Melbourne Archdiocese
Catholic Schools

Holy Child Primary School

Enrolment Form

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

Please ensure all relevant information is attached to this Enrolment Form when submitting. Please see the Parent/Guardian/Carer documentation checklist at the end of the form.

STUDENT: **INTERVIEW DATE**

INTERVIEWER:

SUPERSEDED

OFFICE USE

Please ensure that the following documents are attached to the Enrolment Application form *(as applicable to your child)*

Date received:	**Received by:**
Enrolment date:	**Start date:**
Student ID:	

☐	Australian passport or naturalisation certificate number/document if country of birth is not Australia ***IF BOTH PARENTS ARE BORN OVERSEAS*** *but child is born in Australia, we require one parent's immigration status of one of the following: copy of passport, citizenship, or visa from one parent*
☐	All relevant information and reports concerning additional needs of your child
☐	Any additional information you wish the school to be aware of?
☐	Any current **court orders** or **parenting orders** relating your child
☐	Baptism certificate
☐	Birth certificate
☐	Consent to contact previous school or preschool
☐	Date of arrival:
☐	HealthCare Card
☐	Immunisation history
☐	Language and Learning Interview
☐	Medical Management Plan signed by a relevant medical practitioner
☐	Medicare Card
☐	New Arrival and Refugee Sharing Information Permission Form
☐	Visa information – visa grant notice / Immicard / letter of notification and passport photo page

Accepted	Yes ☐ No ☐	**Letter**	Yes ☐ No ☐	**Deposit**	Yes ☐ No ☐	**Seesaw**	☐

STUDENT DETAILS			
Surname			
Given name/s:		Preferred name:	
Entry year:		Entry grade:	
Date of birth:		Religion:	
Home Address:			
M (Male): ☐	F (Female): ☐	Self-identified / X (Indeterminate / Intersex / Unspecified): ☐	

PREVIOUS SCHOOL/PRESCHOOL		
Name and address of previous school/preschool:		
I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning:	No ☐	Yes ☐ (If yes, please complete the Consent for Transferring Information form.)
Was the previous school attended interstate?	No ☐	Yes ☐ (If yes, please complete the Interstate Data Transfer Note and Consent forms – refer to link in Enrolment Procedures)

NATIONALITY AND CITIZENSHIP		
Government Requirement	**Nationality**:	**Ethnicity:**
In which country was the student born?	☐ Australia ☐ Other *(please specify):*	

Date of arrival in Australia OR Date of return to Australia:

What is the residential status of the student? ☐ Permanent ☐ Temporary

Evidence of Australian Residency:

☐ Australian Citizen ☐ Permanent Resident

☐ Eligible for Australian Passport ☐ Temporary Resident

☐ Other/Visitor/Overseas Student

Visa sub class:** **Visa expiry date:**

Previous visa sub class:

*** Please attach visa/ImmiCard/letter of notification and passport photo page**
**** Please note that all enrolments for students with visas require approval through Melbourne Archdiocese Catholic Schools (MACS). Refer to the Dependant Full Fee Overseas Student policy (link) for further information**
Please provide up to date evidence of visa status from the Department of Home Affairs, including any changes to visa or citizenship as soon as notified

SUPERSEDED

Does the student or their student contacts (parent(s)/guardian(s)/carer(s)) speak a language other than English at home? *Note: Record all languages spoken.*				
		Student	Student Contact 1 (Parent1/Guardian 1/Carer1)	Student Contact 2 (Parent2/Guardian2/ Carer2)
No	English only	☐	☐	☐
Yes	Other – *please specify all languages*			

Is the student of Aboriginal or Torres Strait Islander origin?
(For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both)

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

Please note that student must actively identify as Aboriginal and/or Torres Strait Islander to comply with the Australian Government census

SACRAMENTAL INFORMATION			
Baptism	**Date:**	**Parish:**	
Confirmation	**Date:**	**Parish:**	
Parish where the student lives:			

EMERGENCY CONTACTS – NOT PARENTS	
Person 1	Person 2
Surname **Given Name:**	**Surname:** **Given Name:**
Relationship to student:	**Relationship to student:**
Home telephone:	**Home telephone:**
Mobile:	**Mobile:**

SUPERSEDED

MEDICAL INFORMATION				
Doctor's name:				
Doctor's address:				
Telephone:				
Medicare number:			**Ref number:**	**Expiry:**
Private health insurance:	Yes ☐	No ☐	**Fund:**	**Number:**
Ambulance cover:	Yes ☐	No ☐	**Number:**	
Health Care Card:	Yes ☐	No ☐	**Health Care Card No:**	**Expiry:**

Medical condition/ diagnoses:

Please specify all relevant medical and/or health conditions for the student, e.g. asthma, diabetes, anaphylaxis, continence/toileting and/or any medications prescribed for the student.
A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed

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

Please list any known diagnoses for the student regarding their medical or learning needs e.g. Global Developmental Delay (GDD), Autism Spectrum Disorder (ASD), Attention Deficit Hyperactivity Disorder (ADHD), Anxiety

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 ☐

If the student has identified medical and/or health conditions/diagnoses, please consider the Medical Management policy, first aid policy, and supporting documents.

If the student has an identified risk of anaphylaxis, please review the Anaphylaxis and First Aid policies and their supporting documents.

IMMUNISATION *(please attach an immunisation history statement)*

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement (visit myGov) and provide it to the school with this enrolment form.

Immunisation history statement attached: Yes ☐ No ☐ If no, please provide explanation:

If the student entered Australia on a humanitarian visa, did they receive a refugee health check?	Yes ☐	No ☐

To meet duty of care obligations and facilitate the smooth transition of your child into the school, please provide all required information. This will assist the school to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.

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ADDITIONAL NEEDS

Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support? Yes ☐ No ☐

Does your child present with:

☐ autism (ASD)	☐ behavioural concerns	☐ hearing impairment
☐ intellectual disability/ developmental delay	☐ mental health concerns	☐ oral language/communication difficulties
☐ ADD/ADHD	☐ acquired brain injury	☐ vision impairment
☐ giftedness	☐ physical impairment	☐ other condition *(please specify)*

Has your child ever seen a:

☐ paediatrician	☐ physiotherapist	☐ audiologist
☐ psychologist/counsellor	☐ occupational therapist	☐ speech pathologist
☐ psychiatrist	☐ continence nurse	☐ other specialist *(please specify)*

Have you attached all relevant information and reports? Yes ☐ No ☐

SIBLINGS ATTENDING A SCHOOL/PRESCHOOL

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

Name	School/preschool	Year/grade	Date of birth

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STUDENT CONTACT 1 (PARENT 1 /GUARDIAN 2/CARER 2)			
Title: (Dr./Mr./Mrs./Ms./Mx.)	**Surname:**		**Given name:**
House Number:	**Street Name:**		
Suburb :		**State:**	**Postcode:**
Telephone:	**Home:**	**Work:**	**Mobile:**
SMS messaging: *(for emergency and reminder purposes)*		Yes ☐	No ☐
Email:			
Relationship to student:			
Government Requirement	**Occupation:**	**What is the occupation group?** *(Select from list of occupation groups in the School Family Occupation Index)*	A ☐ B ☐ C ☐ D ☐ N ☐
Religion: *(include rite)*			
Country of birth: Australia ☐ Other ☐ *(please specify):*			
Aboriginal or Torres Strait Islander origin: No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐			
Nationality:		**Ethnicity if not born in Australia:**	
Visa subclass:		**Visa expiry:**	

Evidence of Australian Residency:

☐ Australian Citizen
☐ Eligible for Australian Passport
☐ Other/Visitor/Overseas Student
☐ Permanent Resident
☐ Temporary Resident

Please provide up to date evidence of visa status from the Department of Home Affairs, including any changes to visa or citizenship as soon as notified

Do you speak a language other than English at home? *Note: Record all languages spoken*	

What is the highest year of primary or secondary school Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed? *(Persons who have never attended secondary school, tick Year 9 or below)*

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

What is the level of the highest qualification Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed?

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

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STUDENT CONTACT 2 (PARENT 2 /GUARDIAN 2/CARER 2)			
Title: (Dr./Mr./Mrs./Ms./Mx.)	**Surname:**		**Given name:**
House Number:	**Street Name:**		
Suburb :		**State:**	**Postcode:**
Telephone:	**Home:**	**Work:**	**Mobile:**
SMS messaging: *(for emergency and reminder purposes)*		Yes ☐	No ☐
Email:			
Relationship to student:			
Government Requirement	**Occupation:**	**What is the occupation group?** *(Select from list of occupation groups in the School Family Occupation Index)*	A ☐ B ☐ C ☐ D ☐ N ☐
Religion: *(include rite)*			
Country of birth: Australia ☐ Other ☐ *(please specify):*			
Aboriginal or Torres Strait Islander origin: No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐			
Nationality:		**Ethnicity if not born in Australia:**	
Visa subclass:		**Visa expiry:**	

Evidence of Australian Residency:

☐ Australian Citizen
☐ Eligible for Australian Passport
☐ Other/Visitor/Overseas Student
☐ Permanent Resident
☐ Temporary Resident

Please provide up to date evidence of visa status from the Department of Home Affairs, including any changes to visa or citizenship as soon as notified

Do you speak a language other than English at home? *Note: Record all languages spoken*	

What is the highest year of primary or secondary school Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed? *(Persons who have never attended secondary school, tick Year 9 or below)*

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

What is the level of the highest qualification Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed?

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

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HOME CARE ARRANGEMENTS	
☐ Living with immediate family	☐ Out-of-home care
☐ Guardian/Carer	☐ Shared parenting, *e.g. one week with each parent:* Days with Parent 1/Guardian 1/Carer 1: Days with Parent 2/Guardian 2/Carer 2:
☐ Kinship care	☐ Other *(please specify)*

COURT ORDERS OR PARENTING ORDERS *(if applicable)*		
Are there any current court orders or parenting orders relating to the student?	Yes ☐	No ☐
If yes, copies of these court orders/parenting orders (e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders) must be provided.		
Is there any other information you wish the school to be aware of?		

SCHOOL FEES/LEVIES PAYER DETAILS				
To whom the account for school fees and levies is sent?				
Surname	First name	Address and email	Telephone	Relationship to the student
Please note, the name/s of the parent / carers signing are responsible for the payment of fees for the term of the child's enrolment at the school.				

Please note that the completion, signing and lodgement of this enrolment form is a pre-requisite for consideration of the enrolment of your child at the School, however it does not guarantee enrolment. The enrolment is formalised after the Enrolment Agreement is signed, following an offer for enrolment being made by the School.

Please refer to the Terms and Conditions of the Enrolment Agreement for further details and explanation of the terms and conditions that will apply to enrolment at the School, once offered and accepted.

Student Contact 1 parent 1/guardian 1/ carer 1 signature:	Date:
Student Contact 2 parent 2 /guardian 2/ carer 2 signature:	Date:

Note: The Victorian Government provides the following guidance regarding admission requirements:

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Consent

The signature of:

- parent as defined in the Family Law Act 1975
    - Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
- an informal carer, with a statutory declaration. Carers:
    - may be a relative or other carer
    - have day-to-day care of the student with the student regularly living with them
    - may provide any other consent required e.g. excursions.

Notes for informal carer:

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

Disclaimer: *Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy enclosed with this Enrolment Pack and available on its website https://www.hcdallas.catholic.edu.au.*

SUPERSEDED

Camps, Sports and Excursions Fund

APPLICATION FORM

School Name	School Ref ID

Applicant details

Surname	
First Name	
Address	
Town/Suburb	
State and Postcode	
Contact Number	

Centrelink pensioner concession **OR** Health care card number (CRN)

☐☐☐ – ☐☐☐ – ☐☐☐ – ☐

OR ☐ Veterans affairs pensioner (Gold Card)* OR ☐ Special Consideration**

*Applicants must provide a copy of the Veteran Affairs Gold card.

*Out of Home Care applications must include a letter of support from the institution facilitating the arrangement (for example, Mackillop Family Services or the Department of Families, Fairness and Housing (DFFH)) as evidence of the arrangement and must be no more than 18 months old).

Student details

Child's surname	Child's first name	Student ID	Date of birth (dd/mm/yyyy)	Year level

Declaration

I authorise the Victorian Department of Education (DE) to use Centrelink Confirmation eServices to perform an enquiry about my Centrelink customer details and concession card status to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Victorian Department of Families, Fairness and Housing (DFFH) to provide the results of any enquiry to DE regarding temporary care orders.
I understand that:

- DFFH or Centrelink will use information I have provided to DE to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DE personal information including my name, address, payment and concession card type and status.
- This consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DFFH and provide it to my child's school so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DE.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to DFFH and/or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You can request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant _____ **Date** ____/____/202 _

Camps, Sports and Excursions Fund eligibility

Applications must be submitted to the school as soon as possible and no later than the end of Term 2.

Where a school or family is unsure if the concession card is eligible, they are encouraged to submit the application into the CSEF system for validation.

CSEF payments cannot be claimed retrospectively for prior years.

Queries relating to CSEF eligibility and payments should be directed to the school.

Those who are eligible to apply for the CSEF **must meet both** of the following two criteria or be eligible for special consideration.

Eligible means-tested cards

Only financially means-tested cards are eligible.

Eligibility date

Eligibility will be subject to the parent/carer's concession card being successfully validated with Centrelink (refer to the department's policy, Camps, Sports and Excursions Fund (CSEF)), on either the first student day of Term 1 or Term 2.

Criterion 1 – General eligibility

The applicant must be one of the following:

- a parent or carer who is the beneficiary of a financially means-tested card
- a student over 16 years who is considered a mature minor and holds a valid concession card (such as a Youth Allowance Health Care Card). Applicant to use the 16 and over application form. For guidance on assessing whether a student is a mature minor, refer to the department's policy on Mature Minors and Decision Making
- a parent or carer whose child is 16 or over and the beneficiary of a financially means-tested card but are not considered a mature minor. Applicant to use the 16 and over parent consent form.

For students over 16 years of age and where the eligible card is in the name of the student, the fund is only granted to that student, not their siblings.

Criterion 2 – Be of school age and attend a Victorian school

For the purposes of CSEF, students may be eligible for assistance if they attend a registered Victorian school. CSEF is not payable to a student attending pre-school, kindergarten, TAFE or who are home schooled.

Special Consideration

A special consideration eligibility category exists to assist families and students in certain circumstances. Applications should be made through this application form. For more information, refer to: Camps, Sports and Excursions Fund (CSEF): Eligibility.

Payment amounts

The CSEF is an annual payment paid directly to the school and will be allocated by the school towards camps, sports and/or excursion costs for your child. Please refer to the department's policy for the current rates and more information, Camps, Sports and Excursions Fund (CSEF): Payment amounts.

How to complete the application form

Note: all sections must be completed by the applicant.

1. Complete the APPLICANT DETAILS section.
   Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.
2. Complete the STUDENT DETAILS section for students at this school.
3. Sign and date the form and return it to the school office as soon as possible and no later than the end of Term 2.

Privacy Statement

The Department of Education is committed to protecting your privacy. All information collected will be handled in accordance with the Privacy Data and Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic). This personal information is collected to assess your eligibility to receive a CSEF payment. Your data is securely managed and only shared with Centrelink and DFFH when necessary for business operations or legal compliance. By submitting this form, you consent to our data practices. For more information regarding correction to your personal information or the handling of personal information please email csef@education.vic.gov.au. For more information about the departments privacy policy, please visit: Schools' privacy policy | vic.gov.au

Melbourne Archdiocese
Catholic Schools

Consent to Transfer of Information Form

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

Student details

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

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

I/we provide informed and express consent for all relevant health and/or educational information held by the current school to be provided to the new school. I understand that this information will be collected and used by the school or college to inform health and safety management strategies and educational program for my child.

School transfer details

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

Parent /guardian / carer consent

Parent /guardian /Carer 1
Signature:

Date:

Parent /Guardian /Carer 2
Signature:

Date:

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

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Photography and Recording Permission Form

As set out in Melbourne Archdiocese Catholic School Ltd (MACS) Privacy Collection Notice – Students and Parents (**Collection Notice**), MACS/the school will seek consent from the student's parents and carers and from the student if appropriate.

This form relates to consent to be obtained in cases of specific external use of publications.

This form is provided to seek consent for the collection and use of photographs and recordings for specific purposes as set out below. Consent may be varied subsequent to returning this form if you change your mind. The principal will remind parents and carers annually of this option to vary through the school's usual communication channels. A new consent form will need to be completed to give effect to a change or withdrawal of permissions.

If you consent, MACS/the school may use the photographs or recordings in the ways listed below:

- **General media and promotional material including**:
  - school magazines
  - news stories
  - pamphlets
  - advertising
  - promotional material
- **Other public use on either the school's or MACS':**
  - newsletters and other similar communications to the school community and public
  - websites
  - social media accounts
- **National Educational Access Licence for Schools (NEALS)**: The photographs and recordings may also appear in material which will be available to schools and education departments around Australia under the NEALS. This is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Parents will be notified and specific consent will be sought independently of this Authorisation should/if MACS or the school wish to use any images of students in mass market news media or advertising campaigns.

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Authorisation

Please ensure you have read the form carefully and contact the school if you do not understand any aspect of it.

☐	• I **agree** and permit MACS and its nominees to use photographs and recordings (**Material**) including without limitation reproducing, exhibiting, editing, adapting, compiling with other works or materials, transmitting, broadcasting, publishing and distributing the Material in any media as set out in this Photography and Recording Permission Form. • I give permission for photographs and recordings of me/my child to be used by the school or MACS as set out in this Authorisation in the agreed publications without acknowledgement, remuneration or compensation. • I understand and agree that it is my responsibility to notify the school if I wish to withdraw this Authorisation and consent.
☐	I **do not** agree to the school or MACS and its nominees to use any Material that includes me/my child in any publication set out in this Photography and Recording Permission Form.

Student and Family Details

Student name(s)	Year level

Parent or Carer details		
Parent 1/Carer 1 Name		
Signature		Date
Parent 2/Carer 2 Name		
Signature		Date

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Melbourne Archdiocese Catholic Schools

Holy Child Primary School Enrolment Agreement

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

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

Terms and Conditions of Enrolment

1. Education services

1.1 Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. MACS schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.

1.2 Catholic education services includes:

1.2.1 targeted support to students assessed by the school as requiring additional assistance with literacy and numeracy. The degree of support provided will be determined with consideration of the number of students who would benefit from assistance and the resources available to the school.

1.2.2 targeted support to students assessed by the school as requiring assistance with social and emotional development. The degree of support provided will be determined with consideration of the number of students who would benefit from assistance and the resources available to the school.

1.3 Parents, guardians and carers, as the first educators of their children, enter into a partnership with the school to promote and support their child's education. Parents/guardians/carers must assume responsibility for maintaining this partnership by supporting the school in the provision of education to their children within the scope of the school's registration and furthering the spiritual and academic life of their children.

2. Enrolment

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

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

2.2 To meet MACS and government requirements, parents/guardians/carers will need to provide the school with a completed enrolment form including, among other things, the information listed below:

- evidence of your child's date of birth (e.g. birth certificate, passport)
- religious denomination
- previous school reports (if applicable)
- names and addresses of the child and parents/guardians/carers; telephone numbers (home, work, mobile) of parents/guardians/carers
- names of emergency contacts and their details
- specific residence arrangements
- information about the language/s your child speaks and/or hears at home

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- nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted), where applicable
- doctor's name and telephone number
- diagnoses, medical conditions, health needs and immunisation history
- information on additional learning needs (e.g. whether your child requires additional support in relation to personalised care and support, mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
- parenting agreements or court orders, including any guardianship orders.

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

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

3. Fees

3.1 The setting of the levels of fees, levies and other compulsory ad hoc charges in MACS schools is the responsibility of the school within the prescribed requirements of MACS, considering the allocation of government funds. School fees generally cover most curriculum-related activities. In some cases, additional costs may be required for some excursions, camps, activities, and programs. Where additional levies and charges are required, the school informs parents/guardians/carers of cost details in advance.

3.2 The school offers a number of methods for paying fees, levies, camps and excursions, and ad hoc charges to reduce any financial burden and to assist in financial planning. If you have difficulty in meeting the required payment of fees, levies and ad hoc charges, you are welcome to discuss this with the principal of the school.

3.3 Parents/guardians/carers are responsible for the payment of all fees, levies and charges associated with the student's enrolment and attendance at the school, as contained in the school's Fees, Levies and Charges Schedule provided to parents/guardians/carers from time to time. The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion over whether to allow a student to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

4. Enrolment under minimum school entry age

4.1 The school's enrolment policies and procedures are intended to ensure that, when enrolling students, MACS schools are compliant with relevant Victorian and Australian government legislation. A child must turn five by 30 April in the year of starting school unless an exemption is approved. Enrolment of children under the minimum school entry age and pre-Prep programs require approval from the MACS Executive Director (or the delegate) via the Minimum Age Exemption Application.

4.2 Approval for exemptions must be sought from the MACS Executive Director (or the delegate) before enrolment under the minimum starting age can occur. Approval for early-age enrolment will only be granted in exceptional circumstances where both the parent/guardian/carer seek the enrolment of the child under the minimum age, and the principal supports the enrolment of that child at the school and the best interest criteria are met.

5. Child safe environment

5.1 Catholic school communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.

5.2 Every person involved in Catholic education, including all parents/guardians/carers at our school, has a responsibility to understand the importance and specific role they play

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individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.

5.3 The school's child safe policies, codes of conduct and practices set out the commitment to child safety, and the processes for identifying, communicating, reporting, and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with students to safeguard them against abuse.

5.4 The school has established human resources practices where newly recruited staff, existing staff and volunteers in the school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of the school's relevant policies and procedures. The school also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with students as part of our human resources practices.

5.5 The school has robust, structured risk management processes as prescribed by MACS that help establish and maintain a child safe environment, which involves consideration of possible broad- based risk factors across a wide range of contexts, environments, relationships, and activities with which students within our school engage.

5.6 The school, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously, and their concerns are addressed in a just and timely manner.

5.7 The school's child safety policies and procedures are readily available and accessible. Further details on MACS' and the Catholic education community's commitment to child safety across Victoria can be accessed at:

- the Catholic Education Commission of Victoria Ltd child safety page www.cecv.catholic.edu.au/Our-Schools/Child-Safety
- the Catholic Education Commission of Victoria Ltd Statement of Commitment to Child Safety https://www.cecv.catholic.edu.au/getmedia/b5d43278-51b9-4704-b45a-f14e50546a70/Commitment-Statement-A4.aspx (available in English, Arabic, Simplified Chinese, Tagalog, and Vietnamese)
- the MACS child safety page www.macs.vic.edu.au/Our-Schools/Child-Safety.aspx.

6. Period of Enrolment

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

7. Policies and procedures

7.1 All the school's enrolment policies and procedures are available on the school website. For the purposes of this agreement, a reference to school's Policies and Procedures also includes processes, guidelines, and any other applicable governance documentation.

7.2 The parents/guardians/carers must comply with and take all reasonable steps to uphold the school's policies and procedures, as introduced or amended from time to time, including those concerning or dealing with:

(a) the care, safety and welfare of students

(b) the standards of dress, grooming and appearance

(c) grievance and complaints

(d) social media and the use of information, communication, and technology systems

(e) student behaviour and conduct and discipline of students, including those listed in the student code of conduct as may be published from time to time

(f) parent behaviour and conduct, including any Parent/Guardian/Carer Code of Conduct as may be published from time to time

(g) privacy.

7.3 The school has absolute discretion in all its operational and educational matters and offerings as determined by its governing body, MACS, and subject to relevant delegations to the principal of the school.

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8. Terms of enrolment regarding acceptable behaviour or conduct

8.1 The school is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The school community recognises that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.

8.2 Every person at the school has a right to feel safe, to be happy and to learn, therefore we aim to:

- promote the values of honesty, fairness and respect for others
- acknowledge the worth of all members of the community and their right to work and learn in a positive environment
- maintain good order and harmony
- affirm cooperation as well as responsible independence in learning
- foster self-discipline and develop responsibility for one's own behaviour.

8.3 MACS and the school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body, taking into consideration the student's aboriginal, cultural, religious or diverse backgrounds or circumstances.

8.4 As a term of your child's enrolment, parents/guardians/carers agree that the student is required to comply with the school's behaviour aims and code of conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour and ensure compliance with the Code of Conduct for Students.

8.5 The parents/guardians/carers agree to be responsible for ensuring that the student is aware of all policies and procedures that apply to the student, including those relating to the student conduct and behaviour and any code of conduct for students, and to actively support the school in the implementation of such policies, procedures and codes of conduct.

8.6 The parents/guardians/carers agree to comply with any code of conduct for parents/guardians/ carers or other policy implemented by the school from time to time which sets out the school's expectations of parents/guardians/carers who have a student enrolled at the school.

8.7 The parents/guardians/carers agree that any unacceptable behaviour by a child, or significant and/or repeated behaviour by a parent/guardian/carer that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian/carer and school, or otherwise in breach of the student code of conduct or the parent/guardian/carer code of conduct may result in suspension or termination of the student's enrolment.

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

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

10. Terms of enrolment regarding provision of accurate information

10.1 It is vitally important that the principal is made aware of each student's individual circumstances insofar as these may impact upon their physical, functional, emotional, or educational needs, particularly where the school is required to provide additional support to the student.

10.2 Parents/guardians/carers must provide accurate and up-to-date information when completing the enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused or terminated where

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a parent/guardian/carer has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.

10.3 Where, during a child's enrolment, new information becomes available that is material to the child's educational and/or safety and wellbeing needs, it is a term of the student's continuing enrolment that such information is provided to the school promptly. Non-provision of such information will be treated as breach of these terms and conditions of enrolment.

10.4 The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

10.5 Any breach of the terms and conditions of enrolment regarding provision of accurate information that is not rectified upon request by the school may result in a suspension or termination of enrolment.

11. Enrolment for children with additional needs

11.1 The school welcomes parents/guardians/carers who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians/carers prior to enrolment regarding:

- the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs, for example, giftedness or an experience of trauma
- the nature of any additional assistance that is recommended or appropriate to be provided to the child, for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant
- the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians/carers and the school will work in partnership to achieve these goals
- any limitations on the school's ability to provide the additional assistance requested.

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

11.3 As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the student, in consultation with parents/guardians/carers and the child's treating medical/allied health professionals, to assess whether:

- the additional assistance remains necessary and/or appropriate to the student's needs
- the additional assistance is having the anticipated positive effect on the student's individual physical, functional, emotional or educational goals.

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

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

12. Assessment and updates

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

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13. Discipline

13.1 The school has absolute discretion to determine when student conduct warrants disciplinary action to be taken. The school may apply disciplinary measures that it deems appropriate in accordance with the school's policies and procedures, which may include:

- withdrawal of privileges
- detention at such times as the principal may deem appropriate
- requiring the student to undertake additional school work during or after normal school hours
- suspension
- expulsion
- such other consequences as the school considers reasonable and appropriate.

13.2 Any serious failure by the student to comply with the school's policies and procedures may affect the student's enrolment at the school. The student may be suspended from attending the school, their enrolment may be terminated and/or the school may charge or retain all or part of the fees, levies, or charges for that term.

14. Termination of student's enrolment by the school

14.1 The school reserves the right to require the parents/guardians/carers to withdraw the student from the school or to cancel the student's enrolment at any time if the school reasonably considers that:

- the student's behaviour, attitude or conduct to schoolwork, other school activities or while attending school is unsatisfactory
- the student has demonstrated unsatisfactory conduct or performance, or misconduct
- the student fails to obey the school's policies and procedures or any student code of conduct of the school
- a mutually beneficial relationship of trust and cooperation between the parents/guardians/carers and the school or any of its staff has broken down to the extent that it adversely impacts on the school, any of its staff or the ability of the school to provide satisfactory educational services to the student
- the student's progress and performance are such that the student is not benefiting from the academic courses provided by the school
- the behaviour or conduct of the parents/guardians/carers towards the school or to any of its staff breaches any Parent/Guardian/Carer Code of Conduct
- if any accounts or fees payable by the parents/guardians/carers are not paid within the school's terms of payment or within the terms of any written agreement between the school and the parents/guardians/carers permitting a later or deferred payment
- circumstances exist whereby the ongoing enrolment of the student at the school is untenable or is not in the best interests of the student or the school.

15. Appeal process on enrolment decisions

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

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

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

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16. General

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

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

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

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

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

Acceptance of enrolment

- By signing this Enrolment Agreement, I acknowledge that I enter into an agreement with Melbourne Archdiocese Catholic Schools Ltd (MACS), as the owner and governing authority for the school, and I understand and accept the terms and conditions of enrolment as set out in this Enrolment Agreement. I agree that there are certain expectations, obligations and guarantees required of parents/guardians/carers of the school's students, so that a harmonious relationship may be established.
- I accept the offer of enrolment of my child at the school in the entry year and entry level noted on the enrolment application form.
- I will support and abide by all MACS and school policies and procedures (including processes, guidelines and other governance documentation), as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the school.
- I will ensure that the information I have provided is kept up-to-date throughout the period of enrolment and I will notify the school promptly of any changes to that information (e.g. change of residential address, changes to parenting orders).
- I will pay the current school fees and levies for my child and also pay any variation or increase of fees and levies as required by the school, or I will otherwise notify the school immediately if I am experiencing financial difficulties.
- I will support my child's participation in the religious life of the school (e.g. school liturgies, retreat programs).
- I will attend parent/teacher and information evenings which relate to my child.
- I will participate in a working bee once a year or make a financial contribution.
- In the event I have any concerns, I will raise them initially with the relevant teacher or the school principal.
- I will treat all members of the school community with respect as befits a Catholic school.
- If in time of emergencies, accidents or serious illness I cannot be contacted, I give permission for the principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred.
- As a parent/guardian/carer, I will support the vision of MACS, the school and parish. In accepting the enrolment, I agree to abide by all MACS and school policies and procedures which are reviewed regularly and may be subject to change at the school's discretion. I will work with the school to support the academic/social/behavioural needs of my child. I understand that the consequence of not complying with MACS' and the school's policies and procedures may result in the termination of the enrolment.
- I have read and understand the Parent/Guardian/Carer Code of Conduct and the criteria for termination of enrolment as provided for in the Holy Child Primary School policies and/or procedures and agree to comply with expected parent/guardian/carer behaviour and conduct,

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including any Parent/Guardian/Carer Code of Conduct as may be published from time to time on the school's website and notified to parents.

- I accept that my child will read and understand the Holy Child Primary School Student Code of Conduct and agree to comply with expected student behaviour and conduct, including any Holy Child Primary School Student Code of Conduct as may be published from time to time on the school's website and notified to parents.
- I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

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

Disclaimer: *Personal information will be held, used and disclosed in accordance with the MACS Privacy Collection Notice and Privacy Policy enclosed in the enrolment pack and available on the school website.*

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Melbourne Archdiocese Catholic Schools

Holy Child Primary School

Family Occupational Index: Parent Occupation Groups

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

Purpose

The Family Occupational Index: Parent Occupation Groups collects information about the parent/guardian/carer occupations. This information is needed by the government as part of the enrolment process for Holy Child Primary School. Please select the relevant group and use this to answer the Occupation group question on the Holy Child Primary School Enrolment Form.

Please select the appropriate group from the following list.

Group N: Unemployed for more than 12 months

If you are not currently in paid work but **have had a job in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter '**N**' into the 'occupation code' field on the enrolment form.

Occupation Group A: Elected officials, Senior executives/managers, management in large business organisations, government administration and defence, and qualified professionals

Elected officials

☐ Mayor, parliamentarian, alderperson, trade union secretary, board member

Senior executives/managers, management in large business organisations

☐ **Senior executive/manager/department head** in industry, commerce, media or other large organisation

☐ **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)

☐ **Business** (e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager)

☐ **Media** (e.g. newspaper editor, film/television/radio/stage producer/director/manager)

Government administration

☐ **Public sector manager** (e.g. public service manager (section head or above), regional director, hospital/health services education

☐ **Defence Forces commissioned officer**

Qualified professionals – generally have a degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; teach others.

☐ **Health** (e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician)

☐ **Education** (e.g. schoolteacher, university lecturer, professor, VET, special education)

☐ **Law** (e.g. judge, magistrate, barrister, coroner, solicitor, lawyer, legal officer)

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☐ **Social** (e.g. social/welfare/community worker, counsellor, minister of religion, urban/rural planner, sociologist, librarian, records manager, archivist, interpreter/translator)

☐ **Engineering** (e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer)

☐ **Science** (e.g. geologist, meteorologist, metallurgist, other scientist)

☐ **Computing** (e.g. IT services manager, computer systems designer/manager, software engineer, systems/applications programmer)

☐ **Business** (e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)

☐ **Air/sea transport** (e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot)

Occupation Group B: Other business owners/managers, arts/media/ sportspersons and associate professionals

Business owner/manager/professionals

☐ **Farm/business owner/manager** (e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)

☐ **Specialist manager** (e.g. works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)

☐ **Financial services manager** (e.g. bank manager, finance/investment/insurance broker/advisor, credit/loans officer)

☐ **Retail sales/services manager** (e.g. shop, post office, café/restaurant, club, other hospitality, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre, cinema, gallery, car rental, car/fleet/station manager, retail services manager)

Arts/media/sportspersons

☐ **Artist/writer/media** (e.g. editor, journalist, writer/author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor, proofreader, graphic designer, web designer)

☐ **Sports** (e.g. sportsperson, coach, trainer, sports official)

Associate professionals – generally have diploma/technical qualifications and provide support to managers and professionals

☐ **Medical, science, architectural, building, surveying, engineering, computer** technician/associate professional

☐ **Health/social welfare** (e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)

☐ **Law** (e.g. police officer, prison officer, government inspector, examiner or assessor, occupational/ environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer, bailiff)

☐ **Business/administration** (e.g. recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, mail supervisor, other managing supervisor, management and organisation analyst, contract, program)

☐ **Defence Forces** (e.g. senior non-commissioned officer)

☐ **Other** (e.g. library assistant, museum/gallery technician, research assistant, proofreader)

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Occupation Group C: Tradespeople, clerks and skilled office, sales, carer and service staff

Tradespeople – generally have completed a four-year trade certificate, usually by apprenticeship. All tradespeople are included in this group.

☐ **Trades** (e.g. metal fitter/machinist, electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter, decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer, mechanic, chef/cook, hairdresser)

Advanced/intermediate clerical, office, sales, carer and service staff

☐ **Clerk** (e.g. bookkeeper, bank clerk, post office clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply/logistics/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service desk, hospital admissions clerk)

☐ **Office** (e.g. secretary, personal assistant, desktop publishing operator, switchboard operator)

☐ **Sales** (e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate agent)

☐ **Carer** (e.g. aged/disability/refuge/welfare support worker, child care assistant, nanny, nursing support)

☐ **Service** (e.g. meter reader, parking inspector, postal worker, travel agent, tour guide, flight attendant, fitness instructor, inspector, regulatory officer)

Occupation Group D: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators

☐ **Driver or mobile plant operator** (e.g. car/taxi/truck/bus/tram/train driver, driving instructor, courier/deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator)

☐ **Production/processing machine operator** (e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood, paper, glass, clay, stone, concrete, production/processing machine operator)

☐ **Other Machine operator** (e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift/bulk materials handling machinery, driller, miner)

Sales, office, hospitality and other assistants

☐ **Sales staff** (e.g. sales assistant, motor vehicle/caravan/parts salesperson, sales representative, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker)

☐ **Office staff** (e.g. typist, word processing/data entry/business machine operator, receptionist, office assistant, general clerk)

☐ **Hospitality staff** (e.g. hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchenhand, fast food cook, usher, porter, housekeeper)

☐ **Assistant/aide** (e.g. trades assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant)

Labourers and related workers

☐ **Defence Forces** (other ranks (below senior NCO) without trade qualification not included above)

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☐ **Agriculture, horticulture, forestry, fishing, mining worker** (e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nursery worker, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)

☐ **Other worker** (e.g. labourer, factory hand, storeperson, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)

From List of Parental Occupation Groups published in Student Background Characteristics, ACARA, 2022.

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

Purpose

Holy Child Primary School is committed to ensuring a respectful learning environment that is safe, positive, and supportive for all students, staff and visitors of the school.

It is the intention of Holy Child Primary School to provide clear guidelines to all parents and visitors regarding the conduct expected of them while in a school environment, or at school related places, engaging in school-related activities or representing the school. Parents/guardians/carers and visitors are expected to uphold the school's core values at all times.

Scope

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

Principles

This Code of Conduct is based on the following principles that everyone at Holy Child Primary School:

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

Expected conduct and bearing of all parents / guardians / carers

It is expected that every parent/guardian/carer will:

- uphold the school's core beliefs and values
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
- abide by all health and safety rules and procedures operating within the school and other locations at which they may visit while representing the school
- ensure that their actions do not bring the school into disrepute
- respect school staff and accept their authority and direction within the exercise of their duties at the school
- observe all school rules as required
- strictly adhere to the school's policies and procedures as required
- behave with respect, courtesy, and consideration for others
- refrain from all forms of bullying and harassment

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- refrain from any form of verbal insult or abuse and from any form of physical abuse or intimidation
- refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the school, employees or students of the school, including activities on social media
- respect school property and the property of staff, contractors, volunteers and other students
- not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health while visiting the school site, attending school functions or engaging in school-based activities
- respect school staff and accept their authority and direction within the exercise of their duties at the school
- use the school's Complaints Handling Policy to seek resolution for any problems that arise and accept the school's procedures for handling matters of complaint.

Unacceptable conduct

Unacceptable conduct includes, but is not limited to:

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

Breach of the code of conduct

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

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

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Should any parent/guardian/carer:

(a) repeatedly breach the terms of the Agreement, Code of Conduct, and/or relevant school policies (after the parent/guardian/carer or the family collectively, has been warned that any further breach may result in a termination of enrolment); or

(b) engage in conduct on a single occasion which constitutes a serious breach of the Code of Conduct and/or relevant school policies (involving for example, conduct which poses a serious risk to staff or student health and safety), the circumstances may result in a termination of their child's enrolment.

(c) A termination of enrolment may also occur where any parent/guardian/carer has engaged in conduct on a single occasion which constitutes a serious breach of the Parent / Guardian / Carer Code of Conduct and/or relevant school policies (involving for example, conduct which poses a serious risk to staff or student health and safety.) In these circumstances, it will not be necessary for a warning to be given before consideration is given to termination of enrolment.

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

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

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

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

Parent / guardian / carer code of conduct	
Parent 1/Guardian 1/ Carer 1 name	
Parent 1/Guardian 1/ Carer 1 signature	
Date	
Parent 2/ Guardian 2/ Carer 2 name	
Parent 2/Guardian 2/ Carer 2 signature	
Date	

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

Purpose

Holy Child Primary School is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students at the school.

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

Scope

This Code of Conduct applies to all Holy Child Primary School students. The application of this code is not limited to the school site and school hours. It extends to all activities and events that are school-related and when representing or acting on behalf of the school, including, without limitation, at all times when wearing the school uniform.

The code also requires that student actions do not bring the school into disrepute at any time, regardless of whether the action occurs within or outside of school activities.

Principles

This Code of Conduct is based on the following principles that everyone at Holy Child Primary School:

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

Expected conduct and bearing of all students

It is expected that every student will:

- uphold the school's core values at all times
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
- abide by all health and safety rules and procedures operating within the school and other locations at which the students may visit
- ensure that their actions do not bring the school into disrepute
- respect the authority of members of staff and observe school rules and teacher directions as required
- strictly adhere to the ICT Acceptable Usage Policy and User Agreement
- be respectful and supportive of the school's beliefs and values
- behave with courtesy and consideration for others
- refrain from all forms of bullying, harassment, racial vilification, and discrimination of any nature

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- report any behaviour of other students that is harmful to other students, or to the teachers or school
- support other students, or seek help for other students who need assistance or are in a vulnerable situation
- refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students
- respect school property and the property of staff, contractors, visitors and other students
- be punctual and attend all classes
- remain in the school grounds during the school day unless otherwise approved by the principal
- complete work set by teachers promptly and to the best of their ability and to take full advantage of the educational opportunities offered at the school
- dress neatly and with due regard for health, hygiene and safety in accordance with the school's uniform requirements.

Unacceptable conduct

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person
- any form of physical or verbal violence (including fighting, assault, or threats of violence, bullying, name calling, racial discrimination or discrimination on grounds of disability, appearance, or religion)
- any form of cyberbullying or cyber abuse
- theft or misuse of property belonging to other students or the school
- sending inappropriate, offensive, or explicit text messages, photos, or videos
- language or conduct which is likely to offend, harass, bully, or unfairly discriminate against any student, teacher, contractor or visitor
- the use of inappropriate or profane words or gestures and images
- unacceptable class attendance levels
- being uncooperative with teachers during class or school activities and generally disrupting planned activities.

Supporting positive behaviour

The Student Behaviour Policy is based on a model of positive behaviour support. This is a model that acknowledges the positive behaviour of the majority of students and puts strategies into place to model and specifically teach expected behaviours. It targets focused support, including staged sanctions, for the minority of students that do not embrace positive behaviour.

Breach of the student code of conduct

Students who breach this code of conduct may be sanctioned by the class teacher or school principal as deemed appropriate given the nature of breach and the age of the student.

In cases of serious and/or persistent breaches of the student code of conduct, the Student Behaviour Policy outlines the consequences for student misbehaviour. The Holy Child Primary School policies and procedures for the Suspension, Negotiated Transfer of Students, and the Holy Child Primary School Expulsion of Students outline the management of suspension and expulsion, and appeals processes.

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

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

SUPERSEDED

Acceptable Use of ICT Agreement for Students Years F - 4

This Acceptable Use Agreement applies to Years F- 4 students when using ICT.

Holy Child Primary School reserves the right to review any material in student accounts, file or cloud server space, to monitor appropriate use by students.

My responsibilities when using ICT

When I use ICT:

I will send messages and talk to others politely.

I will not use mean or rude language online.

I will not share my full name, home address, phone number, or passwords. If someone asks for my personal information, I will tell my teacher or a trusted adult.

I will not share my passwords, and I will not use anyone else's.

I will talk to my teacher or a trusted adult at school if I see something online that looks wrong or untrue.

I will not copy other people's work without permission. If I use something from a website, AI, or another source, I will say where I got it from.

If I feel uncomfortable or unsafe because of something I see or hear, I will tell my teacher or a trusted adult at school right away.

I will only use apps, websites, and games my teacher says are okay.

I will not copy, change, or delete other people's digital work. When my teachers put us in groups or pairs, I will use kind words and will listen to my classmates' ideas as we work together.

What I should not do when I am using ICT

For my safety, and the safety of others:

I will not connect my iPad or laptop to my phone (if I have one) to get around the school network or school rules.

I will not take, share, or post pictures, voice recordings or videos of my classmates or teachers without permission.

I will not use AI to change pictures of other people unless my teacher says it is okay for learning.

I will not send pictures, voice recordings, videos, or files to others unless my teacher says it is okay.

I will not open emails from people I do not know because they might be unsafe.

I will not use digital tools in class unless my teacher says I can.

Consequences for breaking the rules

If I break the rules of this Agreement my school will:

- Suspension of use of Chromebook
- Restricted use of Chromebook
- Family charged for breakages

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As a student at Holy Child Primary School

My school also requires me to:

- Disable smart watch (if I possess one) features while I am at school
- Not make use of my mobile phone (if I possess one) during the school day

Current ICT User Agreement

Student Agreement

I have discussed this Agreement with my parents/carers and agree to follow all these rules.

Current ICT User Agreement

I understand that access to ICT is part of my learning. The inappropriate use of ICT goes against the Code of Conduct, which I have agreed to uphold, and consequences may apply.

Student Name: _____

Student Signature: _____

Date: _____

Parent Agreement

- I agree that my child may use educational web tools such as Google Workspace for Education / MS 365 CoPilot as part of their schoolwork that uses off site servers.
- I understand that a list of additional Digital Tools used by students is available on request.
- I understand the school will provide adequate supervision and that steps have been taken to minimise the risk of exposure to unsuitable material.

I have read and discussed the Acceptable Use of ICT Agreement with my child, and we understand the consequences for breaches of usage procedures.

Parent /Carer Name: _____

Parent / Carer Signature: _____

Date: _____

SUPERSEDED

Melbourne Archdiocese
Catholic Schools

Acceptable Use of ICT Agreement for Students Years 5-8

This Acceptable Use Agreement applies to students in Years 5-8 when using ICT.

Holy Child Primary School reserves the right to review any material in student accounts, file or cloud server space, to monitor appropriate use by students.

My responsibilities when using ICT

I understand that when I use school technology:

I will use polite and respectful language in messages, emails, and online chats.

I will not share my full name, home address, phone number, passwords, or other personal details. If someone asks for my personal information, I will tell a teacher or a trusted adult.

I will not share my passwords with anyone and will not use someone else's login.

If I see something online that seems wrong or suspicious, I will ask my teacher.

I will not copy other people's work without permission. If I use something from a website, AI, or another source, I will say where I obtained it from.

I will only use the apps and websites my teacher allows.

I will not open, change, or delete other students' or teachers' files.

If I see or experience anything unsafe, uncomfortable, or upsetting online, I will tell a teacher or a trusted adult at school right away.

What I am not to do when using ICT

For my safety, and the safety of others:

I will not try to get around school internet filters or use my phone's internet at school.

I will not take, share, or post pictures, audio recordings or videos of others without their permission.

I will not use AI to alter photos or videos of others unless my teacher allows it for schoolwork.

I will not use peer to peer sharing (i.e. AirDrop) or other sharing tools without permission. I will only share files if my teacher allows it.

I will not open messages from unknown sources because they could be harmful.

I will only use school devices during class for activities related to my learning

Consequences for a breach

If I break the rules of this Agreement my school will:

- remove my ICT privileges
- my teacher will hold my device

Breach	1st Incident	2nd Incident	3rd Incident
Academic misconduct (i.e. plagiarism, cheating, copying, sharing, etc.)	Contact with family – loss of marks/ school behaviour system eLearning assigned as a proactive measure	Family meeting – loss of marks/ school behaviour system	Suspension 1 day – loss of marks/ school behaviour system

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School network/ security	Contact with family *Removal of device eLearning assigned as a proactive measure	Family meeting *Removal of device	Family meeting *Suspension external/ internal
Digitally altering images	Family meeting with (potential for suspension 1 -3 days*)	Family meeting with (potential for suspension)	Extended suspension that is in correlation with the breach – Enrolment discussion
Social media breach (Code of Conduct)	Family meeting with potential for suspension (1 – 3 days*)	Family meeting with potential for suspension (1 – 3 days*)	Family meeting with potential for suspension (1 – 3 days*)
Out of hours breach; action at Principal discretion	Family meeting with potential for suspension/ loss of access (1 -3 days*) eLearning assigned as a proactive measure	Family meeting with potential for suspension/ loss of access (1 – 3 days*)	Family meeting with potential for suspension/ loss of access (1 – 3 days*)
Other; action at Principal discretion	Family meeting with potential for suspension (1 -3 days*) eLearning assigned as a proactive measure	Family meeting with potential for suspension	Family meeting with potential for suspension

As a student at Holy Child Primary School

My school also requires me to:

- Disable smart watch (if I possess one) features while I am at school
- Not make use of my mobile phone (if I possess one) during the school day

Schools may add any additional information to support their context]

Student Agreement

I have discussed this Agreement with my parents and agree to follow all of these rules.

I understand that access to ICT is part of my learning. The inappropriate use of ICT goes against the Student Code of Conduct, which I have agreed to uphold, and consequences may apply.

Student Name: _____

Student Signature: _____

Date: _____

SUPERSEDED

Parent / Carer Agreement

- I agree that my child may use educational web tools such as Google Workspace for Education / MS 365 CoPilot as part of their schoolwork that uses off-site servers.
- I understand that a list of additional Digital Tools used by students is available on request.
- I understand the school will provide adequate supervision and that steps have been taken to minimise the risk of exposure to unsuitable material.

I have read and discussed the Acceptable Use of ICT Agreement with my child, and we understand the consequences for breaches of usage procedures.

Parent /Carer Name: _____

Parent / Carer Signature: _____

Date: _____

SUPERSEDED

Melbourne Archdiocese Catholic Schools | Holy Child Primary Dallas

New Arrival and Refugee Sharing Information Permission Form

I _____, being the legal guardian for _____, consent to the school sharing enrolment data, educational and assessment information and reports relevant to the educational provision for my child with staff from Catholic Education Melbourne that are directly supporting my child's program. I understand that this information will be collected and used by the consultant and the school to inform funding and educational programming for my child. I give permission for a New Arrivals and Refugee Learning Consultant to work with my child, _____, and school personnel to support my child's educational program.

PARENT NAME: _____

SIGNATURE: _____

DATE: _____

SUPERSEDED

Tôi _____, với tư cách là người giámhộ hợp pháp của _____,đồng ý cho nhà trường chia sẻ dữ liệu đăng ký, thông tin giáo dục và đánh giá cũng như các báo cáo liên quan đến việc cung cấp giáo dục cho con tôi với các nhân viên của Tổ chức Giáo dục Công giáo Melbourne đang trực tiếp hỗ trợ chương trình của con tôi. Tôi hiểu rằng thông tin này sẽ được thu thập và sử dụng bởi chuyên gia tư vấn và nhà trường để phục vụ cho việc cấp kinh phí và lập chương trình giáo dục cho con tôi. Tôi cho phép một Chuyên gia Tư vấn Học tập dành cho Người mới đến và Người tị nạn làm việc với con tôi , _____, và nhân viên nhà trường để hỗ trợ chương trình giáo dục của con tôi.

HỌ VÀ PHỤ HUYNH: _____

CHỮ KÝ: _____

NGÀY: _____

SUPERSEDED

أنا_____ ، بصفتي الولي/ الوصي القانوني على _____ ، اوافق على قيام المدرسة بمشاركة بيانات التسجيل والمعلومات التعليمية ومعلومات التقييم والتقارير ذات الصلة بتقديم الخدمات التعليمية لطفلي، مع موظفي التعليم الكاثوليكي في ملبورن الذين يدعمون بشكل مباشر البرنامج التعليمي لطفلي.

وأتفهم بأن هذه المعلومات سيتم جمعها واستخدامها من قبل المستشار وإدارة المدرسة لتحديد التمويل ووضع البرامج التعليمية المناسبة لطفلي. كما أقر بمنحي الإذن لمستشار تعليم الوافدين الجدد واللاجئين للعمل مع طفلي _____ وموظفي المدرسة لدعم البرنامج التعليمي لطفلي.

اسم ولي الأمر : _____

التوقيع : _____

التاريخ : _____