

ST MICHAEL'S CATHOLIC PRIMARY SCHOOL ENROLMENT AGREEMENT

1.0 TERMS AND CONDITIONS OF ENROLMENT

1.1 Education services

- 1.1.1 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. Diocese of Sale Catholic Education Limited (DOSCEL) 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.
- 1.1.2 Catholic education services include:
- 1.1.2.1 Targeted support to students assessed by St Michael's Catholic Primary School, Heyfield (the School) as requiring additional assistance with literacy and numeracy. The degree of support provided is determined with consideration of the number of students who would benefit from assistance and the resources available to the School.
 - 1.1.2.2 Targeted support to students assessed by the School as requiring assistance with social and emotional development. The degree of support provided is determined with consideration of the number of students who would benefit from assistance and the resources available to the School.
- 1.1.3 The School is responsible for determining the educational program implemented within the School. The School does so in accordance with obligations set by both the Australian and Victorian Governments in relation to curriculum, assessment and reporting.
- 1.1.4 The School is responsible for determining the educational program including the teaching of Religious Education in accordance with DOSCEL Religious Education Policy and Curriculum as endorsed by the Bishop of Sale and the Victorian Curriculum Assessment Authority.
- 1.1.5 Parents/guardians/carers, as the first educators of their children, enter into a partnership with the School to promote and support their child/ren'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.

1.2 Enrolment

1.2.1 Please note that lodgement of the *Application for Enrolment* does not guarantee enrolment at the School.

Subject to any special exercise of discretion by DOSCEL, the order of priority for enrolment in DOSCEL schools is detailed in the School's *Enrolment Procedure*.

1.3 Fees

1.3.1 The setting of the levels of fees, levies and other compulsory ad hoc charges in DOSCEL schools is the responsibility of each school, in consultation with DOSCEL, within the prescribed requirements of DOSCEL, considering the allocation of government funds. 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. All school fees within DOSCEL schools are approved by the DOSCEL Board annually.

1.3.2 The School offers several methods for paying fees, levies, camps and excursions, and ad hoc charges to minimise 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 (or delegate) of the School.

1.3.3 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* (Fee Schedule) that is attached to this Agreement. 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 if fees remain due and payable.

1.3.4 The School may amend the fees, levies and charges specified in the Fee Schedule that will apply for the following school year by providing at least three months' written notice to parents/guardians/carers.

1.4 Enrolment under minimum school entry age

1.4.1 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 requires approval from the DOSCEL Executive Director or delegate.

1.4.2 Approval for early-age enrolment will only be granted in exceptional circumstances where the parents/guardians/carers seek the enrolment of the child under the minimum age, and the Principal supports the enrolment of that child at the School.

1.5 Child safe environment

1.5.1 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.

- 1.5.2 Every person involved in Catholic education, including all parents/guardians/ carers at the School, have a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- 1.5.3 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.
- 1.5.4 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.
- 1.5.5 The School has robust, structured risk management processes as prescribed by DOSCEL 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 the School engage.
- 1.5.6 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.
- 1.5.7 The School's child safety policies and procedures are readily available and accessible. Further details on the DOSCEL and Catholic education community's commitment to child safety across Victoria can be accessed at:
- the Victorian Catholic Education Authority Child Safety page <https://vcea.catholic.edu.au/child-safety/>
 - the Victorian Catholic School Statement of Commitment to Child Safety
 - the DOSCEL Child Safety page <https://www.ceosale.catholic.edu.au/child-safety>.

1.6 Period of enrolment

- 1.6.1 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.

1.7 Policies and procedures

- 1.7.1 All the School's enrolment policies and procedures are available on the School website. For the purposes of this Agreement, a reference to the School's policies and procedures also includes processes, guidelines, and any other applicable governance documentation.
- 1.7.2 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 code of conduct for students (*Student Code of Conduct*) as may be published from time to time
 - f) parent behaviour and conduct, including any code of conduct for parents/guardians/carers (*Parent/Guardian/Carer Code of Conduct*)
 - g) privacy.
- 1.7.3 The School may vary any of its policies and procedures (including the *Student Code of Conduct* and the *Parent/Guardian/Carer Code of Conduct*) by publishing the updated policy or procedure on the School's website, which you agree to check on a regular basis. If the School reasonably determines that such variation may have a detrimental impact on the parents/guardians/carers or students, it must give the parents/guardians/carers at least 60 days' notice of such variation.
- 1.7.4 The School has absolute discretion in all its operational and educational matters and offerings as determined by its governing body, DOSCEL, and subject to relevant delegations to the Principal of the School.

1.8 Terms of enrolment regarding acceptable behaviour or conduct

- 1.8.1 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.
- 1.8.2 Every person at the School has a right to feel safe and respected, 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.

- 1.8.3 DOSCEL 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.
- 1.8.4 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 applicable code of conduct, and to support the School in upholding prescribed standards of dress, appearance and behaviour and ensure compliance with the *Student Code of Conduct*.
- 1.8.5 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 student conduct and behaviour and any applicable code of conduct for students, and to actively support the School in the implementation of such policies, procedures and codes of conduct.
- 1.8.6 The parents/guardians/carers agree to comply with the *Parent/Guardian/Carer Code of Conduct* or any 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.
- 1.8.7 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, acting reasonably, is unacceptable and damaging to the partnership between parent/guardian/carer and the 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. Such suspension or termination will be in accordance and consistent with the *Student Code of Conduct*, *Behaviour Management Policy* and *Suspension, Negotiated Transfer and Expulsion Policy*.

1.9 Terms of enrolment regarding provision of accurate information

- 1.9.1 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.
- 1.9.2 Parents/guardians/carers must provide accurate and up-to-date information when completing the *Application for Enrolment* and must supply the School, prior to enrolment, any additional information as may be reasonably requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused or terminated where a parent/guardian/carer has unreasonably refused to provide requested information or knowingly withheld relevant information from the School.

- 1.9.3 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.
- 1.9.4 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.
- 1.9.5 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.
- 1.9.6 The School will handle any personal information it collects in connection with your child's enrolment in accordance with the *Privacy Act 1988* (Cth) and other applicable privacy laws.

1.10 Enrolment for children with additional needs

- 1.10.1 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:
 - 1.10.1.1 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.
 - 1.10.1.2 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.
 - 1.10.1.3 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.
 - 1.10.1.4 Any limitations on the School's ability to provide the additional assistance requested.
- 1.10.2 The procedure for enrolling students with additional needs is otherwise the same as for enrolling any student.
- 1.10.3 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:
 - 1.10.3.1 The additional assistance remains necessary and/or appropriate to the student's needs.

- 1.10.3.2 The additional assistance is having the anticipated positive effect on the student's individual physical, functional, emotional or educational goals.
- 1.10.3.3 It remains within the School's ability to continue to provide the additional assistance, given any limitations that may exist.
- 1.10.4 To support a child's learning and wellbeing needs, students with additional needs can access school-based and DOSCEL learning diversity assessment consultancy services if determined as required to clarify their learning profile and build teacher capacity to support student needs.
- 1.10.5 It is a condition of enrolment that parents/guardians/carers provide the School with up-to-date information regarding the student's additional needs.

1.11 Assessment and updates

- 1.11.1 Various opportunities are provided to keep parents/guardians/carers up to date with their child's progress. Two 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/s. In addition, a meeting can be arranged if there are any concerns or you wish to receive an update on progress.

1.12 Discipline

- 1.12.1 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 schoolwork during or after normal school hours
 - suspension or temporary restriction of attendance
 - expulsion
 - such other consequences as the School considers reasonable and appropriate.
- 1.12.2 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 or their enrolment may be terminated. Such suspension or termination will be in accordance and consistent with the *Student Code of Conduct, Behaviour Management Policy, Suspension, and Negotiated Transfer and Expulsion Policy* and clause 1.13.3.

1.13 Termination of student's enrolment by the School

- 1.13.1 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, and to terminate this Agreement if the School reasonably considers:

- 1.13.1.1 The student's behaviour, attitude or conduct to schoolwork, other school activities or while attending school is unsatisfactory.
 - 1.13.1.2 The student has demonstrated unsatisfactory conduct or performance, or misconduct.
 - 1.13.1.3 The student materially fails to obey the School's policies and procedures or the *Student Code of Conduct*.
 - 1.13.1.4 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 materially adversely impacts on the School, any of its staff or the ability of the School to provide satisfactory educational services to the student.
 - 1.13.1.5 The student's progress and performance are materially below the School's expectations to the extent that the student is not benefiting from the academic courses provided by the School.
 - 1.13.1.6 The behaviour or conduct of the parents/guardians/carers towards the School or to any of its staff materially breaches the *Parent/Guardian/Carer Code of Conduct*.
 - 1.13.1.7 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.
 - 1.13.1.8 Circumstances exist whereby the ongoing enrolment of the student at the School is reasonably determined by the School to pose a serious risk to the safety or wellbeing of the student or other persons at the School, or to the reputation or integrity of the School.
- 1.13.2 The School must provide at least 30 days' written notice to the parents/guardians/carers of the termination under clause 1.13.1 unless there are special circumstances which warrant an immediate termination. The School must also ensure that any termination under clause 1.13.1 is in accordance with the termination process in the *Student Code of Conduct, Behaviour Management Policy, and Suspension, Negotiated Transfer and Expulsion Policy*.
- 1.13.3 If the School terminates this Agreement under clause 1.13.1, it will refund any school fees paid in advance of the effective date of the termination on a pro rata basis, minus an amount equal to a term's fee representing the School's loss or damage arising from the termination.

1.14 Termination of student's enrolment by the parents/guardians/carers

- 1.14.1 The parents/guardians/carers may withdraw the student from the School, cancel the student's enrolment and terminate this Agreement at any time for any reason.

- 1.14.2 Subject to clause 1.14.3, if the parents/guardians/carers terminate this Agreement under clause 1.14.1, the School will refund any School fees paid in advance of the effective date of the termination on a pro rata basis, minus an amount equal to a term's fee if less than a term's notice is given representing the School's loss or damage arising from the termination.
- 1.14.3 If the parents/guardians/carers terminate this Agreement because the School has:
- 1.14.3.1 materially breached this Agreement;
 - 1.14.3.2 proposed a variation to the terms and conditions of this Agreement, any applicable policies or procedures, which has a materially detrimental impact on the parents/guardians/carers or the student,
- then the School will refund the parents/guardians/carers any School fees paid in advance of the effective date of the termination on a pro rata basis.

1.15 Appeal process on enrolment decisions

- 1.15.1 The School is required to maintain a fair complaints-handling process so that complaints about enrolment and other matters at the School can be addressed.
- 1.15.2 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 raise the concerns with the Principal or relevant person either in writing or by making an appointment. Please ensure the relevant person/s is/are given a reasonable amount of time to take the steps required to resolve or address the concerns. Please refer to the School's complaints handling policy or guidelines for further information.

1.16 General

- 1.16.1 This *Enrolment Agreement* including agreements within the Enrolment application, constitute the sole and entire agreement between the parents/guardians/carers and DOSCEL in relation to the enrolment of the student at the School.
- 1.16.2 Without limiting clause 1.3.4, the parents/guardians/carers acknowledge that DOSCEL may from time to time vary the terms and conditions of this *Enrolment Agreement* by giving not less than 60 days' notice to the parents/guardians/carers in writing.
- 1.16.3 Any warranty, representation, guarantee or other term or condition whatsoever in connection with this Agreement that is not contained in this Agreement is excluded and is of no force or effect.
- 1.16.4 The Agreement is governed by the laws of the State of Victoria, Australia.

1.17 School fees / levies / payer details

Account to be paid by (please tick):			
<input type="checkbox"/> Both Parents/Guardians/Carers	<input type="checkbox"/> Parent 1/Guardian 1/Carer 1	<input type="checkbox"/> Parent 2/Guardian 2/Carer 2	
<input type="checkbox"/> Split between Parent 1/Guardian 1/Carer 1	%	and Parent 2/Guardian 2/Carer 2	%
<input type="checkbox"/> Other (please specify):			

- I/We accept responsibility for the payment of all costs, fees and levies for the student's enrolment at the School, as described in the attached Fee Schedule and as updated annually.
- I/We acknowledge that this Agreement is subject to payment of any administration fee and/or deposit outlined in the Fee Schedule and that, if I/we decide not to proceed with the enrolment, any refund of those payments will be subject to the terms and conditions set out in the Fee Schedule.
- I/We agree that all fees and levies as determined by the School will be paid by the due date unless otherwise agreed in advance in writing with the School Principal (or delegate) (Weekly/Fortnightly/Monthly payments may be made by arrangement).
- We each acknowledge that, if we have indicated above that we have agreed to share responsibility for the Enrolment Fees, each of us remains liable for 100% of the School Fees if the other parent/guardian/carer ceases making payment of their portion of the fees.

All person(s) named as responsible for fee payment MUST sign this section of the form. Upon signing this section, all person(s) named agree to be bound by the terms of this Agreement.

NB: Original identification of each named person(s) signing as being responsible for the payment of fees must be sighted by the School and a copy will be taken for verification purposes. Please note the original identification must include a signature of the named person(s) (e.g. driver's license).

Name of person(s) responsible for payment of fees:

Parent 1/Guardian 1/ Carer 1 responsible for payment of fees:	Name:	Signature: Date:	Signature verified by office: Yes <input type="checkbox"/>
Parent 2/Guardian 2/ Carer 2 responsible for payment of fees:	Name:	Signature: Date:	Signature verified by office: Yes <input type="checkbox"/>

2.0 ACCEPTANCE OF ENROLMENT

- I/We accept the offer of enrolment of my/our child at the School in the entry year and entry level noted on the *Application for Enrolment*.
- By signing this *Enrolment Agreement*, I/we acknowledge that I/we enter into an agreement with Diocese of Sale Catholic Education Ltd (DOSCEL), as the proprietor and governing authority for the School, and I/we understand and accept the terms and conditions of enrolment as set out in this *Enrolment Agreement*. I/we 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 and to ensure the health and safety of the school community.
- As a parent/guardian/carer, I/we will support the vision of DOSCEL, the School and Parish. In accepting the enrolment, I/we agree to abide by all applicable DOSCEL and School policies and procedures, as updated from time to time. I/We will work with the School to support the academic/social/behavioural needs of my/our child. I/We understand that the consequence of not complying with DOSCEL and the School's applicable policies and procedures may result in the termination of the enrolment.
- I/We have read and understand the *Parent/Guardian/Carer Code of Conduct* and the criteria for termination of enrolment as provided for in the School's policies and/or procedures and this *Enrolment Agreement*, and agree to comply with expected parent/guardian/carer behaviour and conduct, including the *Parent/Guardian/Carer Code of Conduct* as may be published from time to time on the School's website and notified to parents/guardians/carers.
- I/We accept that my/our child will read (or have read to them) and understand (or have explained) the School's *Student Code of Conduct* and agree to comply with expected student behaviour and conduct, including any student code of conduct as may be published and updated on the School's website.
- I/We agree to faithfully/strictly abide by the School's rules, regulations, processes and policies as conveyed through the *Enrolment Handbook*, newsletter, School policy documents or any other means notified by the School to me/us, as amended from time to time, and I/we agree to encourage the student to comply with and abide by same. I/We understand that these documents form part of the terms of my/our child's enrolment with the School.
- I/We understand that the information that I/we have provided in this Agreement and the *Application for Enrolment* must be kept up to date throughout the period of enrolment. I/We will promptly report any changes to the information contained in this Agreement and *Application for Enrolment* to the School Principal (or other person nominated by the Principal).
- I/We acknowledge and accept full responsibility for the payment of all current and future school fees and levies for my/our child, including any increases or variations as determined by the School made in accordance with the Agreement. I/We undertake to make all payments by the due dates specified by the School. In the event of financial hardship, I/we will notify the School immediately and seek to enter into an alternative payment arrangement, subject to the School's written approval.

- I/We accept that any fee outstanding balance at the School, without a written agreement between the School and the parents/guardians/carers approving an alternate payment arrangement, may result in the student’s enrolment at another DOSCEL school being refused.
- I/We accept that the daily life of the School involves my/our child’s participation in the life of the Catholic Church through prayer, liturgy, sacramental celebrations and the provision of the Religious Education program of the School. I/We agree to support my/our child’s participation in this program.
- I/We consent to my/our child participating in all activities organised or available at the School, school camps, and all other outings, excursions and functions. I/We understand that this consent can be withdrawn at any time by notifying the School in writing and that additional consent will be sought by the School for offsite activities.
- I/We will attend parent/teacher and information evenings which relate to my/our child.
- I/We understand that supporting the School’s activities and the activities of the parent body of the School and Parish are ways of further developing, strengthening and promoting a harmonious partnership.
- I/We agree that if I/we have any concerns, I/we will raise them with the relevant teacher or the School Principal.
- I/We agree that I/we will treat all members of the school community with respect as befits a Catholic school.
- I/We accept all risks and liabilities involved in the administration of medical, surgical, anaesthetic or first aid treatment for my/our child as considered necessary and the responsibility for payment of all expenses and costs incurred in relation to such treatment and any emergency transportation required.
- I/We certify that my/our child does not, to my/our knowledge, suffer from any illness or disability which might interfere with or inhibit any medical or dental attention or treatment (except as noted under Medical Information in the *Application for Enrolment*).
- I/We consent to the School administering medication to my/our child on my/our behalf where:
 - prescription medication has been supplied by the parents/guardians/carers and written medical advice from a medical practitioner has been provided; or
 - non-prescription medication has been supplied by the parents/guardians/ carers and a medication form (available from the School office) has been completed and signed by the parents/guardians/carers.

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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- I/We understand the School will take all reasonable care in the event of my/our child suffering an accident or illness, but that the School will not be responsible for any fees, costs or expenses of any medical or dental or treatment administered to my/our child in such an event, except to the extent these fees, costs or expenses are caused by the School's negligence or breach of this Agreement. Nor will the School be responsible

directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating my/our child.

- In the event I/we am/are unable to be contacted after reasonable attempts by the School, I/we consent to the School seeking such medical or dental advice on behalf of my/our child as it sees fit in the event of an accident or illness. This treatment may include, but is not limited to, blood transfusion, the administration of anaesthetic and surgery.
- I/We agree to pay all fees, costs and expenses incurred including hospital accommodation, in the event of an accident or illness of my/our child. I/We understand that the School will not be held liable for ambulance or other transport costs unless these costs are a result of the School's negligence or breach of this Agreement.
[Note: Ambulance membership is available through most health funds or directly from Ambulance Victoria. The School does, however, carry student accident insurance for all students whenever they are at school or are involved in any activities organised by the School. This cover also includes travel to and from school or school activities.]
- I/We understand that if any misleading information has been provided by me/us, or any omission of significant information is made in the *Application for Enrolment* by me/us, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.
- I/We give consent for my/our child to use the resources of computer, access to network resources, email and internet at the School and in connection with this Agreement. Students may only access the internet and email during class time under teacher supervision and subject to any Information Technology policies and procedures which may be in force from time to time.

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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- I/We give consent for my/our family mailing/contact details to be provided to the Parish for the purpose of the Parish contacting our family in relation to Parish matters such as general Parish news and issues.

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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- I/We give consent for my/our family mailing/contact details, student details and parish/sacrament details to be provided to the Parish for the specific purpose of the Parish contacting our family in relation to the Parish Sacramental Program.

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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- I/We have read and fully understand the basis upon which this *Enrolment Agreement* can be terminated.

Student/s Name:	
Signed (Parent 1/Guardian 1/Carer 1):	Signed (Parent 2/Guardian 2/Carer 2):
Print Name:	Print Name:
Date:	Date:

DECLARATION

- I/We, as the parent(s)/legal guardian(s)/carer(s) of my/our child, declare that I/we have read, understood and given consent to all matters contained in this Agreement. I/We understand that my/our consent will remain valid while my/our child continues enrolment at the School unless otherwise withdrawn in accordance with this Agreement.
- Should the information provided in this Agreement or the *Application for Enrolment* change, I/we understand it is my/our duty to make the School immediately and fully aware of the changes.
- I/We agree to be bound by and abide by the terms set out in this Agreement, applicable policies and procedures of DOSCEL and the School, and the *Enrolment Handbook*.

Signed (Parent 1/Guardian 1/Carer 1):	Signed (Parent 2/Guardian 2/Carer 2):
Print Name:	Print Name:
Date:	Date:

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

Consent

The signature of:

parent as defined in the *Family Law Act 1975* (Cth)

- 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.

Please note:

1. Acceptance of this Enrolment Agreement and the Application for Enrolment is subject to the approval of the Principal.
2. Acceptance to this School does not constitute acceptance into any other Catholic school (primary or secondary).
3. Please refer to the attached *Privacy Policy and Collection Notice* which applies to DOSCEL and the School for details regarding the collection, use and disclosure of your and your child's personal information collected by DOSCEL and the School.
4. The *Enrolment Policy*, with which you agree to comply, is attached for your reference.

AGREEMENT DATABASE INFORMATION

Supporting Documents

Enrolment Policy
Fee Schedule
Student Code of Conduct
Parent/Guardian/Carer Code of Conduct
Privacy Collection Notice
Privacy Policy
Complaints and Grievances Policy and Procedure
Religious Education Policy