Enrolment Policies and Procedures for Parents

Part C

February 2016
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**Sydney Catholic Schools’ Brochures**

- Enrolment Policy
- Compulsory School Attendance
- Catholic Education Foundation
This school complies with all requirements of the *NSW Child Protection Legislative Reform Package 1998*. This includes:

- Requirements to collect declarations from all paid employees and volunteer helpers who undertake tasks on behalf of the school that may involve unsupervised contact with students. If you wish to volunteer for such tasks at this school you will be required to sign such a declaration.

- Undertaking the *Working with Children Check* (employment screening) for paid employees of the school.

- Making notifications of ‘risk of harm’ or abuse to students to the Department of Community Services as per mandatory reporting laws (see attached brochure).

- Managing allegations of child abuse against employees of the school according to the requirements of the NSW Ombudsman and the Commission for Children and Young People.

- Ensuring that all paid employees or volunteers are appropriately informed of their obligations under the legislation.

This school also applies curriculum and pastoral practice to ensure the safety and well being of students attending the school.

**VOLUNTEERS**

- Child Protection legislation **requires** that all those who undertake volunteer tasks on behalf of the school, where those tasks may involve unsupervised contact with students, must sign a *Prohibited Employment Declaration*.

- This means that the volunteer must not be a prohibited person (i.e. have been convicted of a serious sex crime) and must sign the declaration accordingly.

- This school will require you to sign the declaration if you are intending to volunteer to undertake tasks on behalf of the school where unsupervised contact with students is possible.

The Pastoral Care Policy of the College underwent a complete review at the end of 2011. The Review was continued in 2012 and recommendations were made for the replacement of the Merit/Demerit System by Academic and Service Awards and the introduction of a separate management approach for unacceptable or inadequate student performance. Please refer to LaSalle Catholic College website for details of our Merit Awards Scheme and Discipline Support Scheme.

The Mission Statement adopted by the College in respect of Pastoral Care reads as follows:

At LaSalle Catholic College we believe that the pastoral care of students and staff is effective when it promotes the achievement of one’s potential, the correction of faults, the improvement of character, a sense of self worth, and an openness to search for the truth. Pastoral Care is, we believe, a peer ministry, that results in all members of the school community being responsible for pastoral care and thus leading effective fulfilling, compassionate and socially conscious Christian lives.

The following is an extract of information contained in the College Diary, written for the information of students.

“Pastoral Care at LaSalle Catholic College encompasses everything the school community does to meet the personal, social and learning needs of the students. It is achieved through the total school curriculum and the way it is delivered. It incorporates effective discipline that encourages students to take responsibility for their own learning and behaviour. It stresses the value of collaborative early intervention when problems are identified. It recognises the diversity within the school community and provides programs and support that acknowledge difference and promote harmony. It provides opportunities for students to:

- enjoy success and recognition
- make a useful contribution to the life of the school,
- derive enjoyment from their learning.”

Members of the LaSalle College Community have the following rights:

- to feel safe at school
- to learn (and teach) to the best of their ability
- to be treated with dignity and respect.
**1.1 Rights and Responsibilities**

At LaSalle Catholic College, we strive to live, learn and teach together in an environment guided by the Gospel and Lasallian principles of Faith, Service and Community. As such, every member of the LaSalle community is called to commit themselves to these rights and consequent responsibilities.

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<tr>
<th><strong>FAITH</strong></th>
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<tr>
<td>1. Every person has the right to be nourished through the Catholic faith.</td>
<td>Every person has the responsibility to respect and be guided by the Catholic Church.</td>
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<td>2. Every person has the right to have their beliefs and religious tradition respected.</td>
<td>Every person has the responsibility to respect the beliefs and religious traditions of other people.</td>
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<th><strong>RESPECT</strong></th>
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<td>3. Every person has the right to be accepted and treated with dignity, respect, understanding and compassion.</td>
<td>Every person has the responsibility to be accepting of others and to treat them with dignity, respect, understanding and compassion.</td>
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<td>4. Every person has the right to express their concerns about school matters through the appropriate channel.</td>
<td>Every person has the responsibility to contribute positively to decisions made about themselves, their classes, year level or the whole College. If necessary a person should be able to disagree without being disagreeable but, ultimately they must acknowledge the legitimate authority vesting in College personnel.</td>
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<th><strong>LEARNING</strong></th>
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<td>5. Every person has the right to a safe, orderly and productive learning environment.</td>
<td>Every person has the responsibility to contribute to a safe, orderly and productive learning environment.</td>
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<tr>
<td>6. Every person has the right to learn or teach and achieve to their full potential.</td>
<td>Every person has the responsibility for ensuring that they attend and apply themselves fully to their teaching and learning and to allow others to do the same.</td>
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<th><strong>SAFETY</strong></th>
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<td>7. Every person has the right to be safe from any form of physical danger, bullying, harassment or exclusion.</td>
<td>Every person has the responsibility to ensure that what they say and what they do will not harm or affect others in an adverse manner.</td>
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<tr>
<td>8. Every person has the right to expect their property to be safe.</td>
<td>Every person has the responsibility not to steal, damage or destroy the property of others.</td>
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<th><strong>ENVIRONMENT</strong></th>
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<td>9. Every person has the right to be supported in their teaching or learning by College facilities that are maintained and cared for.</td>
<td>Every person has the responsibility for caring and respecting the environment and resources provided at the College.</td>
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1.2 School Rules

School Rules indicate “the way things are done around here” and are part of the evidence of a partnership between the members of the school community. They are a set of responsibilities and rights of both students and teachers. They enable the school to function well and achieve its goals.

1.2.1 Violence and Intimidation

The general policy at the school is “HANDS OFF”. This requires all students to keep their hands, and/or spiteful words, to themselves. Pushing and shoving will not be tolerated. Any form of intimidation (e.g., verbal, physical, psychological threats by an individual or group, bullying and baiting) or violence (e.g., fighting) will not be tolerated. Students who knowingly and intentionally involve themselves in such incidents in a secondary way will be held accountable and treated in the same way as those directly involved in such incidents. We own our own behaviour. Students should do everything in their power to resolve peacefully the tension rather than inflame it by pack-like behaviour. This also applies to outside school activities like sport.

1.2.2 Speaking to each other

Whether teacher or student, we should always converse in a mutually respectful manner. That is, use polite language like “Please”, “Thank you” and “Excuse me”, not raise our voice or yell, and address each other in the appropriate way or title. We can insult a person by the manner in which we speak to them. This is an important aspect of our “HANDS OFF” policy.

1.2.3 Stealing

Students must be vigilant and report any suspicious behaviour otherwise we allow an unsafe environment to develop where trust is non-existent. What is not ours, is not ours, and every effort should be made to find the owner of lost property. If items are found in the yard or classroom they should be taken to the Office (not put in your pocket). A community values honesty.

1.2.4 Outside visitors during school time

Friends of students will NOT be allowed to make social visits during school time. Such “visitors” will be asked to leave the property. Students who talk to these people while on the property will be held responsible for any inappropriate behaviour that occurs.

1.2.5 Behaviour in Class

Everyone has a right to a good education. This is one of the main priorities of LaSalle Catholic College and every effort will be made to ensure good learning occurs. Nobody has a right to interfere or hinder another’s education. Students should assist positively in the learning process and not behave in a counter-productive way. Not cooperating with the teacher’s requests, continually talking in a disruptive manner, making unnecessary nuisance noises, being argumentative, all work against enabling the class to learn.

1.2.6 Movement to Class

When the bell goes at the end of Recess and Lunch students are to react quickly and move promptly and cooperatively to class.
1.2.7 Loud Noises

Student behaviour must always be dignified. Such things as “group noise” or nuisance noises are usually offensive, unwanted and are not acceptable.

1.2.8 Attendance

It is a requirement of the Board of Studies of NSW that students attend lessons to the satisfaction of the school for the School Certificate or Higher School Certificate to be awarded to them. It is an important ingredient for successful schooling.

1.2.9 Absence from School

Parents/Guardians should notify the College of their son’s/daughter’s absence by phone that day and also explain the absence in writing upon their return to school. Any requests for extended leave should be made in writing to the Principal.

1.2.10 Leave

Parents/Guardians are requested to avoid making appointments for their sons/daughters during school hours. This also applies to Thursdays, since sport is organised in the afternoon and is a compulsory College activity. If an appointment is unavoidable, or a student needs to leave school early, the student must bring a note of explanation, dated and signed by parents/guardians. A letter is to be shown to the Home Class Teacher during the morning Administration time to enable him/her to endorse it by signing and dating it. This letter will then be given to the Year Coordinator who will confirm the permission by countersigning it and issuing the student with a “Leave Slip”. The time the student is allowed to leave class will be indicated on the Leave Slip. The student then returns to the Homeroom Class and gives the parent/guardian letter to the Home Class teacher for filing. When it is time for the student to leave, he/she shows the Leave Slip to the class teacher, leaves the class and goes directly to the Student Office and records his/her early leave before leaving the College grounds.

1.2.11 Lateness to School

Students are expected to be at school and ready for the commencement of the classes at 8.30 am. Students who do arrive late are to report to the Student Office where they will record their lateness and have their Diary stamped.

They are to show their stamped Diary to their teacher to enable them to join the class. Persistent lateness, without reasonable excuse, will be followed up by the Home Class teacher and Year Coordinator.

1.2.12 Yard Cleanliness

Through self-respect we should always try to keep where we live or play clean. It is important to place our rubbish in the bins provided. It is also important to assist in keeping the school clean even if it is not our personal rubbish that we pick up. If a teacher asks a student to pick up papers it is irrelevant for the student to reply “But it’s not my rubbish!” because the teacher is attempting to keep the yard clean (with student assistance) – not find out whose paper it is.
1.2.13 Smoking

Research indicates smoking is a major health hazard for young people and can quickly become habit forming.

**SMOKING AT SCHOOL OR IN SCHOOL UNIFORM WILL NOT BE TOLERATED**

1.2.14 Uniform

* Items marked with an asterisk must be worn in Term 2 & 3.

**Girls Uniform**

*BLOUSE:* White Blouse with Piping  
*DRESS:* Bottle / White (Optional for Term 1 & 4 only)  
*KILT:* Bottle/Black Check Kilt  
PULLOVER:* Bottle Wool  
*BLAZER:* Black Collarless & Emblem  
*TIGHTS:* Opaque Black 70 Denier  
SOCKS:* Bottle Turnover  
BAG:* Black "Back Support" with Print  
HAT:* Available at the College  

**Boys Uniform**

*SHIRT:* White Deluxe S/S with Emblem  
*SHORTS:* Mid Grey Serge  
*TROUSERS:* Grey Serge College Style  
PULLOVER:* Plain Bottle  
*TIE:* Junior - Striped  
*TIE:* Senior Bottle Plain  
SOCKS:* Grey with Bottle/White Stripes  
*BLAZER:* Black with Emb  
BAG:* Black "Back Support" with Print  

**Sports Uniform (Boys & Girls)**

*POLO:* White Coolmesh with Emblem  
*POLO:* House Colours  
*CAP:* Black/White with Emblem  
*JACKET:* Bottle M/Fibre/Black Panels & Emblem  
TRACKPANTS:* Black Bbt Microfibre  
*SHORTS:* Black Coolmesh/with Piping & Emblem  
*SOCK:* Bottle with 2 White Stripes
1.2.17 Grooming

Haircuts and management of hair need to suit the uniform and be appropriate to conservative school appearance. Hair is to be clean and neatly cut, off the collar, of natural colour and of even grade. Any extremes of style are not acceptable. Unacceptable styles include what are known as "undercuts", "lines", "steps" and "pony tails". Students are not to have cuts done with a comb less than No. 3 and excessive gel is not acceptable. Action will follow against those students who do not comply with these school rules and no correspondence will be entered into. **If there is any doubt then consult before you have your hair cut.** The Assistant Principal's and Year Coordinator's judgement is final.

Boys are to be clean-shaven at all times and are not permitted to wear earrings or studs. Unacceptable items, if worn, will be confiscated by Home Class Teachers. They will then be kept in the College Office for safekeeping and returned to the student at the end of that term.

Girls with hair below the shoulders must have their hair tied back with a green or black ribbon. No make-up, no ear rings (only sleepers) and no rings or bracelets. No jewellery to be visible. No nail polish or acrylic nails.
• From time to time educational excursions, sporting carnivals, camps and retreats are organised for the students at this school.

• All excursions will be charged per year group. The College will be subsidising this fee, so NO REFUNDS will be given for non-attendance.

• When excursions, sporting carnivals, camps or retreats are organised by this school, students will be expected to participate as part of fulfilling the curriculum and pastoral requirements of the educational program.

• When these experiences are arranged parents/carers can expect due notice in writing detailing the venue, dates, times, nature, cost, transport, requirements etc of the specific experience. This will be in the form of an information/consent form and individual consent must be provided by the due date for the student to participate.

• This school fully considers the Occupational Health and Safety implications when taking students off the school site and any necessary details are included in the parent/carer information/consent form.

• This school will take all reasonable care in the event of a student suffering accident or illness. However, it does not accept responsibility for the costs of any medical or dental attention or treatment administered to the student, nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer treating the student.

• This school is in an Ambulance Fund, which provides full ambulance service from the school to the nearest Public Hospital.

• In any incident of accident or illness (either on excursion or at school) a parent/carer, or if unavailable a nominated emergency contact, will be informed as soon as possible.

• This school provides some personal and accident insurance coverage to students for accidents that may occur during school time and on authorised school activities such as excursions, camps, retreats and work experience. More information is available at the Catholic Church Insurance Ltd. Website: https://www.ccinsurances.com.au/church_ins/school-care.asp

• Information about additional student insurance that can be purchased is also available on the website.
For over one hundred and eighty years Catholic schools have provided education for young Australians and have supported parents and carers in their role as the first educators of their children. In choosing a Catholic school for their children parents are very conscious that this will involve making a significant financial contribution towards the cost of providing that education.

The schools of the Archdiocese have been established over many years by the generosity of parents, parishioners and the religious and staff in our Catholic schools.

This school is one of one hundred and forty eight primary and secondary schools that form the Sydney Archdiocesan system of Catholic schools. There are over 62,000 students enrolled in these schools. The Sydney Catholic Schools Office has the responsibility of leading and managing the system of schools.

The funding of these schools is a shared responsibility between Australian and State Governments, parents and parishes.

The Australian Government provides about 55% and the State Government about 22% of the income needed to fund the system of schools. The contribution of Governments to the running costs of our schools needs to be recognised, appreciated and also guarded.

Parents contribute over 20% to the funding of the parish primary schools and regional secondary schools of the Archdiocese. This financial contribution is essential to providing the best possible educational opportunities for the students. The continuing support of parents is greatly appreciated.

The fees charged at this school are made up of:

i) **The Archdiocesan Tuition Fee.** This fee level is set each year by the Sydney Archdiocesan Catholic Schools Board. The school retains a portion of this fee to assist with operating costs. The balance is returned to the Sydney Catholic Schools Office to assist with the payment of salaries, workers compensation, public liability, student accident insurances and other operating costs.

ii) **The Building Levy.** The income from the levy assists in the repayment of loans for school buildings, repairs and maintenance and building insurance.

iii) **Local fees and charges.** These are set by the school finance committee and are used to pay for school resources, educational activities, subject charges and other operational costs such as electricity, water, council charges and contents insurance.

For families with more than one child, or with children attending other Catholic schools within the Archdiocesan system of schools, sibling and family discounts apply to the Archdiocesan Tuition Fee and to the Parish School Levy.

The College fees are listed in Attachment I.

- Accounts for School Tuition Fees, Parish School Levy/School Building Levy and other local fees and charges are issued early in each of Terms 1, 2 & 3.
- It is expected that accounts will be paid within 28 days of issue of the statement.
- Accounts may be paid by cash, cheque, money order, credit card, EFTPOS, BPay and money can be taken out of your Centrelink payments on a regular basis.
- If any family is experiencing genuine financial difficulty in meeting any of the fees, please contact the school to seek an appointment with the Principal.
- An application for enrolment fee of $100 should be lodged with this application. The enrolment fee is not refundable if the application is unsuccessful.
COMMONWEALTH PRIVACY (PRIVATE SECTOR) ACT 2000

Standard Collection Notice- This statement is provided to you by the school and specifically itemises the reasons for collecting information about students and their families and the way in which that information will be used by the school. Please refer to the Parent Information Brochure for further explanation.

1. This School (and the Sydney Catholic Schools Office) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son.

2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.

4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.

5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes disclosure to other schools, government departments, Sydney Catholic Schools Office, the Catholic Education Commission, NSW, your local diocese and the parish, Schools within other Dioceses/other Diocesan offices, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.

6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.

8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.

9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

10. We may include your contact details in a class list and School directory (where, in general, access is limited to school staff).

11. If you provide the 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 to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

USE OF STUDENT PHOTOS AND VIDEO IMAGES

Photos and video footage of students are used regularly by schools for a number of purposes and under current legislation this practice can continue.

a) **Situations covered by the Standard Collection Notice.** The Standard Collection Notice covers schools for the use of photo images in school or system-based publications. In the following cases the school is NOT required to collect any permission from students/families for the use of students images:
   - the school magazine;
   - school newsletters;
   - *About Catholic Schools*;
   - school notice boards;
   - photos taken by an authorised member of the press e.g. when a local politician visits the school and brings a press photographer along;
   - photo or video images taken by families at school functions.

These situations are generally for the purpose of praising or promoting the efforts of the student or the school, are not for the purpose of direct marketing and are a reasonably expected use of students images when enrolling at a school. **However, any photos or video taken by families must be for personal use only and not posted in any public places outside of the school.**

**Principals will:**
- inform the school community of the impending use of photo or video via the newsletter;
- afford families the right to inform the school of any issue that would negate the use of their child’s image in such a way.

b) **Situations requiring specific permission.** Any use of photos or video for the direct marketing of the school or system or for use in the public domain, require the school to obtain specific permission from families. Some examples include:
   - paid advertisements in local newspapers;
   - any images that could be accessed via the world wide web.

These situations are, in most instances, for the purpose of directly marketing the school or for another purpose for which the school is required to obtain permission.

Parents/carers should notify the Principal immediately if any circumstance arises that would prevent the school from using their child’s photo or video images as outlined above.
Copies of all information relative to the specific learning needs of the student applying for enrolment must be disclosed to the school. Examples include any of the following:

- paediatric reports related to medical and other conditions
- behavioural assessments
- therapeutic interventions
- psychometric assessments
- speech and language clinical reports
- occupational therapy reports

If the enrolment application is successful:

- The above documentation must be updated as further assessments occur or as additional information becomes available.
- It is essential that parents/carers co-operate with the school Principal or delegated teacher should they need to discuss appropriate support of the student with the relevant practitioner.
- In the case of Year 7 enrolments the delegated teacher may visit the primary school of the student applying for enrolment to collect information relevant to the educational support of the student.
- This information may be forwarded to the Sydney Catholic Schools Office in order to ascertain possible additional education support.
- Any information supplied during the course of enrolment within a Catholic school that pertains to the student posing a risk of any type to students or staff is required to be forwarded to another school, if enrolment is sought at that school (eg when moving from Primary to Secondary school or moving from one primary to another etc.).
- Special needs information supplied during the course of enrolment within a Catholic school that does not pertain to the student posing any risk to students or staff may be forwarded to another school if enrolment is sought at that school.
- It is essential that parents/carers co-operate with the Principal in obtaining appropriate medical/educational/behavioural assessments or advice in relation to the student’s educational progress.