St Andrew's Primary School Enrolment Form

St Andrew's 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 St Andrew's 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.

DUE DATE:

STUDENT DETAILS	
Surname:	
Given name/s:	**Preferred name:**
Does the student have a sibling at this school?	Yes ☐ No ☐

STUDENT CONTACT 1 (PARENT 1/GUARDIAN 1/CARER 1)		
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:**	

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 deSt Andrew's gree or above ☐

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:**	

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 2 (Parent 2 /Guardian 2/Carer 2) 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 2 (Parent 2/Guardian 2/Carer 2) has completed?			
No post-school qualification ☐	Certificate I to IV *(including trade certificate)* ☐	Advanced diploma/Diploma ☐	Bachelor degree or above ☐

STUDENT DETAILS

Surname	
Given name/s:	**Preferred name:**
Entry year (YYYY):	**Entry level/grade:**
Date of birth:	**Religion:** *(include rite)*
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**

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/Guardian1/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 – OTHER THAN STUDENT CONTACTS (PARENT/GUARDIAN/CARER)

Person 1	Person 2
Surname **Given Name:**	**Surname:** **Given Name:**
Relationship to student:	**Relationship to student:**
Home telephone:	**Home telephone:**
Mobile:	**Mobile:**

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 condition/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 <u>myGov</u>) 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.

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

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:

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.

PARENT/GUARDIAN/CARER DOCUMENTATION CHECKLIST
Please ensure that the following documents are attached to the Enrolment Application form *(as applicable to your child)*:
☐ Birth certificate
☐ Immunisation history statement
☐ Baptism certificate
☐ Consent to contact previous school or preschool
☐ Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia
☐ Visa information – visa grant notice/ImmiCard/letter of notification and passport photo page
☐ Medical Management Plan signed by a relevant medical practitioner
☐ All relevant information and reports concerning additional needs of your child
☐ Any current court orders or parenting orders relating your child
☐ Any additional information you wish the school to be aware of

St Andrew's Primary School Family Occupational Index: Parent Occupation

St Andrew's 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 St Andrew's Primary Plan. Please select the relevant group and use this to answer the Occupation group question on the St Andrew's 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)

☐ **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)

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)

☐ **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.

St Andrew's Primary School
Photography and Recording Permission

Dear parent / guardian / carer

At certain times throughout the year, students may have the opportunity to be photographed, recorded or filmed by the school or its service providers for school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

Melbourne Archdiocese Catholic Schools Ltd (MACS) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs or recordings in print and online promotional, marketing, media, and educational materials.

We would like permission to use your child's photograph and/or recording for the above purposes.

Please complete the permission form below and return it to the school as soon as possible. Thank you for your continued support.

Name of student	Year level

Parent / guardian / carer permission / authorisations

Permission is given for my child's:

Description	Yes / No
Name	
Photograph	
Recording	

To be published by the school in the following ways:

Description	Yes / No
School website	
Social media	
Promotional materials	
Newspaper and other media	

	Yes / No
I authorise MACS and the CECV to use photographs and recordings in material available free of charge to schools and education departments around Australia for MACS and CECV promotional material, marketing, media and educational purposed	
I give permission for a photograph and recording of my child to be used by the school, MACS and / or the CECV in the agreed publications without acknowledgement, remuneration or compensation	

	Yes / No
I understand and agree that if I do not wish to consent to my child's photograph or recording appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.	

Licensed under NEALS

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

Heading	Heading	
Name of parent / guardian / carer (please circle)		
Signature		Date

If the child is aged 15 years or over, they may also sign

Name of child	
Signature		Date

Any permission and consent given may be withdrawn by the parent/guardian/carer or student (if they are aged 15 or over) by notifying the school in advance of any photograph or recording being made.

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

Digital Technologies Acceptable Use Agreement 2023

I understand that when my teacher says **Digital Technologies** they are talking about:
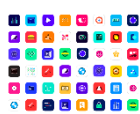
Chromebooks/ Laptops	Computers	Smart Watches	iPads	Smartphones	The Internet

Websites	Apps	Programs	Digital Cameras	Game Consoles	Gadgets

Digital Technologies Expectations

SAFE	Protect passwords and personal information Ask the teacher if I need help Tell the teacher if I'm worried about anything
RESPECTFUL	Be kind and respect feelings Use appropriate language Give positive feedback
RESPONSIBLE	Do what the teacher expects me to do Take good care of Digital Technologies equipment Clean hands No food or drink Carry equipment carefully
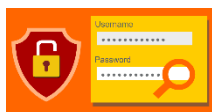
I agree to follow these expectations all of the time! 🙂

Please sign and return to school

My name: ………………………………………………………………………………….

Parent/guardian signature: ...…………………………………………………………….

Date: ………………………………………………………………………………….

Digital Technologies Acceptable Use Agreement 2023

I understand that when my teacher says **Digital Technologies** they mean things such as:

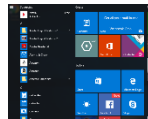|					
Chromebooks /Laptops	Computers	Smart Watches	iPads	Smartphones	The Internet
Websites	Apps	Programs	Digital Photography	Game Consoles	Gadgets

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Digital Technologies Expectations

SAFETY   **RESPECT**   **RESPONSIBILITY**

When I use Digital Technologies at St Andrew's, I behave SAFELY by:

- never sharing online my full name, photos of myself, birthdate, school name, home address, phone number or other personal information and that of anyone else
- protecting my passwords and not sharing them with anyone
- only joining online spaces with my parent/guardian's or my teacher's guidance and permission and not "signing up" for subscriptions or competitions
- never answering questions online that ask for my personal information and that of anyone else
- using online spaces that are appropriate for my age, and asking a trusted adult if I'm not sure
- speaking to a trusted adult if I see or hear something online that makes me or my friends feel upset, scared or uncomfortable or if someone is unkind or rude to me or my friends online
- not using my school email account to sign up for competitions or for personal reasons

When I use Digital Technologies at St Andrew's, I behave RESPECTFULLY by:

- making sure that what I write or post online is polite, kind, and uses appropriate language
- thinking about how the things I do or say online might make others feel
- not sending mean or bullying messages, or forwarding any I receive to other people
- creating and presenting my own work, and not using work other people have created without acknowledging them
- letting others know and ask permission from my teacher before making a recording

When I use Digital Technologies at St Andrew's, I behave RESPONSIBLY by:

- stopping to think before posting or sharing anything online
- only using my school's Digital Technologies equipment in ways that are relevant to my learning, as directed by my teachers
- only searching for online content that is relevant to my learning, as directed by my teachers
- only using my school-provided email account when at school, and only using it in relation to my learning
- not emailing my classmates unless specifically directed by their teacher for the purpose of a particular lesson
- always using all Digital Technologies equipment with care
- reporting immediately to my teacher any damage to Digital Technologies equipment
- leaving my Smart Watch at home
- handing my mobile phone to my teacher at the beginning of each day and not switching it on until I have left school at the end of the day

I agree to follow these expectations all of the time! ☺️

I understand that if I do not follow these expectations, there will be a consequence related to my Digital Technologies user privileges 😞

Student name: …………………………………………………………………..

Student signature: …………………………………………………………………

Parent/guardian signature: ..………………………………………………………..

Date: ………………………………………………………………………………….

PLEASE SIGN AND RETURN TO SCHOOL

Parent/Guardian/Carer Code of Conduct

St Andrew's 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 St Andrew's Primary School Enrolment Policy and St Andrew's 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

St Andrew's 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 [school name] to provide clear guidelines to all parents and visitors regarding the conduct expected of them while in a school environment, 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 St Andrew's 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 St Andrew's 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,
- 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 cyber bullying 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 person,
- 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 [insert school name] Enrolment Agreement, St Andrew's 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.

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 1name		
Parent 1/Guardian 1/ Carer 1 signature		
Date		
Parent 2/ Guardian 2/ Carer 2 name		
Parent 2/Guardian 2/ Carer 2 signature		
Date		

Policy information table

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Learning Diversity

Student Code of Conduct

St Andrew's 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

St Andrew's 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 St Andrew's 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 St Andrew's 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 St Andrew's 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
- 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 cyber bullying 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 St Andrew's Primary School policies and procedures for the Suspension, Negotiated Transfer of Students, and the St Andrew's 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.

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

Policy information table

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Learning Diversity
Approving authority	Executive Director
Assigned board committee	Education Policy and Strategy
Approval date	10 May 2023
Risk rating	High
Date of next review	May 2025
Publication details	CEVN, school website

POLICY DATABASE INFORMATION	
Assigned Framework	Enrolment of Students
Related documents	Enrolment Agreement Enrolment Policy
Superseded documents	School Student Code of Conduct – v1.0 – 2021
New policy	

St Andrew's Primary School Consent to Transfer Information Form

Melbourne Archdiocese Catholic Schools

STUDENT DETAILS

Surname:		Given names:	

Date of birth:

SCHOOL TRANSFER DETAILS

Current school:

E No.:	School:	Suburb:

New School/College:

E No.:	School:	Suburb:

The teacher/principal has discussed with me/us how and why certain information about my child is provided to the new school. I understand that in addition to formal reports, details regarding the 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, detailed below, to be provided to the new school. I understand that this information will be collected and used by St Andrew's Primary School to inform health and safety management strategies and educational programming for my child.

Type of information to be provided

Please provide all information relevant to the student. This may include personalised learning plans and student program, medical reports, specialist notes, information regarding adjustments, Medical Management Plans, attendant care plans, Behaviour Support Plans or safety plans.

STUDENT INFORMATION

Date	Author (name of psychologist, medical practitioner)	Title (speech pathologist, paediatrician)	Description (cognitive assessment, language assessment)

PARENT/GUADIAN/CARER CONSENT

Parent 1/Guardian 1/Carer
1 signature:

Date:

Parent 2/Guardian 2/Carer
2 signature:

Date:

Please refer to St Andrew's Primary School website for further information about our privacy policy and the use and disclosure of information. Further clarification is available on request from the principal.