

Year 7 2019 – From the Principal

One of the most important ingredients to a successful partnership is good communication. It is therefore with confidence that I commend the contents of this package of information to you.

The following is included in this 2019 information package:

- Orientation Day Information
- Tuition Fee Information
- Payment Authority Form
- Family Discount Application
- Apple iPad 2 Air Specifications
- User Agreement – Apple Device
- Terms and Conditions of Using an Apple Device
- Care and Security – Apple Device
- Year 7 Stationery List
- CareMonkey
- Student Wellbeing & Counselling
- Off-Campus Sports Activities
- Photograph Permission Form
- Friends of Kiribati Support Program
- Instrumental and Voice Tuition Application
- Instrumental and Voice Tuition Conditions
- Year 7 Camp Information
- Bus Information
- Privacy Policy
- CECV Commitment Statement to Child Safety

The College Board met on 9 October to set the fees for 2019. Due to strong financial management, the Board decided to only increase fees by 6% per student. An increase is inevitable as costs continue to rise, however the Board acknowledges many efficiencies within the College and great care is taken in maintaining the affordability of your son's education.

A family discount applies when you have one or more other children at a secondary Catholic school.

It would be easy to focus on the fees component and, as important as that is to the operation of the College, there is information here to help clarify and support the good functioning of the 2019 school year. Please take the time to pay attention to all the important facts about the year ahead.

At the same time, I ask you to respond in a timely fashion to all the other sections that require a signature and a response from you, such as the photo and excursion permission forms. Prompt completion and return of these forms (by 6 December 2018) will save the College a lot of time and money in administration. Information collected on these forms is in accordance with our Privacy and Collection policies available on the College website.

So, what will 2019 offer?

You can look forward to opportunities for rich student learning under the tutelage of dedicated teachers. There will be an excursion and camps program, extra curricula activities like music, outdoor education and overseas curriculum trips. There will be a sports program which is the envy of many schools, access to vocational programs and extra support for all learners through study sessions in Chieri or classes in the Occhiena Centre as well as increased challenges for gifted and talented students.

In short, there will be many opportunities for your son to grow into a fine man, to find his passion and to discover his pathway.

All he has to do is get involved and do his best.

For Year 7 students, the year promises much. And most of it will be new; new teachers, new friends, new learning in a new learning space. The Year 7 staff are expert in helping boys to transition into secondary school and so you should all feel confident to approach them should there be any hiccups along the way.

The College is introducing a new uniform from 2019. Details about the uniform fitting process will be sent to you in coming weeks. At this stage, the uniform supply company is planning to conduct uniform fittings at the College in early December and there will be the opportunity to do this on a number of days so that you can choose a time that works for you.

The new uniform is currently on display at the College. Further advice will follow about the uniform style guide and uniform regulations.

I ask that all those who support your son encourage him to strive for new heights in 2019. If we all do that and his answer to our invitation is a resounding YES, then it will be a great year!

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Cathy Livingston', with a long horizontal line extending to the left.

Ms Cathy Livingston
Principal



St Josephs College

Year 7 2019 Orientation Day

Dear Parents/Guardians

Orientation Day – Tuesday 4 December 2018 from 9.00am – 2:30pm

Your son is required to attend the College on Tuesday 4 December 2018 for Orientation Day. Students will assemble in the Arts Courtyard. Please bring a pen and paper, morning tea and lunch. Boys can dress in casual clothes for the day if they prefer.

Parents Afternoon Tea – Tuesday 4 December 2018 from 2.00pm – 2.30pm

You are invited to join us for afternoon tea at 2.00pm in our staff lounge, after which you may collect your son. The afternoon tea is a great opportunity to meet the Principal, staff and parents of both new and current students.

Parent Information Evening - Tuesday 4 December 2018 from 6.00pm – 7.00pm

On this evening you will meet in the Arts Courtyard and break up into homeroom groups based on your son's classes. You will meet with your son's Homeroom Teacher for 2019 and be given important information regarding the very start of the school year; such as Year 7 Camp, iPad arrangements and uniform expectations. It is also an opportunity to have any questions answered.

Booklist

Books are now included in the levies for your son. You are only required to provide your son's stationery (list enclosed).

If you have any questions contact me us 03 9758 2000 or email on bmartin@stjoseph.com.au or pvandyk@stjosephs.com.au.

Mr Brian Martin
Year 7 Level Leader

Mr Patrick van Dyk
Year 7 Learning Leader



St Josephs College

2019 Tuition Fee Information

2019 Tuition Fees and Levy

Tuition fee	\$6,015
Student levy	\$2,305
Total fees and levies per student	\$8,320

The student levy is per student and is not eligible for pro-rata or family discount.

Tuition fees and levies include:

* One2One Computer Program	* School photos (base pack)	* Yearbook
* All books (Years 7-10)	* All compulsory excursions	* Calendar
* Compulsory Camps	* Computer applications (Years 7-12)	* Network Access

Family Discounts

St Joseph's family discounts take into account all children studying at St Joseph's and other Victorian Catholic Secondary Colleges. Family discounts are a percentage discount on the total St Joseph's **tuition fee only**. Please complete the 2019 Family Discount Application if you have a child attending another Victorian Catholic Secondary College during 2019.

2 Students	5% Discount
3 Students	10% Discount
4 Students	20% Discount

Optional Programs

Optional programs are invoiced separately and include charter bus services, private music tuition, overseas trips and other non-compulsory activities, courses and excursions. VET for Years 10-12 is also an optional program and extra fees may be applicable.

Payment Frequency

A \$350 discount per student applies to annual accounts paid in full by Monday 17 December 2018. This discount will be applied pro-rata to split billing accounts.

Should you prefer to pay by instalments:

- Fees for the following term must be paid in advance, prior to commencement of each term.
- All 2019 accounts must be finalised by Friday 4 October 2019.

Refund Policy

If a student is withdrawn from the College, a term's notice must be given in writing or fees will be charged in lieu. Levies are not refundable or eligible for part year pro-rata discounts.

There may also be a charge if you chose to take the device with you.

Payment Options

Direct Debit	Direct debit and automatic credit card payments are available. Option of monthly, fortnightly or weekly instalments. Monthly instalments are processed on the 28 th of each month. Fortnightly and weekly instalments are processed each Friday. Please complete a Payment Authority Form to select automatic instalments as your preferred payment method.
BPAY	Biller Code: 10363 Reference number: located within the BPAY box at the bottom of your tax statement.
Phone	Credit card payments accepted by contacting the College on (03) 9758 2000.
Reception	Cash, cheque, credit and debit card payments accepted in person at the College reception.
Mail	Credit card remittance slips or cheques made payable to St Joseph's College can be posted to 5 Brenock Park Drive, Ferntree Gully, Vic 3156. Please quote your name and College account number with payments made by post.

Outstanding Fees

Please contact the College immediately if unable to make payment by the due date.

If an outstanding account is not paid in full and no arrangement is made with the Fees Manager, an interview with the Business Manager is required to discuss an acceptable payment arrangement.

Financial Assistance

If you have made an application and have approval for financial assistance, this amount will be already included on your 2019 fee statement.

Enquiries

Should you require any further information regarding the fees or payment options, please contact the College on (03) 9758 2000 or via email fees@stjosephs.com.au.



St Josephs College

Please return by Thursday 6 December 2018

Instalments commence:

Weekly:	Friday	7/12/18	44 instalments
Fortnightly:	Friday	7/12/18	22 instalments
	or	14/12/18	22 instalments
Monthly:		28/12/18	10 instalments

All 2019 accounts must be finalised by 4 October 2019

Payment Authority Form

1. Fee payer information:

St Joseph's College account code (located top right on tax invoice/statement)

First Name

Surname

Phone

Email

Address

2. I wish to pay instalments:

☐ Weekly (Fridays) ☐ Fortnightly (Fridays) ☐ Monthly (28th day of month)

Instalment amount \$

Commencing / /

☐ Until account is fully paid (zero balance) **or** ☐ Ongoing to allow my account to go into credit

3. I wish to pay instalments by:

☐ Credit Card **or** ☐ Direct Debit

If credit card is selected, complete the following:

If direct debit is selected, complete the following:

Name on Card

Account Name

☐ Visa

☐ Mastercard

BSB/Branch Number

Credit Card Number

Account Number

Expiry Date

Bank/Financial

Institution Name

I authorise St Joseph's College (User ID 067827) to debit funds from my account at the financial institution identified above and as prescribed by the Bulk Electronic Funds Clearing System (BECS). I certify that I am an authorised signatory of the above account and the payment instructions are consistent with the account authority or signing instructions held by my financial institution for that account. I understand that I may change my banking details or cancel this agreement by emailing fees@stjosephs.com.au a minimum of 14 days in advance.

Signature

Date

Please ensure adequate cleared funds are available in your nominated account on the due date. Returned payments may be charged an administration fee of \$15. Completed forms can be returned by post or in person to St Joseph's College, 5 Brenock Park Drive, Ferntree Gully Vic 3156. Direct Debit Service Agreement available on College website.



St Josephs College

2019 Family Discount Application

We recognise parents may choose a different arrangement for one or more of their children including co-educational Colleges. For this reason the family discount applies to any Catholic secondary institution.

Families with more than one son attending St Joseph's College should have already received a family discount on tuition fees only. Please complete this application if you have a child attending another Catholic secondary institution during 2019.

**Family discount applies to St Joseph's College tuition fees only.
The student levy is not eligible for discount and is payable in full.**

I agree, by signing this form, for St Joseph's College to make enquiries with any other Catholic institution nominated and for that institution to release the details of my other children's enrolment.

1. Fee payer information:

St Joseph's College account number (located top right on tax invoice/statement)

First Name

Surname

Phone

Email

Address

2. Sibling details:

Please list all students in your family studying during 2019.

Name	Surname	2019 Year	Date of Birth	College Attending	
				SJC	Catholic secondary institution
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Fee payer signature:

Signature

Date



St Josephs College

iPad @ Year 7 in 2019



Screen	9.7" Retina Display
CPU	64bit A8X chip
Storage Capacity	128 GB
Camera	8MP photo & 1080p HD video
Connectivity	Wi-Fi (802.11a/b/g/n/ac) MIMO
Dimensions	Height: 240mm Width: 169.5mm Depth: 7.5mm
Weight	469g
Battery Life	Up to 10 hours using Wifi



St Josephs
College

User Agreement – Apple Device

Fee Payer/s Name : _____

Address: _____

Student's Name: _____

Year: _____ (2018)

Fee Payer/s Contact Number: _____ Email: _____

1. I/We have read and agree to abide by the Terms and Conditions of Using an Apple device.
2. I/We understand that provision of the Apple device is conditional upon my agreement to pay the school fees account either in full at the start of the year, by one of the instalment payment arrangements, or by another payment arrangement that is agreed to by the College Business Manager. I/we understand the device will not be handed out if the fees are not up to date or a payment plan is not in place.
3. I/We agree to pay the excess amount of \$200 on any insurance claim for repair or replacement of the Apple iPad, or \$250 on any insurance claim for repair or replacement of the Apple Macbook. If insurance is not applicable, I/we agree to pay the cost of repair/replacement of the Apple device if this is necessary as a result of careless or deliberate actions by my/our son. I/we have noted the attached summary of conditions of insurance.

I/We understand that clause 3 also applies if my son is found to be responsible for damage or loss of another student's Apple device.

Fee Payer/s Signature: _____ Date: _____



St Josephs College

Terms and Conditions of using an Apple Device

1. Ownership

The Apple device remains the property of St Joseph's College until the student exits. At this time ownership transfers to the fee payer on the condition the student has attended the College for a minimum of three years and all fees are fully paid. In other cases, a purchase price may be agreed upon with the College Business Manager.

2. College Policies

I/We agree to fully support the College in the implementation of rules, policies and procedures relating to student use of the College resources.

3. Modifications

The user shall not modify the hardware, pre-installed software or operating system (jailbreaking) of the Apple device. The College supplies all software required by the students. Students must not install any unlicensed or pirated software.

4. Repairs

All repairs whether covered by the Apple warranty or by the College's insurance policy must be arranged through the College IT Helpdesk. The user agrees that the Apple device will be taken to the IT Helpdesk immediately in the event that it is not operating correctly, any part of it is broken or it sustains any damage. Repairs carried out by unauthorised repairers will void the device's warranty. All decisions relating to the repair of the Apple device under warranty or insurance are made by either Apple or the College's insurance provider and not the College.

5. Care and Security

The user shall at all times take reasonable care of the Apple device and not expose it to undue risk of damage or theft. The user agrees to follow the College requirements in relation to the device's care and security (see Care and Security – Apple Device document). The user shall advise the College IT Manager immediately after contacting the Police if the Apple device is lost or stolen.

7. Term of the Arrangement

This arrangement is from the commencement of the school year until either the end of three years of study or when the student leaves St Joseph's College, whichever is earlier. The College reserves the right to terminate the arrangement if the user's school account is not paid up to date, or if there is a serious breach of these Terms and Conditions.

8. College Liability

The College will not be liable for any loss or damage resulting from use of the Apple device.

Care and Security – Apple Device

Students are responsible for the care of the Apple device that is provided to them. The Apple device must be treated as a valuable and fragile item and students will be held accountable for any damage that occurs. Students must ensure that all operating procedures are followed as well as making certain that the Apple device care instructions provided in the manufacturer's handbook are always observed.

All Apple devices must be kept in a protective cover. Failure to keep the Apple device in a protective cover will void the insurance policy should any damage occur.

Use in the classroom

The Apple devices are used heavily in class and should only be used at the student's desk/table where it can be set out with books and other equipment in an uncluttered and orderly arrangement. Apple devices should not be used on the floor or in specialist practical areas (unless clearly stated by the supervising teacher). An exception to this rule would be the newly created College learning spaces recently provided; Becchi (Year 7 learning space) and Chieri (the College library) and in our support centre for learning, Occhiena.

Movement around the school

Apple devices are to be used during class time only. Chieri and Occhiena are also areas where usage is allowed. The use of the Apple device in the schoolyard during recess or lunchtime is not permitted. Transporting the Apple device around the school should be done safely with the Apple device kept in its protective cover. Students only need to have their Apple device on their person at recess or lunch if they are visiting the IT Service Centre for technical support or using Chieri.

Storage at school

Each student is provided with a personal locker for the storage of their books, equipment and the Apple device. It is the student's responsibility to ensure his locker is secured with a sturdy combination lock. Obviously, a student should never divulge the lock combination to other students. The Apple device must be stored in the locker at recess, lunchtime or whenever it is not required for class (e.g. PE lessons or Sports afternoon). Students are not permitted to leave their Apple device at the College overnight except in an emergency when it may be booked in at the ICT Helpdesk.

Transport to and from school

Students must be mindful of the risk of Apple device damage or theft while they are travelling to and from the College each day. The Apple device, in its protective cover, must remain in the backpack and out of sight at all times while travelling to and from the College. Students should take great care with their backpack and keep it in their possession at all times while travelling. When using public transport, the backpack should be on the student's lap while seated or between the legs when standing. If an Apple device sustains damage on public transport because it is not in the student's possession, the damage may not be covered by insurance. To be safe the Apple device should never be displayed or used in public whilst travelling.

Some students travel to and/or from school by car. The backpack should never be left in an unattended vehicle unless it is stored in the boot.

Using the College Backpack

A backpack with an internal padded compartment is part of the College uniform. Students are required to use this compartment in the backpack for transporting the Apple device to and from the College. Nothing else should be placed in the padded compartment as this could lead to pressure damage to the Apple device. In addition, students must be careful not to over pack their backpack as this could also lead to pressure damage to the Apple device or back injuries from the excessive weight.

Safe Use and storage at home

It is beneficial for students to have a regular place to do their homework. This place should be properly set up with a desk or table, adjustable chair, good lighting and easy access to a power point. The Apple device should be used in an uncluttered and orderly arrangement. Any leads and cords should be organised neatly so that they do not create trip hazards or other dangers. When the Apple device is not in use, it should be stored in the protective case and out of sight. This is especially important when the home is unattended. It is important to also store the power supply out of sight. A power supply left lying around provides a clue that there may be an Apple device close by. Some very useful information about protecting your home from burglary can be found on the Crime Prevention Victoria web site, in particular their brochure titled '*Home Burglary: What you can do to avoid it*'.

What to do if an Apple device is damaged or stolen

If a student misplaces their Apple device at school, they must immediately notify the Year Level Coordinator. If an Apple device is stolen from your home or car, please notify police immediately. In addition, please notify the College's Business Manager on 9758 2000 during school hours. Any damage to an Apple device should be reported to the ICT Helpdesk as soon as possible. Most instances of accidental damage are covered by insurance and the procedure for lodging an insurance claim is handled by the College. Please note that as part of the conditions of using an iPad, the fee payer/s have agreed to pay the \$200 excess charged for any insurance claim lodged concerning the iPad. As part of the conditions of using a MacBook, the fee payer/s have agreed to pay the \$250 excess charged for any insurance claim lodged concerning the MacBook. Should damage occur as a result of negligent or irresponsible behavior, it is likely the damage will not be covered by insurance and the fee payer/s of the student responsible will be invoiced for the full cost of repairs or replacement device.

Backup

Students are responsible for backing up data on their device. Students are expected to have a backup of their schoolwork in case of a problem with their devices hardware or software. The College accepts no liability in the event that data stored on a student's device is unrecoverable.

The College recommends students backup their device daily using the software/platforms below:

iPad – iCloud, Google Drive and/or iTunes backups

Macbook – iCloud, Google Drive and/or Time Machine backups

Students are expected to familiarise themselves with the backup software/platforms listed above. For assistance and instruction on using backup software, please visit the ICT Helpdesk.



Year 7 Stationery List 2019

All text books are included within the College fees, however below is a list of recommended stationery for Year 7 students. These items have not been added to the fees as parents or students may wish to use items they already own or may like to select their preferred stationery. The items can be purchased from any stationery supplier.

Campion Education:

Ph: 1300 433 982

1/5 Intrepid Street, Berwick VIC 3806

88-92 Waterview Close, Dandenong South VIC 3175

1/170-180 Rooks Road, Vermont, Victoria 3131

Landmark School Supplies:

1/5 Intrepid Street, Berwick, 1300 658 641

253 Lynch Street, Hawthorn, 1300 658 641

Officeworks:

802 Burwood Highway, Ferntree Gully, (03) 8756 4100

General Stationery

1	Art Folio A3 Kraft Heavyweight No Flap
1	Calculator Abacus SX-II Matrix A Scientific (retain for following year)
2	Display Book A4 20 Pocket Black Refillable
1	Eraser Plastic Pencil Large with Sleeve
14	Exercise Book A4 8mm 96 Page
1	Glue Stick 36 gm
1	Headphones Stereo Deluxe Lightweight (retain for following year)
1	Loose Leaf Refills Reinforced A4 7mm Pkt 100
1	Music Book 225x175mm 96 Page Spirax 242
3	Pen Artline Flow Retractable 4-Colour Standard
2	Pencil (2B) Tradition
2	Pencil (6B) Tradition
2	Pencil (HB) Tradition
1	Pencils-Coloured Colourush Pkt 12
1	Ruler 300mm Plastic Clear
1	Scissors Plastic Handle 155mm
1	Sharpener Pencil Plastic Double Hole (HQ)
1	Visual Art Diary A4 110gm 60 Sheet/120 Page
2	Notebook A4 4 Subject 160 Leaf 320 Page
2	Document Wallet FC Slimpick Red
1	Sunscreen SPF 30+ UV Protection 110ml



St Josephs College

CareMonkey

The College adopted CareMonkey as part of its continuing efforts to provide the safest environment we can for our students. CareMonkey is an online, parent-controlled medical form for schools which replaces the old paper-based medical forms.

CareMonkey allows parents to enter relevant details, such as:

- Emergency contacts
- Medical contacts
- Details of medical conditions including asthma, allergies, seizures, diabetes
- Health and ambulance insurance details
- Notes and other care instructions from parents

Parents can also upload scanned documents, such as medical certificates, care advice or management plans.

CareMonkey allows parents to retain control of the data, as well as allowing them to update it any time, thus ensuring that medical information regarding their son is up-to-date. Information about temporary medical conditions, such as a broken arm, and the care required for the condition, can be uploaded and then removed when the condition is no longer present. The electronic nature of CareMonkey means that medical information only needs to be provided once, rather than at the start of each year and every time there is an excursion or camp, and records are always up-to-date.

The medical information on CareMonkey will be available to staff when they have direct care of the students, for example on excursions or camps, which they will be able to access as needed using mobile devices. Contact details of parents, emergency contacts and medical contacts are accessible with a click or tap, and calls may be made via call-links in that information.

In the interests of privacy and data security, all data is encrypted and stored on secure servers located in Sydney, Australia. The data will never be stored outside Australia.

To further ensure privacy, the data parents provide will be available only to relevant staff, and only for the period that they have direct care of the students. However, parents may wish to share their son's CareMonkey profile with anyone else they trust with their child's care, such as grandparents, child-minders and sports clubs.

CareMonkey profiles should be set up on PCs and laptops with an internet connection. It is also available on smartphones and tablets via a free app available through the AppStore for iPhones and iPads, and Google Play for Android smartphones and tablets.

Should you have any questions please contact Student Reception directly on (03) 9756 3118. More information is also available on the CareMonkey website: www.caremonkey.com. Thank you for helping us create the safest environment we can.



St Josephs College

Student Wellbeing and Counselling

Student wellbeing is a significant component of the overall Pastoral Care Program offered at St Joseph's College. At times, some students experience difficulties and challenges, which can prevent them from coping with the usual demands of adolescence. Others may require support during or following a crisis. The Student Counsellors are available to provide necessary support at school and, where appropriate, to assist students and families to make contact with community agencies outside the College.

At St Joseph's College counselling is considered to be a normal and healthy part of growing up. Student Counsellors can help in developing personal growth, competence and resilience. When a need arises, students are encouraged to seek guidance and are able to refer themselves for counselling. Alternatively, teachers and parents are able to make referrals to the Student Counsellors.

School Psychologists and Counsellors adhere to a Code of Ethics which governs their professional responsibilities and outlines the information that can be kept confidential and to whom information can be disclosed.

All students are able to access the counselling service and are encouraged to do so. However, if your son is under the age of 16 years and you do not give consent for them to have counselling, please notify the College of your wishes in writing. Letters may be addressed to The Head of Counselling, Mrs Tracey Ashton.

If you would like to talk to Mrs Tracey Ashton regarding any of the above information, please contact her on 03 9756 3158.



St Josephs
College

Off-Campus Sports Activities

As part of our Sport Program there will be times throughout the year when students will be required to leave the College premises. Examples of such activities include inter-house competitions, ACC interschool sport, bike riding, golf, archery, lawn bowls, 10 pin-bowling and athletic trials.

Please sign the slip below, nominating whether your son will be participating in off-campus activities and return to the College by Thursday 6 December 2018.

Should you require further information, please contact Mr Paul Trubiani (Director of Sport) at the College on (03) 9758 2000.

Off-Campus Sports Activities

☐

I would like my son to participate in sport activities OUTSIDE the College grounds.

☐

I would NOT like my son to participate in sport activities OUTSIDE the College grounds.

Student Name: _____ Year (2019): _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____



St Josephs College

Photograph Permission Form

At certain times throughout the year, our students may have the opportunity to be photographed for College publications and marketing purposes. This may include College newsletters, website or Facebook pages, or promotions in local newspapers. It may also include the marketing and publications of other Catholic Colleges.

Catholic Education Melbourne (CEM) and the Catholic Education Commission of Victoria Ltd (CECV) may also use student photographs in print and online promotional and educational materials.

Permission is required for a student's photograph to be used for the above purposes. Please complete this form and return to the school as soon as possible.

- I give permission for my son's photo and name to be published in College publications and marketing materials such as the College Newsletter, website or Facebook page, or to promote the College in local newspapers.
- I give permission for a photograph of my son to be used by CEM/CECV for online and printed promotional and educational materials without acknowledgment, remuneration or compensation.
- Licensed under NEALS
The photograph 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.
- I authorise CEM/CECV to use the photograph in material available free of charge to schools and education departments around Australia for CEM/CECV's promotional and educational purposes.
- I understand and agree that, if I wish to withdraw this authorisation, it is my responsibility to notify the school.

Student: _____ Year (2019): _____

Name of Parent/Guardian (please circle): _____

Signed: Parent/Guardian: _____ Date: _____

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cwlth).



St Josephs College

Friends of Kiribati Support Program

St Joseph's College sponsors students from the island nation of Kiribati to live within our community and attend the College for two years. This is an ongoing program we run to support the community of Kiribati and give their students an opportunity to study in Australia. We also run an annual trip for local students to travel to Kiribati and experience the vastly different culture and remote living conditions.

Our students support the boys and learn about their culture. They also learn to appreciate the education they are so fortunate to receive in Australia. Four years ago our students worked together to raise funds for one of our sponsored students who was in desperate need of medical treatment not available at Kiribati. Our students made a significant difference to this boy's life and that is something they will remember for a lifetime.

We are inviting families to join our Friends of Kiribati Support Program so we can continue to sponsor these students. If you make a small donation we will keep you up to date on the boys' progress, achievements and how your donation has supported them.

The money raised will be used to:

- Help pay for flights, visas, insurance, books, uniform and materials for scholarship students.
- Provide support for homestay families to accommodate scholarship students.
- Enable scholarship students to return home to visit families each June.
- Any additional funds will be used to provide gifts and donations to schools and families in Kiribati and will be personally delivered during the annual cross cultural trip.

We invite you to join the program and help change the lives of our two sponsored boys from Kiribati. Please return the below slip to the College with your kind donation. If you have any questions, please contact Mr Dylan Price at the College on 9758 2000 or email dprice@stjosephs.com.au.

Friends of Kiribati Support Program

I would love to become a friend of Kiribati and support the program.

☐ \$10 ☐ \$25 ☐ \$50 ☐ Other \$ _____

Fee Payer Name _____ SJC Account No _____

☐ Please charge my Visa / Mastercard ☐ Please add this amount to our 2019 College Fees

Credit Card Number Expiry Date

Name on card: _____ Signature: _____ Date: _____



St Josephs College

Instrumental and Voice Tuition Application

A school without music is a school without a soul, for music complements education.

Don Bosco

To secure your son's place in 2019, please complete this form and return it to Student Reception as soon as possible. A separate application form is required for each instrument. Extra forms are available from Student Reception and the College website. No student may commence instrumental lessons without a signed application form being received by the school.

Instrumental and Voice Tuition is an extracurricular activity. To be eligible for extracurricular activities, school fees are required to be up to date. For families with a finance arrangement, please contact the College Finance department to discuss eligibility.

Please complete one application form per instrument

Full Name of Student: _____ Year Level (2019): _____

I wish to enroll in 2019 instrumental lessons. Instrument: _____

Preferred lesson type

☐

Private Tuition - \$320 per term

☐

Shared Tuition if applicable - \$200 per term

Need to hire an instrument

☐

Yes

☐

No

Contact Information:

Name of Parent/Guardian: _____

Postal Address: _____

Parent/Guardian Telephone: _____ Parent/Guardian Email: _____

I agree to the Instrumental and Voice Tuition Conditions and understand that to be eligible for extra curricular activities such as Instrumental and Voice Tuition, school fees are required to be up to date.

Parent/Guardian Signature: _____ Date: _____



St Josephs College

Instrumental and Voice Tuition Conditions

Music tuition is an important element in an adolescent's education which can further enhance and assist in other areas of learning such as cognitive ability, hand-eye coordination and retention.

Students scheduled for Instrumental and Voice Tuition will receive weekly lessons. Teachers will endeavour to provide a minimum of 16 lessons per semester. From time to time lessons may need to be rescheduled in order to meet this target. In some cases additional lessons can be provided and this should be negotiated with the instrumental teacher at the beginning of the course.

It is the student's and/or parent's responsibility to communicate directly with the teacher if for any reason the student is unable to attend a lesson. If a student neglects to attend a scheduled lesson the fee payer will be notified of the absence and will be charged the full cost of the lesson.

St Joseph's provides tuition for the following:

Drum Kit	Dayne Lawless
Bass Guitar/Guitar/Cello	Giles Warren
Piano/Voice	James Ferguson
Brass	Trea Hindley
Violin/Viola	Claire Ransome
Clarinet/Saxophone	Darren Ciran
Flute	Jess Smith

Lesson Charges

Individual lessons \$40 per half hour

Shared lessons \$25 per half hour

Lessons are timetabled on the same day each week, where possible, on a rotating roster. Parents should feel free to contact the instrumental teacher or music staff by phone or email to discuss any concerns relating to the above conditions.

Instrument Hire

Flute, clarinet, trumpet, trombone & violin \$60 per term/\$180 per year

Saxophone & French horn \$100 per term/\$300 per year

Discontinuation of Lessons

Notice, in writing, must be sent to the College addressed to the Instrumental Music Coordinator if lessons are to be discontinued. Students are advised to complete all remaining lessons in the term that the notice is given, as all scheduled lessons for that term will be charged.

A confirmation of enrolment letter will be forwarded to you at the beginning of Term 1. This will provide details of your son's enrolment, procedures for absentee notification and contact details for your son's instrumental music teacher. Each student should bring his instrument, music diary (provided in the first lesson) and school electronic device (iPad or MacBook) to instrumental music lessons so that accurate attendance records and forthcoming lesson times can be entered. For further information, please contact Miss Bronwyn Dean, Instrumental Music Coordinator at the College on 9758 2000 or bdean@stjosephs.com.au.



St Josephs College

Year 7 Camp 2019

Dear Parents/Guardians

The Year 7 Orientation Camp at Dromana is held in the second week of Term 1.

In past years this camp has been a very successful and an enjoyable opportunity for the boys to get to know each other and become familiar with their teachers in a more informal setting.

The start of Year 7 is a busy time especially with the first camp beginning on Monday 4 February 2019. It is essential that all students have their medical information and permission completed to enable them to attend the camp.

Please ensure that your son's medical information has been entered on CareMonkey and is up to date. You will also need to electronically give permission for your son to attend the camp via CareMonkey. If you have any questions or need support in regards to CareMonkey please email caremonkey@stjosephs.com.au.

Included with this letter is some camp information and an equipment list. This letter and the following pages should be kept for your information.

Camp 1: 4 – 6 February (Monday to Wednesday)

Camp 2: 6 – 8 February (Wednesday to Friday)

We are looking forward to spending time with the boys at the Don Bosco Camp in Dromana and feel sure that it will be a positive experience for all.

Mr Brian Martin
Year 7 Level Leader

Mr Patrick van Dyk
Year 7 Learning Leader



St Josephs College

Don Bosco Camp Safety Beach - Dromana

The camp is owned by the Salesians and has been used for many years, mainly during summer. It consists of several buildings, comprising sleeping quarters, kitchen and dining room, recreation rooms and a chapel.

Outdoor playing facilities include a large oval and two cricket pitches, an area for volleyball, and basketball rings. There are also two trampolines for students' use and we will also take ample sporting equipment to play with. The camp is a safe two blocks away from the beach.

If parents need to contact the camp site in an emergency, the Don Bosco Camp details are as follows:

52 – 62 Dromana Parade,
Safety Beach, 3936.
Telephone (03) 5987 2692

Transport

Travel to and from the camp is by bus which will leave from and return to the College. Buses will leave for the camp at 9.00am and return to the College at approximately 2.45pm.

On their departure day the boys will be required to report punctually at the usual time of 8.37am to their homeroom, wearing casual clothes and carrying their 'gear'. They will remain with their homeroom teacher until time for departure. Due to the Wednesday later start time, students attending Camp 2 will not be required at school until 10.30am on Wednesday 6 February 2018.

Staffing

The boys will be accompanied by the Head of Junior School, the Year 7 Coordinator, Homeroom Teachers and other Year 7 teachers and Learning Tutors. A group of Year 11 students is usually in attendance at the camp in a leadership role.

Valuables

Money, mobile phones, iPods, cameras and other valuables should not be brought to camp. Don Bosco Camp and the College accepts no responsibility for the loss or damage of valuables brought to the camp.

Your son will be provided with an information booklet and further details regarding the camp on Orientation Day. They will also be allocated Camp 1 or Camp 2 on this day based upon their homerooms.



Year 7 Camp Equipment List

Please ensure that all clothing and other items have your son's name clearly labeled each item.

Please tick off each item as they are packed.

Sleeping bag	
Pillow	
Towel	
Toiletries	
Sunscreen	
Rash Vest	
Hat with a brim	
Thongs/sandals	
Sneakers	
Shorts x 2	
T-shirts x 3	
Bathers	
Jeans and/or tracksuit	
Underwear	
Socks	
Torch	
Pyjamas	
Warm jumper	
Windproof jacket	
Beach towel	
Water bottle	



St Josephs College

Bus Information

Students at St Joseph's College currently have access to a number of different bus routes. These include private buses run by St Joseph's College, bus routes operated by PTV/Upwey High School and public buses.

Bus routes and schedules are available at <http://stjosephs.com.au/enrolments/transport/>.

Students wishing to travel on buses controlled and operated by PTV/Upwey High School are required to register online at schoolbusapplication.ptv.vic.gov.au.

Private Buses chartered by St Joseph's College:
Narre Warren
Springvale

The cost of St Joseph's College private bus routes is \$720 per semester per student. A full term's notice is required upon cancellation or a terms fee will be charged in lieu of notice.

Private bus routes listed above are based on 2018 routes. In the event any of these routes are under subscribed the bus may be cancelled or the route altered. Further updates will be uploaded to our College website, should there be any changes.

To apply for travel on a St Joseph's College private bus route, please complete the form below and return to the College by Thursday 6 December 2018.

St Joseph's College Private Bus Routes

Student: _____ Year (2019) _____

Bus Route: ☐ Narre Warren ☐ Springvale

Morning Bus Stop: _____

Afternoon Bus Stop: _____

I give permission for my son to travel on the St Joseph's College private bus indicated above. I agree for my account to be charged \$720 for each semester of travel and to provide at least one term's notice in writing, or be charged a terms fee in lieu of notice should I wish to cancel this service.

Fee Payer Name: _____ Signature: _____

Privacy Policy

This Privacy Policy sets out how St Joseph's College manages personal information provided to or collected by it.

The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988. In relation to health records, the School is also bound by the Health Records Act 2001 (Vic.).

The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

What kinds of personal information does the School collect and how does the School collect it?

The type of information the School collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at the School;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the School.

Personal Information you provide: The School will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings and interviews, emails, via the Care Monkey College Health Database and telephone calls. On occasions people other than Parents and pupils provide personal information.

Personal Information provided by other people: In some circumstances the School may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

Exception in relation to employee records: Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record unless required by law or organisational policy where the treatment is directly related to a current or former employment relationship between the School and employee. The School handles staff health records in accordance with the Health Privacy Principles in the Health Records Act 2001 (Vic.)

Anonymity: The school needs to collect identifiable information to facilitate the delivery of educational and support services, the job application process and fulfil other obligations and processes. However, some activities and interactions with the school may be done anonymously where practicable, which may include making an inquiry, complaint or providing feedback.

How will the School use the personal information you provide?

The School will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

Pupils and Parents: In relation to personal information of pupils and Parents, the School's primary purpose of collection is to enable the School to provide educational and support services for the pupil. This includes satisfying the needs of Parents, the needs of the pupil and the needs of the School throughout the whole period the pupil is enrolled at the School.

The purposes for which the School uses personal information of pupils and Parents include:

- keeping Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration of the School;
- looking after pupils' educational, social and medical wellbeing;
- seeking donations and marketing for the School; and
- satisfying the School's legal obligations and allow the School to discharge its duty of care.

In some cases where the School requests personal information about a pupil or Parent, if the information requested is not provided, the School may not be able to enrol or continue the enrolment of the pupil or permit the pupil to take part in a particular activity.

Job applicants and contractors: In relation to personal information of job applicants and contractors, the School's primary purpose of collection is to assess and (if successful) to engage the applicant, or contractor, as the case may be.

The purposes for which the School uses personal information of job applicants and contractors include:

- administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking donations and marketing for the School; and
- satisfying the School's legal obligations, for example, in relation to child protection legislation.

Volunteers: The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as alumni associations, to enable the School and the volunteers to work together.

Marketing and Fundraising: The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to provide a quality learning environment in which both pupils and staff thrive. Personal information held by the School may be disclosed to organisations that assist in the School's fundraising, for example, the School's Foundation or alumni organisation (or, on occasions, external fundraising organisations).

Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Who might the School disclose personal information to and store your information with?

The School may disclose personal information, including sensitive information, held about an individual to:

- school service providers, including the Catholic Education Commission of Victoria, (CECV), Catholic Education Melbourne, specialist visiting teachers, counsellors and sports coaches, and other dioceses;
- third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network system (ICON);

- another school to facilitate the transfer of a student;
- government departments;
- medical practitioners;
- recipients of School publications, such as newsletters and magazines;
- students' parents or guardians;
- anyone you authorise the School to disclose information to; and
- anyone to whom we are required or authorised to disclose the information to by law.

Sending and storing information overseas: The School may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, the School will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The School may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

The countries or regions that the school discloses personal and sensitive information to are:

- Google Apps for Education: United States of America, or any other country Google uses to provide these services.
- Survey Monkey data is stored in data centres in United States and Luxembourg.
- Care Monkey data is stored in Australia (Sydney).
- Where personal and sensitive information is retained by the CECV by a cloud service provider to facilitate HR and staff administrative support, this information will be stored on servers located within Australia. This includes the Integrated Catholic Online Network (ICON) system.

How does the School treat sensitive information?

In referring to 'sensitive information', the School means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

The School's staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

The School has in place steps to protect the personal information the School holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Access and correction of personal information

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to obtain access to any personal information and health records respectively which the School holds about them and to advise the School of any perceived inaccuracy. Pupils will generally be able to access and update their personal information through their Parents, but older pupils may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information the School holds about you or your child, please contact Ms Cathy Livingston, Principal, by telephone or in writing. The School may require you to verify your identity and specify what information you require. The School may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the School will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

Consent and rights of access to the personal information of pupils

The School respects every Parent's right to make decisions concerning their child's education.

Generally, the School will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. The School will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil.

Parents may seek access to personal information held by the School about them or their child by contacting Ms Cathy Livingston, Principal, by telephone or in writing. However, there may be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School's duty of care to the pupil.

The School may, at its discretion, on the request of a pupil grant that pupil access to information held by the School about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances warrant it.

Enquiries and complaints

If you would like further information about the way the School manages the personal information it holds, or wish to complain that you believe that the School has breached the Australian Privacy Principles please contact the Principal, Ms Cathy Livingston, by writing or telephone 03 9758 2000. The School will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.



Catholic Schools Child Safe Schools

CECV Commitment Statement to Child Safety

A safe and nurturing culture for all children and young people in Catholic schools

The Statement is intended to provide the central focus for child safety¹ across Catholic education in Victoria, built around a unified understanding of the moral imperative and overarching commitments that underpin our drive for improvement and cultural change.

The Catholic school sets out to be a school for the human person and of human persons. 'The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching: that is why the promotion of the human person is the goal of the Catholic school'.

(Congregation for Catholic education 1997, par. 9)

The Catholic Education Commission of Victoria Ltd (CECV) holds the care, safety and wellbeing of children and young people as a central and fundamental responsibility of Catholic education. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

The CECV has a universal expectation for the protection of children. It is resolutely committed to ensuring that all those engaged in Catholic education in Victoria promote the inherent dignity of children and young people and their fundamental right to be respected and nurtured in a safe school environment. This is particularly so for the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.

Catholic schools have a moral, legal and mission-driven responsibility to create nurturing school environments where children and young people are respected, their voices are heard and where they are safe and feel safe. When allegations of abuse concerning children and young people are raised, Catholic schools will take prompt action to have these appropriately referred and investigated. While the context and reality at each Catholic school will differ, the fundamental issues of understanding effective practices in child safety and identifying and responding to child harm remain the same. All schools must strive for continual improvement that is responsive to emerging thinking, evidence and practice, so as to eliminate the possibility of abuse occurring in the first place.

Creating child-safe school environments is a dynamic process that involves active participation and responsibility by schools, families and their communities. It is marked by collaboration, vigilance and proactive approaches across policies, procedures, curriculum and practices.

Every person involved in Catholic education has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

¹As defined by the Victorian Government Special Gazette No. 2 (2016), 'children and young people' in this document refers to those children and young people enrolled as students in Catholic schools in Victoria.

The CECV commits to providing **a safe and nurturing culture** for all children and young people in Victorian Catholic schools through:

1 Upholding the primacy of the safety and wellbeing of children and young people.

At all times, the ongoing safety and wellbeing of all children and young people will be the primary focus of care and decision-making, with particular attention paid to the cultural safety of Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

To create and maintain a safe and nurturing culture, schools will actively and continually develop and review all policies, processes and practices, informed by emerging thinking and evidence.

2 Empowering families, children, young people and staff to have a voice and raise concerns.

Schools, in partnership with families, will ensure children and young people, are engaged and active participants in decision-making processes, particularly those that 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. Children and young people are also provided with the necessary skills and knowledge to understand and maintain their personal safety and wellbeing.

3 Implementing rigorous risk-management and employment practices.

Schools will systematically and continually identify and assess risks to child safety and will eliminate (where possible) or reduce all potential sources of harm. Effective risk management will be embedded in school life through effective, transparent and well-understood policies, procedures and practices.

Schools will employ highly competent and professional staff who are formed and challenged to maintain the safety of all students. The high-quality of staff appointments will be upheld through rigorous employment and staff review processes and practices.

Catholic education will stay abreast of current legislation and will meet their legislative duties to protect the safety and wellbeing of children and young people in their care, including the Victorian Child Safe Standards (Victorian Government 2016), mandatory reporting, grooming, failure to disclose and failure to protect requirements.

References

Congregation for Catholic education 1997, *The Catholic School on the Threshold of the Third Millennium*, Vatican, Vatican City, accessed 24 February 2016 www.vatican.va/roman_curia/congregations/ccatheduc/documents/rc_con_ccatheduc_doc_27041998_school2000_en.html.

State of Victoria, Department of Education and Training 2016, *Child Safe Standards – Managing the Risk of Child Abuse in Schools Ministerial Order No. 870*, Education & Training Reform Act 2006, Gazette No. S2, accessed 16 May 2016 www.gazette.vic.gov.au/gazette/Gazettes2016/GG2016S002.pdf.