept the (Privacy) Standard Collection Notice on page 27 of this form.

Yes

Agreement

Conditions of Enrolment*

I/We understand and agree that:

- a) In seeking enrolment, I/we have read the School Community Code of Conduct and agree to abide by the Code and support the school in promoting the terms of the Code. Should I have any concerns regarding the content of the Code, I have the right to withdraw my application for enrolment for my child. Failure to comply with the Code may lead to cancellation of enrolment.
- b) Education is a partnership between school and home. In enrolling children within the Diocese of Maitland-Newcastle, parents and carers undertake to support positively the school in all aspects of Religious Education. This includes participation in Religious Studies, all retreats and community day programs, liturgical events, class masses and prayer in general. It is expected that parents, carers and students will support these vital activities regardless of their own personal beliefs.
- c) My child must abide by the School Rules and Policies as interpreted by the school, including appropriate use of technology and social media. The school reserves the right to take disciplinary action thought appropriate by the school in relation to any child whose attitude, progress and behaviour is not in the school's opinion, conducive to the welfare of the child, other children at the school, or the school community. These actions may include lunch time and out-of-school detentions, exclusion from school activities, internal and external suspensions, and expulsion (refer to the Suspension, Expulsion and Exclusion Support Document on the CSO website).
- d) The school reserves the right to suspend or expel a student for serious or continued breaches of school rules. The Catholic Schools Office reserves the right to exclude a student from any system school in the Maitland-Newcastle Diocese for serious or continued breaches of school rules.
- e) The school reserves the right to vary its academic and other programs and this may include the right to discontinue teaching subjects and other programs.
- f) The conditions of enrolment and school policies and procedures may be amended at any time at the discretion of the school.
- g) Prior to the acceptance of a place at the school I/we will disclose all information about my/our child that relates to details of special circumstances of my/our child that may need to be taken into account by the school such as medical conditions, special gifts or talents, special needs, psychological test results or English as a second language.
- h) The school may publish names and photographs of students in school newsletters, on the school network and school website, and in school promotional material. If I/we do not wish this information to be used to celebrate achievement and promote the school, it is my/our responsibility to put this request in writing.
- i) My child is responsible for their personal belongings and the school will not be liable for any loss or damage of these belongings.
- j) The school will be notified of all changes to the personal details as supplied in this application.
- k) I/We give permission for the school authorities to authorise any medical steps which may become necessary as the result of any accident occurring at the school or at functions/excursions organised by the school if I/we cannot be contacted before any such treatment is deemed necessary by proper medical authorities.
- l) The Diocese of Maitland-Newcastle may terminate enrolment of the student:
 - (i) In the event the student and/or parents/legal guardians fail to comply with the terms of this Enrolment Agreement, including for non-payment of fees;
 - (ii) In the event of a serious and/or persistent breaches in school and/or Diocese polices or procedures.

I agree

School Fees

I/We agree to the following conditions:

- a) To lodge with the school an enrolment fee within two weeks of receipt of offer. The fee covers the costs associated with enrolment and orientation procedures and data entry.
- b) To apply for concessions within one week of receiving the school account. (Means-tested, low-income families such as families supported by holders of a Health Care Card (HCC) or a Pension Concession Card with a code (PPS) are offered a tuition fee discount to a maximum of 50% after application of any relevant sibling discount. Fee payers can also apply for a further discount by submitting an Application for School Fee Concession with supporting documentation. Concessions will be applied by the Principal acting reasonably in accordance with the principle to assist families with limited financial resources.)
- c) All fees on the statement distributed from the school will be payable by the due date or as otherwise agreed by the school. All other school expenses incurred by my child while enrolled at the school shall be paid by the date nominated by the school.
- d) Should I/we have difficulty meeting my school fees obligations I/we agree to contact the Principal or a member of the Executive approved by the Principal to discuss options.

- e) I also understand and agree to meet with the Principal, or a member of the Executive approved by the Principal, to discuss my school fee obligations to ensure continuity of participation in non-core activities for my child.
- f) The parents/carers who seek enrolment in a Catholic school remain (joint and severally) liable for the payment of all fees including fees and costs incurred by the school in recovering or attempting to recover any unpaid amount due.
- g) By signing and agreeing to these terms I/we understand I/we are joint and severally liable for all fees and expenses incurred while our child is enrolled within the Diocese of Maitland-Newcastle irrespective of Court Orders or personal agreements made between parents/carers.
- h) The obligation to pay any outstanding accrued fees survives termination of the Enrolment Agreement.
- i) Parents/guardians may terminate the Enrolment Agreement and withdraw the student from the school. In such case the parent/guardians will remain liable for fees owing.
- j) Withdrawal of a student from school does not negate the obligation of the parent/guardians to pay any outstanding school fees in accordance with this Enrolment Agreement.
- k) I/We agree to promptly pay all school fees, levies and charges incurred while my child is enrolled. (Note: No student will be refused enrolment because of an inability, as distinct from unwillingness, of a parent/carer to meet their school fee commitments. Please contact the Principal to discuss your particular circumstances.)

I agree

School Fee Accounts*

New enrolments to the Diocese of Maitland-Newcastle will have their school fee accounts established as jointly accessible, which means that either of the named parties can provide their consent/permission for school-related activities, view transactions or make payments. Please tick as applicable:

We consent to a joint school fee account.

or

We request our account to be split; we understand this means separate accounts will be created and we are responsible for the nominated percentage indicated below.

Existing families in the Diocese who are adding a new enrolment will be added to the existing school fee account. Please note: if one parent/carer is nominated as the person responsible for the school fees the access to consent/permission for school-related activities, view transactions or make payments will be limited to that parent. Please indicate below if you would like to change from the existing single school fee account to be jointly accessible. Please tick as applicable:

I understand no change will be made to my existing account with this new enrolment.

or

We consent to change existing school fee account to become jointly accessible. We understand this request will allow all nominated persons (indicated below) to have access to the Compass portal, including viewing school fee transactions, making payments and consent to school related activities. We understand this change will be applied for all children in a family, including those who attend other schools in the Diocese.

INTENDED PAYMENT METHOD (please tick one)	INTENDED PAYMENT FREQUENCY (please tick one)
<input type="checkbox"/> Direct debit	<input type="checkbox"/> Weekly
<input type="checkbox"/> BPAY	<input type="checkbox"/> Fortnightly
<input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Monthly
	<input type="checkbox"/> Annual

PARENT/CARER	
Name:	
Please indicate fee percentage	%
Signature:	
Date:	

PARENT/CARER	
Name:	
Please indicate fee percentage	%
Signature:	
Date:	

SIGNATURES (PARENTS/CARERS TO SIGN)

1. I/we have parental and/or legal responsibility over the student named in this Enrolment Agreement as recognised by Australian law.
2. I/We acknowledge that acceptance of a place for a child signifies agreement to support all policies and guidelines covering Catholic schools in the Diocese of Maitland-Newcastle.
3. I/We have read and agree to support the Catholic philosophy, values and aims of the school and cooperate in their implementation. I/We understand that failure to support the implementation of the Catholic philosophy, values and aims of the school and/or failure to abide by the School Community Code of Conduct may lead to cancellation of enrolment following a procedurally fair process.
4. I/We acknowledge the details supplied in this form are full and accurate and I/we agree to advise the school of any change to these details.
5. I/We have read and understand the Enrolment Policy, the Conditions of Enrolment, the School Community Code of Conduct, and the (Privacy) Standard Collection Notice.
6. If any part of this Enrolment Agreement is void or unenforceable or would be so unless severed, then that part is severed and the rest of the agreement will continue to have full force and effect so as to give effect to the intention of the parties.
7. Where I/we have provided personal information about people other than myself or my child(ren) I/we have done so with their authorisation.

PARENT/CARER 1	
Name:	
Signature:	
Date:	
PARENT/CARER 2	
Name:	
Signature:	
Date:	
PARENT/CARER 3	
Name:	
Signature:	
Date:	
PARENT/CARER 4	
Name:	
Signature:	
Date:	

What next?

Once you have completed the application form, please post or take to the school with all required information.

The school will notify you of the outcome of your application for enrolment and advise you of important dates to prepare for school.

Thank you for considering enrolment of your child in a Catholic school in the Diocese of Maitland-Newcastle. If you have any questions about enrolment, school staff will be happy to assist you.

REMOVE THIS ENROLMENT APPLICATION SECTION FROM THE PACKAGE AND RETURN TO THE SCHOOL



IT'S
SCHOOL

SO MUCH
MORE

School Community Code of Conduct

Members of Catholic school communities in the Diocese of Maitland-Newcastle agree to nurture and support each other's individual growth in faith, to create communities of respect and tolerance and to engage in the promotion of peace, justice and service of others.

The School Community Code of Conduct reinforces our understanding of the rights and responsibilities each of us has in ensuring we provide an environment where our students can thrive.

Upon acceptance of enrolment and as a condition of continuing enrolment in our Catholic schools, all members of the school community are bound by this Code of Conduct. School staff must abide by the CSO's Code of Conduct for staff members available at: www.mn.catholic.edu.au/about/policies

Students in Catholic school communities agree to:

- ▶ Model positive behaviour to other students.
- ▶ Comply with and model school values.
- ▶ Behave in a safe and responsible manner.
- ▶ Respect themselves and other members of the school community both personally and through the use of all social media technologies at all times.
- ▶ Respect our school environment.
- ▶ Actively participate in our school community.
- ▶ Support the learning of others and make the most of our educational opportunities.

Parents/Carers and volunteers in Catholic school communities agree to:

- ▶ Understand and abide by all diocesan policies, procedures and guidelines, which are available on the CSO website www.mn.catholic.edu.au/about/policies
- ▶ Model positive behaviour to their child and all children in the school community.
- ▶ Ensure children attend school on time, every day the school is open for instruction.
- ▶ Take an active interest in their child's school and their learning and to engage positively in all aspects of their child's learning.
- ▶ Participate in the Liturgical and Faith Life community of the school including participation in all aspects of the Religious Studies program regardless of personal beliefs.
- ▶ Work in a positive manner with the school to achieve the best outcomes for our child.
- ▶ Communicate constructively, respectfully and in a spirit of partnership with the school and use processes and protocols outlined in the CSO Complaints Resolution Policy documents when raising concerns.
- ▶ Communicate with their child's teacher or the Principal directly regarding any concerns about their child, other students, staff or community members.
- ▶ Reject aggressive, abusive and confrontational language and behaviour, as this is counterproductive to the sustainability of any relationship. Approaching students, community members and/or staff in a confronting manner will not be tolerated.
- ▶ Support all school staff to maintain a safe learning environment for all students.
- ▶ Treat all school staff, students, other members of the school community, visitors and volunteers with respect in all dealings with them both personally and through the use of all social media technologies at all times.
- ▶ Discuss with the Principal any barriers to meeting the financial obligations agreed to at the time of enrolment and seek to form an agreement with the school to meet these.
- ▶ Ensure any agreement made with the school is honoured.

School Fees

Each school year the Catholic Diocese of Maitland-Newcastle, through its agency the Catholic Schools Office, reviews the fees for students in our diocesan schools for the coming year.

By far the greater part of our schools' funding now comes from State and Commonwealth government grants, but the commitment and continuing financial contribution of parents and parish communities is still essential to fill the gap between the funds provided by government and the actual cost of running our schools.

School fees in the diocese are made up of a number of charges:

1. Diocesan tuition fees
2. Individual school resource and service fees
3. Diocesan Family School Building Levy (DFSBL)

Family discounts are applied against full rate diocesan tuition fees. Please see the CSO website for current school fees and family discount rates. www.mn.catholic.edu.au/schools/school-fees

Individual School Resource and Service Fees

These are fees set by individual schools and can cover a range of costs including the supply of resources such as texts, school supplies, exercise books, subject levies, technology, excursion costs etc. The cost and nature of the fees can vary between schools and they will be set out in the parent handbook provided by the school and itemised in the school fee account from the school.

Diocesan Family School Building Levy (DFSBL)

The DFSBL is charged to the oldest child for each family. The levy is pooled to contribute towards past, present and future costs for building projects across all existing and for new Catholic schools, and the acquisition of land for school purposes.

Refer to www.mn.catholic.edu.au/schools/school-fees for the current DFSBL rate.

Diocesan Pastoral Contribution

The Diocese provides a range of services to the community through its agencies including the Catholic Schools Office, CatholicCare Social Services, The Rosewood Centre, St Nicholas Early Education, OOSH, and the Pathways training program. These services are partly funded by government.

The Diocesan Pastoral Contribution supports the unfunded services provided by the agencies just mentioned and also our on-going pastoral works and initiatives across our region, mainly in relation to youth programs and leadership development, social justice involvements, the Aboriginal, Refugee and Seafarers ministries, and our chaplaincies in hospitals, prisons, the Port of Newcastle and the University.

This is a voluntary contribution to support the work of parishes and other pastoral ministries of the Diocese of Maitland-Newcastle.

We invite and encourage your support of these works by your contribution to the Diocesan Pastoral Fund that can conveniently be made in conjunction with your school fees.

Please refer to www.mn.catholic.edu.au/schools/school-fees for the current diocesan pastoral contribution rate.

Enrolment Fee

An \$100 enrolment fee is payable upon acceptance of enrolment and is non-refundable. This fee covers all administrative work involved in processing the application.

Special Fee Reductions

To assist families with limited financial resources, Catholic schools in the Diocese of Maitland-Newcastle offer a lower tuition fee to means tested low income families such as families supported by a Health Care or Pension Card holder. This rate is 50% of the diocesan tuition fee full rate for each child. This rate is to a maximum of 50% of the diocesan tuition fee full rate after application of any applicable family discount. The discount applies only to the tuition fee component, not to the DFSBL or other resource and service fees charged by each individual school.

It is the policy of the Catholic Schools Office and the Diocese that financial hardship should not prevent any child from attending a Catholic school and no child will be denied a Catholic education because of a family's genuine inability to pay the required school fees. Any family experiencing financial difficulties is entitled to fee assistance; your local school Principal will be able to discuss this with you.

Payment Methods

Various payment options are available for payment of fees. The preferred methods of payment are direct debit with the Catholic Community Fund or BPay. We also accept credit card.

We request that all school fees are paid in full by 30 November.

Parent Occupation Groups

Section 7 in the Enrolment Application for Catholic Schools asks for information about parent/carer employment.

All parents across Australia, no matter which school their child attends, are asked to provide information about family background.

The main purpose of collecting this information is to promote an education system fair for all Australian students regardless of their background. This information is used to evaluate whether education policies are effective and to ensure that no group is experiencing undue disadvantage because of their economic or social background.

Providing information about your occupation and education is voluntary but your information will ensure that all students are being well served by Australian schools.

The five groups listed on the following pages are used by the Australian Bureau of Statistics to classify occupations. Please choose the group that you think best describes you. If you have retired or stopped work in the past year, please choose the group in which you used to work.

Group 1: 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]

Group 2: 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

Group 3: 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/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4: 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]

Group 5: Not in paid work (last 12 months)

If the person has not been in paid work in the last 12 months please write '5' in the box

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

1. The Diocese of Maitland-Newcastle Catholic Schools Office (CSO), both independently and through its schools, collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to students enrolled at the school, 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.
2. Some of the information we collect is to satisfy the CSO and the school's legal obligations, particularly to enable the CSO and school to discharge its duty of care.
3. Compass is the diocese's centralised digital student information management system and CeD3 is our centralised digital storage system. Compass is owned and operated by a third-party service provider (JDLF International) and CeD3 is owned and operated by the Catholic Education Network (CENet). The personal information in the system is accessible by:
 - ▶ Compass, for the purpose of providing technical support; and
 - ▶ CENet, to provide support to the diocese. CENet has access to the personal information from Compass when it is held in CeD3 as well as information collected from other sources and held in CeD3.
4. Laws governing or relating to the operation of a school require that certain information is collected. These include: Education Act 1990 (NSW), Health Records and Information Privacy Act 2002 (NSW) and Children and Young Persons (Care and Protection) Act 1998 (NSW).
5. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
5. 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.
6. The CSO and school from time to time discloses personal and sensitive information to others for administrative, educational and support purposes. This may include to:
 - ▶ other schools and teachers at those schools
 - ▶ government departments
 - ▶ Catholic Schools NSW, the school's local diocese and the parish, other related church agencies/entities, and schools within other dioceses
 - ▶ medical practitioners
 - ▶ people providing educational, support and health services to the school, including specialist visiting teachers, sport coaches, volunteers, counsellors
 - ▶ providers of learning and assessment tools
 - ▶ assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA), NSW Education Standards Authority, and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN).
7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. The CSO and school may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in the CSO's Privacy Policy.
9. The CSO's Privacy Policy, accessible on the CSO website, sets out how parents or students may seek access to and correction of their personal information which the school has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the CSO or school's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
10. The CSO's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
11. The school may engage 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.
12. On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permissions annually from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet.
13. If you provide the CSO or school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information and why.



IT'S
SCHOOL



SO MUCH
MORE

(02) 4979 1200
841 Hunter Street
Newcastle West 2300
NSW Australia
mn.catholic.edu.au