



Enrolment Agreement

1. Preamble

1.1. St Mary's College is a Catholic school governed by the Edmund Rice Education Australia (EREA) Victorian Schools Ltd. 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. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.

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

2. Enrolment

2.1. You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school. If the information requested is not provided, we may not be able to enrol your child.

2.2. To meet school and government requirements, you will need to provide the school with a completed enrolment form including, among other things, the information listed below.

- Evidence of your child's date of birth, e.g. birth certificate, passport
- Religious denomination
- Names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians
- 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 subclass granted upon entry to Australia (prior to citizenship being granted) where applicable
- Doctor's name and telephone number
- Information on additional learning needs (for example, 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

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

2.4. Subject to any special exercise of discretion by the College governing body, EREA Victorian Schools Ltd, the following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for all Catholic schools. The order of priority is:

- a) Catholic students living in one of our priority parishes (as listed on the College website) and attending the Catholic Parish Primary School.
- b) Catholic students living in one of our priority parishes but not attending a Catholic Primary School.
- c) Catholic students living outside our priority parishes and attending a Catholic Primary School.
- d) Catholic students living outside our priority parishes but not attending a Catholic Primary School.
- e) Students from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox) who are residents of the parish.
- f) Students from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox) who reside outside our priority parishes.
- g) Students who are sisters* or brothers of students currently enrolled at St Mary's College or Presentation College Windsor, or of former students who have completed their secondary education at St Mary's College or Presentation College Windsor.
- h) Students who are daughters* or sons of former students at Presentation College Windsor or St Mary's College.
- i) Other Christian children who are residents of one of our priority parishes.
- j) Other Christian children who reside outside our priority parishes.
- k) Non-Christian children who are residents of one of our priority parishes.
- l) Non-Christian children who reside outside our priority parishes.
- m) Any other applicants.

3. International Students

3.1. The College Enrolment Policy, together with the Application for Enrolment and this Enrolment Agreement, will apply to both domestic and international student enrolments. Additional obligations and guidelines for international student enrolments are contained in the Education Services and Overseas Students Act 2000 (Cth) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018, as amended from time to time. (See also the College International Student Program, Policies and Procedures). The minimum age for the commencement of any international student is 13 years of age. In the event of any inconsistency, applicable legislation will prevail.

4. Educational Services Provided

4.1. At St Mary's College, a non-selective comprehensive secondary education is provided to girls* and boys in years 7 – 12. The Victorian Curriculum is followed throughout year 7 – 10, with all eight key learning areas and four capabilities addressed within age level, school constructed subjects. On occasions when learning areas are 'banded' across two years, this is reflected in the documented curriculum and subject offerings at each year level. At the senior level, students may choose to enrol in the Victorian Certificate of Applied Learning (VCAL) or Victorian Certificate of Education (VCE). VCAL students in year 11 typically complete intermediate VCAL studies, and in year 12, the senior VCAL certificate is typically completed. Within VCAL, a Vocational Education and Training (VET) course is undertaken as part of the applied learning component of the VCAL certificate. VET may also be undertaken as a subject as part of the completion of the VCE.

5. Fees

5.1. The setting of fee levels and other compulsory charges in Catholic schools is the responsibility of the school in consultation with our governing body Edmund Rice Education Australia (EREA) Victorian Schools Ltd, taking into account the allocation of government funds. A schedule of fees for both domestic and international students is available on our [website](#). The school may offer a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the Principal or Business Manager of the school.

5.2. The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, and/or to refuse to allow the child to continue their enrolment at the school, while fees remain due and payable.

5.3. Fees and levies associated with all optional activities, such as interstate and overseas trips (including cultural exchanges), private music tuition, ski trip, 'Great Victorian Bike Ride', are not included in College Fee Schedules and will be charged separately and in addition to fees and levies outlined in the published College Annual Fee Schedules.

5.4. Each person who signs the Application for Enrolment accepts legal responsibility (jointly and severally) for payment of the school fees and levies incurred for the entire period of the enrolment of the student. Written notice of at least one full school term is required prior to withdrawal of a student from the school. Domestic students who do not provide the required notice will pay full tuition fees and all levies for the notice period. This includes withdrawal prior to the commencement of the school year. This notice period may be reduced or waived in special circumstances at the discretion of the College. Fees continue to be payable if a student is suspended from the College. In cases where a student's enrolment is terminated by a decision of the College, fees and charges are payable for the entire school term in which the termination of enrolment occurs.

6. Child safe environment

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

6.2. Every person involved in Catholic education, including all parents at our school, 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.

6.3. Our governing body EREA Victorian Schools Ltd and our school's [child safe policies, codes of conduct](#) and practices, set out our school's 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 children in order to safeguard them against abuse.

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

6.5. Our school has robust, structured risk management processes 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 that children within our school engage in.

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

6.7. Our governing body, EREA Victorian Schools Ltd, and school's child safety policies and procedures are readily available and accessible. Further details on the College and Catholic education community's commitment to child safety across Victoria can be accessed by visiting:

a) Catholic Education Commission of Victoria Ltd's child safety page www.cecv.catholic.edu.au/OurSchools/Child-Safety

b) Catholic Education Melbourne's child safety page www.cem.edu.au/Our-Schools/Choosing-aSchool/Child-Safety.aspx

c) EREA's child safety page <https://www.erea.edu.au/child-safeguarding/>

d) St Mary's College's child safety page

7. Terms of enrolment regarding acceptable behaviour

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

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

a) promote the values of honesty, fairness and respect for others

b) acknowledge the worth of all members of the community and their right to work and learn in a positive environment

c) maintain good order and harmony

d) affirm cooperation as well as responsible independence in learning

e) foster self-discipline and develop responsibility for one's own behaviour.

7.3. The school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and [code of conduct](#), and to support the school in upholding prescribed standards of dress, appearance and behaviour. The College has a number of policies and procedures that outline these expectations including, but not limited to, the [Student Code of Conduct](#), Student Behaviour Management Policy, Information and Communication Technology (ICT) Policy, Student Bullying and Harassment Prevention and Intervention Policy and Uniform Policy, which are available on our public [website](#).

7.4. Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

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

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

9. Terms of enrolment regarding provision of accurate information

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

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

9.3. Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.

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

10. Grounds on which enrolment may be terminated

10.1. Unacceptable behaviour by a student, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

10.2. Enrolment can be terminated if there is a breach of the Terms as outlined in the College Application for Enrolment, Enrolment Agreement and/or in the General Terms and Conditions of Enrolment. This includes, but is not limited to, unsatisfactory conduct or performance, failure by the student and/or parents/guardians to comply with College rules, [codes of conduct](#), policies and procedures, or upon identification that misleading or inaccurate information was provided to the College.

11. Enrolment for children with additional needs

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

a) 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)

b) the nature of any additional assistance that is recommended/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)

c) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals

d) any limitations on the school's ability to provide the additional assistance requested.

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

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

a) the additional assistance remains necessary and/or appropriate to the child's needs

b) the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals

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

12. Assessment and updates

12.1. Various opportunities are provided to keep you up to date with your child's progress. You will receive two comprehensive written reports each year and arrangements will be made for at least one interview where you can discuss your child's development with their teacher. In addition, you can always contact the school to arrange a meeting if you have any concerns or wish to receive an update on progress.

13. Complaints

13.1. Complaints concerning student enrolments should be made in accordance with the College Complaints and Grievances Policy available on the College [website](#).

14. Privacy

14.1. Personal information will be held, used and disclosed in accordance with the College Privacy Policy and Guidelines (Collection Notice) available on the College website: <https://www.stmaryscollege.vic.edu.au/>.

14.2. It is College policy that appropriate electronic, internet and physical surveillance will be conducted in accordance with the College Surveillance Policy available on the College website: <https://www.stmaryscollege.vic.edu.au/>.