

OFFER OF ENROLMENT ACCEPTANCE

STUDENT DETAILS		SURNAME	GIVEN NAME/S
STUDENT CONTACT 1			
STUDENT CONTACT 2			

YEAR OF COMMENCEMENT	202 _	YEAR LEVEL	7 8 9 10 11 12 [CIRCLE]
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Confirmation of enrolment offer requires the acceptance and signing of the Enrolment Agreement.

Documents to be signed upon acceptance of enrolment offer

<input type="checkbox"/>	Enrolment Agreement	
<input type="checkbox"/>	Parent/guardian/Carer Code of Conduct	
<input type="checkbox"/>	Student Code of Conduct [student to sign]	
<input type="checkbox"/>	Consent to Transfer Information Form	
<input type="checkbox"/>	Photography and Recording Permission Form	

Other

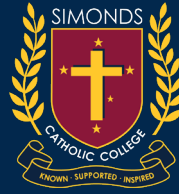
Standard Collection Notice	Refer to school website
Privacy Policy and Procedures	Refer to school website
Enrolment Procedures for MACS Schools	Refer to school website

FEES PAID

Enrolment <u>Application Fee</u> received [date]
Enrolment <u>Acceptance Deposit</u>	\$ Date Paid:

Documents provided with Enrolment Application Form		
<input type="checkbox"/>	Birth certificate	
<input type="checkbox"/>	Immunisation history statement	
<input type="checkbox"/>	Baptism certificate	
<input type="checkbox"/>	Consent to contact previous school	
<input type="checkbox"/>	Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia	
<input type="checkbox"/>	Visa information – visa grant notice/ImmiCard/letter of notification and passport photo page	
<input type="checkbox"/>	Medical Management Plan signed by a relevant medical practitioner	
<input type="checkbox"/>	Most recent school reports	
<input type="checkbox"/>	Most recent NAPLAN report	
<input type="checkbox"/>	All relevant information and reports concerning additional needs of your child	
<input type="checkbox"/>	Any current court orders or parenting orders relating your child	
<input type="checkbox"/>	Any additional information you wish the College to be aware of	

Comments/Notes



Simonds Catholic College is a college which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS). This agreement aligns with Simonds Catholic College Enrolment Policy and MACS Enrolment Framework.

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

Terms and Conditions of Enrolment

1. Education services

- 1.1. Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. MACS colleges offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.
- 1.2. Catholic education services includes:
 - 1.2.1. targeted support to students assessed by the school as requiring additional assistance with literacy and numeracy. The degree of support provided will be determined with consideration of the number of students who would benefit from assistance and the resources available to the school.
 - 1.2.2. targeted support to students assessed by the school as requiring assistance with social and emotional development. The degree of support provided will be determined with consideration of the number of students who would benefit from assistance and the resources available to the school.
- 1.3. Parents, guardians and carers, as the first educators of their children, enter into a partnership with the college to promote and support their child's education. Parents/guardians/carers must assume responsibility for maintaining this partnership by supporting the college in the provision of education to their children within the scope of college's registration and furthering the spiritual and academic life of their children.

2. Enrolment

- 2.1 Parents/guardians/carers are required to provide information about their child during the enrolment procedure, both at the application stage and if the college offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the college.
If the information requested is not provided, the college may not be able to enrol your child.
- 2.2 To meet MACS and government requirements, parents/guardians/carers will need to provide the college with a completed enrolment form including, among other things, the information listed below:
 - evidence of your child's date of birth (e.g. birth certificate, passport)
 - religious denomination
 - previous college reports (if applicable)
 - names and addresses of the child and parents/guardians/carers; telephone numbers (home, work, mobile) of parents/guardians/carers
 - names of emergency contacts and their details
 - specific residence arrangements

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

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

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

3. Fees

- 3.1 The setting of the levels of fees, levies and other compulsory ad hoc charges in MACS colleges is the responsibility of the school within the prescribed requirements of MACS, considering the allocation of government funds. School fees generally cover most curriculum-related activities. In some cases, additional costs may be required for some excursions, camps, activities, and programs. Where additional levies and charges are required, the school informs parents/guardians/carers of cost details in advance.
- 3.2 The school offers a number of methods for paying fees, levies and ad hoc charges to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required payment of fees, levies and ad hoc charges, you are welcome to discuss this with the principal of the school.
- 3.3 Parents/guardians/carers are responsible for the payment of all fees, levies and charges associated with the student's enrolment and attendance at the school, as contained in the school's Fees, Levies and Charges Schedule provided to parents/guardians/carers from time to time. The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion over whether to allow a student to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

4. Enrolment with reference to maximum age exemption

- 4.1 The college's enrolment policies and procedures are intended to ensure that, when enrolling students, MACS schools are compliant with relevant Victorian and Australian government legislation. Generally, a person who is aged over 18 years must not be enrolled at, or allowed to attend a MACS school, or participate in any program or course conducted unless they:
- have been granted an exemption by the MACS Executive Director or delegate
 - fall within an exception to the maximum age requirements.
- 4.2 Approval for maximum age exemptions will only be granted in exceptional circumstances.
- 4.3 Application for maximum age exemption should be made on the *Maximum Age Exemption Application Form* and submitted to the MACS Regional General Manager for approval by the Executive Director (or delegate).

5. Child safe environment

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

- 5.2 Every person involved in Catholic education, including all parents/guardians/carers at our college, has 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.
- 5.3 The college's child safe policies, codes of conduct and practices set out the commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with students to safeguard them against abuse.
- 5.4 The college has established human resources practices where newly recruited staff, existing staff and volunteers in the college understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of the college's relevant policies and procedures. The college also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with students as part of our human resources practices.
- 5.5 The college has robust, structured risk management processes as prescribed by MACS that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities with which students within our college engage.
- 5.6 The college, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.
- 5.7 The college's child safety policies and procedures are readily available and accessible. Further details on MACS' and the Catholic education community's commitment to child safety across Victoria can be accessed at:
 - the Catholic Education Commission of Victoria Ltd child safety page www.cecv.catholic.edu.au/Our-Schools/Child-Safety
 - the Catholic Education Commission of Victoria Ltd Statement of Commitment to Child Safety <https://www.cecv.catholic.edu.au/getmedia/b5d43278-51b9-4704-b45a-f14e50546a70/Commitment-Statement-A4.aspx> (available in English, Arabic, Simplified Chinese, Tagalog, and Vietnamese)
 - the MACS child safety page www.macs.vic.edu.au/Our-Schools/Child-Safety.aspx.

6. Period of Enrolment

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

7. Policies and procedures

- 7.1 All the college's enrolment policies and procedures are available on the college website. For the purposes of this agreement, a reference to college's Policies and Procedures also includes processes, guidelines, and any other applicable governance documentation.
- 7.2 The parents/guardians/carers must comply with and take all reasonable steps to uphold the college'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) 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
 - (f) parent behaviour and conduct, including any Parent/Guardian/Carer Code of Conduct as may be published from time to time
 - (g) privacy.

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

8. Terms of enrolment regarding acceptable behaviour or conduct

- 8.1 The college is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The college community recognises that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 8.2 Every person at the college has a right to feel safe, to be happy and to learn, therefore we aim to:
- promote the values of honesty, fairness and respect for others
 - acknowledge the worth of all members of the community and their right to work and learn in a positive environment
 - maintain good order and harmony
 - affirm cooperation as well as responsible independence in learning
 - foster self-discipline and develop responsibility for one's own behaviour.
- 8.3 MACS and the college administration, in consultation with the college community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body, taking into consideration the student's aboriginal, cultural, religious or diverse backgrounds or circumstances.
- 8.4 As a term of your child's enrolment, parents/guardians/carers agree that the student is required to comply with the college's behaviour aims and code of conduct, and to support the college in upholding prescribed standards of dress, appearance and behaviour and ensure compliance with the Code of Conduct for Students.
- 8.5 The parents/guardians/carers agree to be responsible for ensuring that the student is aware of all policies and procedures that apply to the student, including those relating to the student conduct and behaviour and any code of conduct for students, and to actively support the college in the implementation of such policies, procedures and codes of conduct.
- 8.6 The parents/guardians/carers agree to comply with any code of conduct for parents/guardians/ carers or other policy implemented by the college from time to time which sets out the college's expectations of parents/guardians/carers who have a student enrolled at the college.
- 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 college's view, is unacceptable and damaging to the partnership between parent/guardian/carer and college, or otherwise in breach of the student code of conduct or the parent/guardian/carer code of conduct may result in suspension or termination of the student's enrolment.

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

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

10. Terms of enrolment regarding provision of accurate information

- 10.1 It is vitally important that the principal is made aware of each student's individual circumstances insofar as these may impact upon their physical, functional, emotional or

educational needs, particularly where the college is required to provide additional support to the student.

- 10.2 Parents/guardians/carers must provide accurate and up-to-date information when completing the enrolment form and must supply the college, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused or terminated where a parent/guardian/carer has unreasonably refused to provide requested information or knowingly withheld relevant information from the college.
- 10.3 Where, during the course of 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 college promptly. Non-provision of such information will be treated as breach of these terms and conditions of enrolment.
- 10.4 The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.
- 10.5 Any breach of the terms and conditions of enrolment regarding provision of accurate information that is not rectified upon request by the college may result in a suspension or termination of enrolment.

11. Enrolment for children with additional needs

- 11.1 The college 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 college and parents/guardians/carers prior to enrolment regarding:
 - the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs, for example, giftedness or an experience of trauma
 - the nature of any additional assistance that is recommended or appropriate to be provided to the child, for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant
 - the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians/carers and the college will work in partnership to achieve these goals
 - any limitations on the college's ability to provide the additional assistance requested.
- 11.2 The procedure for enrolling students with additional needs is otherwise the same as for enrolling any student.
- 11.3 As every child's educational needs can change over time, it will often be necessary for the college to review any additional assistance that is being provided to the student, in consultation with parents/guardians/carers and the child's treating medical/allied health professionals, to assess whether:
 - the additional assistance remains necessary and/or appropriate to the student's needs
 - the additional assistance is having the anticipated positive effect on the student's individual physical, functional, emotional or educational goals.

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

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

12. Assessment and updates

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

13. Discipline

13.1 The college has absolute discretion to determine when student conduct warrants disciplinary action to be taken. The college may apply disciplinary measures that it deems appropriate in accordance with the college'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 college work during or after normal college hours
- suspension
- expulsion
- such other consequences as the college considers reasonable and appropriate.

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

14. Termination of student's enrolment by the college

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

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

15. Appeal process on enrolment decisions

15.1 Simonds Catholic College is required to maintain a fair, effective, and efficient complaints-handling process so that complaints about enrolment and other matters at the college can be addressed.

15.2 If a parent/ guardian of the student would like to make an appeal about the enrolment process and/or enrolment decision, consider raising the concerns to the principal or relevant person either in writing or by making an appointment. Please ensure the relevant person/s is given a reasonable amount of time to take the steps required to resolve or

address the concerns. Please refer to Simonds Catholic College's complaints handling policy or guidelines for further information.

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

16. General

- 16.1 This enrolment agreement constitutes the sole and entire agreement between the parents/guardians/carers and MACS in relation to the enrolment of the student at the college.
- 16.2 The parents/guardian/carers acknowledge that MACS may from time to time vary the terms and conditions of this enrolment agreement. The related policies and Codes of Conduct are published on the school website. The school will notify parents when they have been updated.
- 16.3 Parents/guardians/carers acknowledge that a student's enrolment at the college and this agreement with MACS may be terminated in the event of a material breach of this agreement or where the application of one of the college's policies and procedures necessitates or permits such termination.
- 16.4 Any warranty, representation, guarantee or other term or condition whatsoever that is not contained in this agreement is excluded and is of no force or effect.
- 16.5 The agreement is governed by the laws of the State of Victoria, Australia.

Acceptance of enrolment

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

- As a parent/guardian/carer, I will support the vision of MACS, the college and parish. In accepting the enrolment, I agree to abide by all MACS and college policies and procedures which are reviewed regularly and may be subject to change at the college's discretion. I will work with the college to support the academic/social/behavioural needs of my child. I understand that the consequence of not complying with MACS' and the college's policies and procedures may result in the termination of the enrolment.
- I have read and understand the Parent/Guardian/Carer Code of Conduct and the criteria for termination of enrolment as provided for in the Simonds Catholic College policies and/or procedures, and agree to comply with expected parent/guardian/carer behaviour and conduct, including any Parent/Guardian/Carer Code of Conduct as published from time to time on the school's website and notified to parents.
- I accept that my child will read and understand the Student Code of Conduct and agree to comply with expected student behaviour and conduct, including any Student Code of Conduct as may be published from time to time on the school's website and notified to parents.
- I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

**Parent 1/guardian 1/carer 1
signature**

Date:

**Parent 2/guardian 2/carer 2
signature**

Date:

Student signature

Date:

Disclaimer: Personal information will be held, used and disclosed in accordance with the MACS Privacy Collection Notice and Privacy Policy enclosed in the enrolment pack and available on the college website www.sccmelb.catholic.edu.au.



Parent/Guardian/Carer Code of Conduct

Simonds Catholic College 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 Simonds Catholic College Enrolment Policy and Simonds Catholic College 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

Simonds Catholic College 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 Simonds Catholic College to provide clear guidelines to all parents and visitors regarding the conduct expected of them while in a school environment, [or at school related places], engaging in school-related activities or representing the school. Parents/guardians/carers and visitors are expected to uphold the school's core values at all times.

Scope

This Code of Conduct applies to all Simonds Catholic College 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 Simonds Catholic College:

- 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/carers 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
- 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, Simonds Catholic College, 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 1 name		
Parent 1/Guardian 1/ Carer 1 signature		
Date		
Parent 2/ Guardian 2/ Carer 2 name		
Parent 2/Guardian 2/ Carer 2 signature		
Date		

Policy information table

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Learning Diversity
Approving authority	Executive Director
Assigned board committee	Education Strategy and Policy
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 Policy Enrolment Agreement Enrolment Form Student Code of Conduct
Superseded documents	Parent Guardian Carer Code of Conduct – v2.0 – 2022
New policy	



Simonds Catholic College 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

Simonds Catholic College 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 Simonds Catholic College 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 Simonds Catholic College 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 Simonds Catholic College:

- 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 Simonds Catholic College policies and procedures for the Suspension, Negotiated Transfer of Students, and the Simonds Catholic College 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
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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	



Simonds Catholic College Consent to Transfer Information Form

STUDENT DETAILS

Surname:		Given names:	
Date of birth:			

SCHOOL TRANSFER DETAILS

Current school/college:		
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 Simonds Catholic College 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 Simonds Catholic College www.sccmelb.catholic.edu.au for further information about our privacy policy and the use and disclosure of information. Further clarification is available on request from the principal.



Simonds Catholic College 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 purposes	
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: www.sccmelb.catholic.edu.au