



St Josephs
College

Student & Families
Information Pack
2021 Year 7



Year 7 2021 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 2020 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
- Medical Information
- 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
- Uniform Expectations

The College Board met in October to set the fees for 2021. Due to the Covid-19 situation and strong financial management, the Board decided to only increase fees by 3.1% per student (less than half the increase of the previous year). 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 2021 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 Thursday 3 December 2020) 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 2021 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 introduced a new uniform in 2019 and all 2021 Year 7 students are expected to be in the full uniform. Details about the uniform fitting process have already been emailed to you, and uniform fittings are well underway.

The new uniform is on display at the College. The College Uniform Expectations are included in the Information Pack.

I ask that all those who support your son encourage him to strive for new heights in 2021. If we all do that and his answer to our invitation is a resounding YES, then it will be a great year!

Yours sincerely,

Ms Cathy Livingston
Principal



College Uniform Expectations - 2021

Years 10-12

Summer (Terms 1 and 4)

- College Blazer – In Terms 1 and 4, this may be worn to and from school as the outer garment. It may also be required to be worn on other occasions. (The jumper cannot be worn as the outer garment outside the College.)
- College short-sleeved White Shirt with College Logo.
- College Grey Trousers or College Grey Shorts.
- College Grey Socks.
- College Jumper (Year 10-12 students wear the senior jumper).
- Lace up leather or leather-look polishable black school shoes (no runner like shoes; no boots).
- College Back Pack and College Haversack.
- *Sport:* College Tracksuit (top and bottom), College Shorts, SJC White Socks or Plain White socks (no logos), College Cap.

Winter (Terms 2 and 3)

- College Blazer – This must be worn to and from school as the outer garment. It may also be required to be worn on other occasions.
- College Long-sleeved plain white business-like shirt (tucked in and top button done up at all times). The summer shirt is not to be worn in Terms 2 and 3.
- College Grey Trousers or Shorts with black leather or leather-look belt.
- College Grey Socks.
- College Jumper (Year 10-12 students wear the senior jumper).
- College Tie (worn properly with top button on shirt done up at all times).
- Lace up leather or leather-look polishable black school shoes (no runner-like shoes).
- College Tracksuit (top and bottom) and College Shorts.
- College Back Pack and College Haversack.
- College Raincoat (optional and can only be worn when raining).
- Scarf (plain dark blue).
- *Sport:* College Tracksuit (top and bottom), College Shorts, SJC White Socks or Plain White socks (no logos), College Cap.

Years 7-9 and other students making the transition into new uniform

Summer (Terms 1 and 4)

- New College Blazer – In Terms 1 and 4, this may be worn to and from school as the outer garment. It may also be required to be worn on other occasions. The jumper may not be the outer garment.
- New College Summer Shirt with College Logo.
- New College Trousers or College Shorts with College Logo.
- New College Jumper with College Logo.
- New College Grey Socks (with College colours at top).
- Lace up leather or leather-look polishable black school shoes (no runner like shoes; no boots).
- New College Back Pack and New College Haversack.
- *Sport:* New College Tracksuit (top and bottom), New College Shorts (with plain sports shoes), New SJC White Socks and New College Hat (2 styles).

Winter (Terms 2 and 3)

- New College Blazer – This must be worn to and from school as the outer garment. It may also be required to be worn on other occasions.
- New College Winter Shirt with College Logo (tucked in and top button done up at all times). The New Summer Shirt is not to be worn in Terms 2 and 3.
- New College Tie (worn well with top button on shirt done up at all times).
- New College Trousers or College Shorts with College Logo.
- New College Jumper with College Logo.
- New College Grey Socks (with College colours at top).
- New College Black Belt with College Logo.
- Lace up leather or leather-look polishable black school shoes (no runner-like shoes).
- New College Back Pack and New College Haversack.
- *Sport:* New College Tracksuit (top and bottom), New College Shorts (with plain sports shoes), New SJC White Socks and New College Hat (2 styles).

Additional Items which may be worn (optional):

- New College Vest with College Logo.
- New College Raincoat with College Logo (only worn when raining).
- New College Long-sleeved Sports Top with College Logo.
- New College Charcoal Scarf with College Logo (no other scarves may be worn).



2021 Tuition Fee Information

2021 Tuition Fees and Levy

Tuition fee	\$6,500
Student levy	\$2,575
Total fees and levies per student	\$9,075

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

Tuition fees and levies include:

* One2One Device Program	* School photos (base pack)
* Yearbook	* All books (Years 7-10)
* All compulsory excursions	* 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 2021 Family Discount Application if you have a child attending another Victorian Catholic Secondary College during 2021.

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 18 January 2021. 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 2021 accounts must be finalised by Friday 8 October 2021.

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 2021 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.

2021 Payment Authority Form

Please return by Wednesday 9 December 2020

Instalments commence:

Weekly:	Friday	11/12/20	44 instalments
Fortnightly:	Friday	11/12/20	22 instalments
	or	18/12/20	22 instalments
Monthly:		28/12/20	10 instalments

All 2021 accounts must be finalised by 8 October 2021

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.

2021 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 2021.

**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 2021.

Name	Surname	2021 Year	Date of Birth	College Attending	
				SJC	Catholic secondary institution
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

3. Fee Payer Signature:

Signature

Date



Camps, Sports and Excursions Fund (CSEF)

The Camps, Sports and Excursions Fund (CSEF) is an annual payment to the College used towards camp, sport and/or excursion expenses for the benefit of the eligible student. The annual CSEF amount is \$225.00 for secondary school students and would be credited directly against your College Fee Account.

You may be eligible if you are a holder of a:

- Veterans Affairs Gold Card;
- Centrelink Health Care Card;
- Pensioner Concession Card;
- You are a temporary foster parent; OR
- The student is 16 years or older and holds a valid concession card.

If any of the above categories apply to you, please sign and date the attached form and return it to the school office as soon as possible.

For more information about the CSEF visit:

<https://www.education.vic.gov.au/about/programs/Pages/csef.aspx> (Please copy and paste this link into your browsers address bar if it does not open)

The CSEF program for 2021 closes in June 2021.

FINANCIAL ASSISTANCE INFORMATION FOR PARENTS

Every Victorian child should have access to the world of learning opportunities that exist beyond the classroom. The Camps, Sports and Excursions Fund helps ensure that no student will miss out on the opportunity to join their classmates for important, educational and fun activities. It is part of making Victoria the Education State and the Government's commitment to breaking the link between a student's background and their outcomes.

CAMPS, SPORTS & EXCURSIONS FUND (CSEF)

School camps provide children with inspiring experiences in the great outdoors, excursions encourage a deeper understanding of how the world works and sports teach teamwork, discipline and leadership. All are part of a healthy curriculum.

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child.

The annual CSEF amount per student is:

- \$125 for primary school students
- \$225 for secondary school students

MORE INFORMATION

For more information about the CSEF visit www.education.vic.gov.au/csef

HOW TO APPLY

New applicants should contact the school office to obtain a CSEF application form or download from www.education.vic.gov.au/csef

If you applied for the CSEF at your child's school in 2019, you do not need to complete an application form in 2020 unless there has been a change in your family circumstances.

You only need to complete an application form if any of the following changes have occurred:

- **new student enrolments;** your child has started or changed schools in 2020 or you did not apply in 2019.
- **changed family circumstances;** such as a change of custody, change of name, concession card number, or new siblings commencing at the school in 2020.

Check with the school office if you are unsure.



CAMPS, SPORTS AND EXCURSIONS FUND APPLICATION FORM

School Name

School REF ID

Parent/legal guardian details

Surname _____

First name _____

Address _____

Town/suburb _____ State _____ Postcode _____

Contact number _____

Centrelink pensioner concession **OR** Health care card number (CRN)

- - - **OR**

☐ Foster parent* **OR** ☐ Veterans affairs pensioner (Gold Card)**

*Foster Parents must provide a copy of the temporary care order letter from the Victorian Department of Health and Human Services (DHHS).

**Applicants must provide a copy of the Veteran Affairs Gold card

Student details

Child's surname	Child's first name	Student ID	Date of birth (dd/mm/yyyy)	Year level

I authorise the Victorian Department of Education and Training (DET) to use Centrelink Confirmation eServices to perform an enquiry about my Centrelink customer details and concession card status to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Victorian Department of Health and Human Services (DHHS) to provide the results of any enquiry to DET regarding temporary care orders.

I understand that:

- DHHS or Centrelink will use information I have provided to DET to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DET personal information including my name, address, payment and concession card type and status.
- this consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DHHS and provide it to my child's school so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DET.
- information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to DHHS and/or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You can request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant _____ Date ____ / ____ / ____

CAMPS, SPORTS AND EXCURSIONS FUND ELIGIBILITY

Below are the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

Criteria 1 – Eligibility

To be eligible* for the fund, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one, or;
 - on the first day of Term two.
- a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
 - b) Be a temporary foster parent, and;
 - c) Submit an application to the school by the due date.

* A special consideration eligibility category also exists. For more information, see:

www.education.vic.gov.au/about/programs/Pages/csef.aspx

Parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

Criteria 2 - Be of school age and attend school in Victoria

School is compulsory for all Victorian children aged between six and 17 years of age inclusive.

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and 18 years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooling, or TAFE.

Eligibility Date

For concession card holders, CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on **28 January 2021, 14 April 2020 or 5 October 2020**.

PAYMENT AMOUNTS

CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: \$62.50 per year.
- Secondary school student rate: \$112.50 per year.

The CSEF is paid directly to your child's school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

For ungraded students, the rate payable is determined by the student's date of birth. For more information, see:

www.education.vic.gov.au/about/programs/Pages/csef.aspx

Year 7 government school students who are CSEF recipients are also eligible for a uniform voucher. Secondary schools are required to make applications on behalf of parents, so please register your interest at the school.

HOW TO COMPLETE THE APPLICATION FORM

NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN

1. Complete the PARENT/LEGAL GUARDIAN DETAILS section.
Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.
If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.
2. Complete the STUDENT/S DETAILS section for students at this school.
3. Sign and date the form and return it to the school office as soon as possible. The CSEF program for 2020 closes on 27 November

CSEF payments cannot be claimed retrospectively for prior years.

Queries relating to CSEF eligibility and payments should be directed to the school.

1:1 Device Program – 2021 Year 7 iPad



iPad 8th Generation

Screen	10.2" Retina Display
Resolution	2160 x 1620
CPU	A12 Bionic Chip with Neural Engine
Storage Capacity	128 GB
RAM	3GB
Camera	8MP photo & 1080p HD video
Connectivity	Wi-Fi (802.11ac)
Dimensions	Height: 250.6mm Width: 174.1mm Depth: 6.1mm
Weight	456g
Battery Life	Up to 10 hours using Wifi



1:1 Device Terms and Conditions

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.

6. 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.

7. College Liability

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

1:1 Device User Agreement

Fee Payer/s Name : _____

Address: _____

Student's Name: _____

Year: _____ (2021)

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: _____



Student Medical Information

As a College, we take the wellbeing and safety of our students very seriously. We are constantly seeking ways to provide the safest environment possible. At the end of 2018, we adopted a new system for the management of your son's Medical Information and Excursion Permission – a new medical system within the SIMON Parent Portal.

The Parent Portal makes it very easy for you to keep your son's Medical information up to date and to also respond to excursions, camp and other consent forms using your mobile phone, tablet or PC.

The Medical Information on the Parent Portal will be available to staff when they have the 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.

Year 7 Parents will receive an email from the College containing login information to access the Parent Portal and complete their son's Medical Profile. Parents and Guardians of Students in other Year Levels are able to log into the Parent Portal to update their son's Medical Profile at any time.

It is important to note that your son's information will be stored locally and securely at the College and will only be visible by the relevant staff who manage your son's wellbeing at the College. Data is only accessible to Staff whilst they have direct care of the Students. All data collected in the Medical System is managed in accordance with our Privacy Policy.

Finally, we ask Parents and Guardians to ensure that the College has the most up to date contact information about our students. If there has been a recent change to your telephone number or email address, please contact the College to have these details updated. Should the need arise to contact a parent/guardian during the school day it is imperative that we have access to all current contact information.

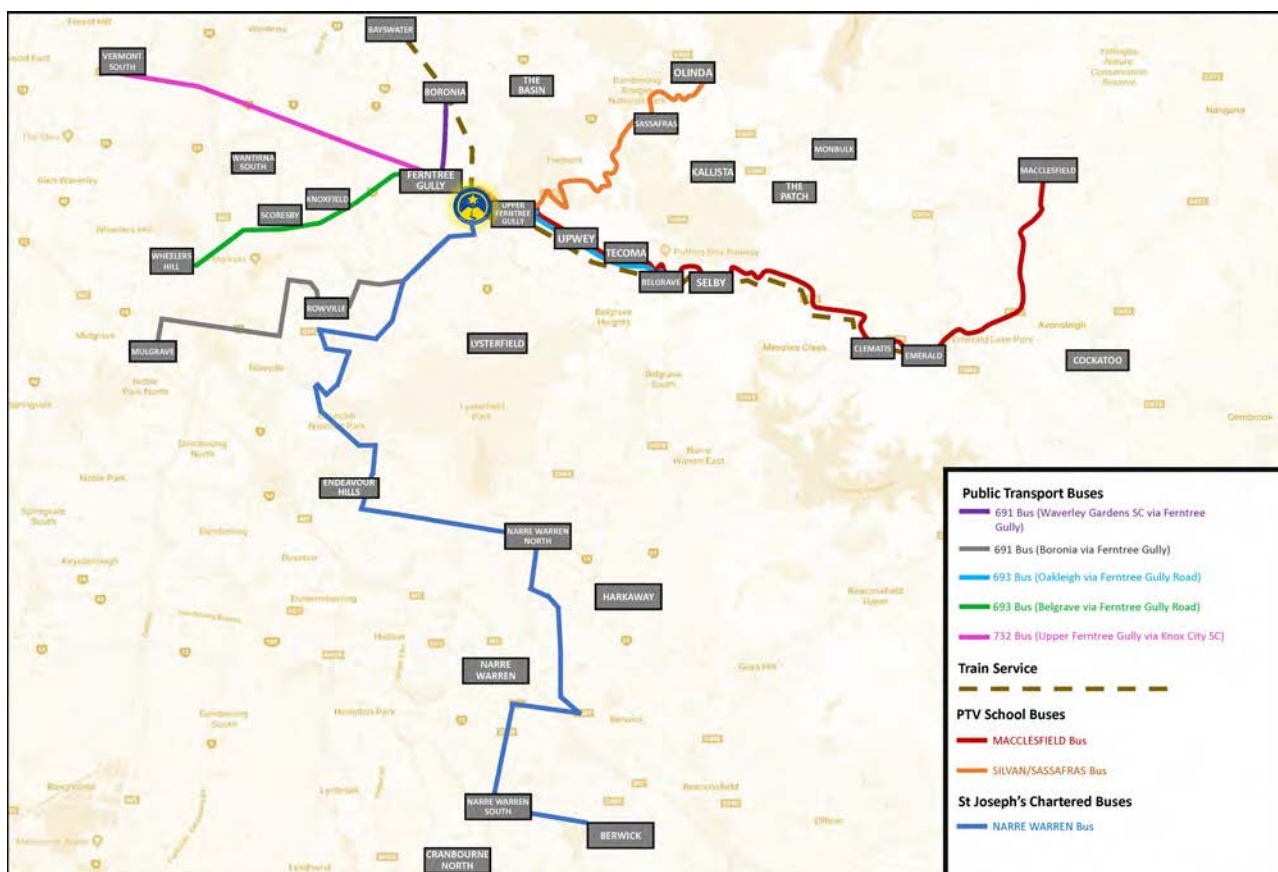
If you have any questions regarding the management of Medical Information please contact the College.



Transport to and from the College

Students at St Joseph's College have access to a number of public transport services and a range of dedicated bus routes to support them with their journey to and from the College.

Regular and reliable bus services provide transport from a number of locations in the South Eastern and Outer Eastern Suburbs to the College. Public buses and Contract school buses also service the College. These buses are provided by the Department of Education in conjunction with PTV and local bus companies.



A larger map of all routes and list of all travel times (including public buses/train services) is also available for download on our Website.

PTV Bus Applications

As preparations for the 2021 School Year continue, a reminder that Public Transport Victoria (PTV) requires all travellers wishing to access PTV operated school buses (Macclesfield, Silvan and Cockatoo buses) to submit travel applications each year.

To apply for travel, parents must log in to the School Bus Management System (<https://schoolbusapplication.ptv.vic.gov.au>) and select 'Renew Application' for their son(s).

Once you have submitted your renewed application, the School Bus Management System will assess your application and send you a travel offer. Please log back into the School Bus Management System and manage your offers. This will ensure your son is approved to travel on a PTV bus in the 2021 School Year.



Transport to and from the College (Continued)

Families who live 4.8 km or more from the College by the most direct route may be entitled to receive a Travel Conveyance Allowance if St Joseph's College is their nearest Catholic College. PTV will advise the relevant travel fare should you not be eligible. More information regarding this is provided by PTV during the registration process.

Applications for bus travel in 2021 are currently being accepted and processed by PTV.

If you require assistance to login to the School Bus Management System, renew your son's travel applications or you are unsure of your son's travel status, please contact Public Transport Victoria on 1800 800 007.

College Chartered Buses

A map of the College Chartered Bus Routes (Narre Warren and Springvale) is available on our website. 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.

The apply for travel on a St Joseph's College Chartered Bus route, please complete the form below

2021 College Chartered Bus Application Form

Student Name: _____

2021 Year Level: _____

Bus Route:

☐

Narre Warren Bus Service

☐

Springvale Bus Service

☐

Morning AND Afternoon

☐

Morning Travel ONLY

☐

Afternoon Travel ONLY

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 \$765 for each semester of travel and to provide at least one term's notice in writing, or be charged a term's fee in lieu of notice should I wish to cancel this service.

Parent/Guardian Name: _____

Date: _____



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.

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

Off-Campus Sports Activities

Student Name: _____

2021 Year Level: _____

☐ I give permission for my son to participate in sports activities OUTSIDE the College grounds.

☐ I DO NOT give permission for my son to participate in sports activities OUTSIDE the College grounds.

Parent/Guardian Name: _____

Date: _____



Photography of Students

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.

Student Photography Permission Form

Student Name: _____

2021 Year Level: _____

- 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 College.

Parent/Guardian Name: _____

Date: _____



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.



1:1 Device Care and Security

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 Leader. 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.



Instrumental Music Program – Application Form

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

To secure your son's place in 2021, 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

Student Name: _____

2021 Year Level: _____

Preferred lesson type

☐ Private Tuition - \$320 per term

☐ Shared Tuition if applicable - \$200 per term

Need to hire an instrument

☐ Yes ☐ No

Instrument Type: _____

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 extracurricular activities such as Instrumental and Voice Tuition, school fees are required to be up to date.

Parent/Guardian Signature: _____ Date: _____



Instrumental Music Tuition Program – 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. Instrumental Music 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 Music 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	Robert Mercer
Bass Guitar/Guitar/Cello	Giles Warren
Piano/Voice	James Ferguson
Brass	Trea Hindley
Violin/Viola	Daniel Tedford
Clarinet/Saxophone	Darren Ciran
Flute	Kelsy De Prada

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 and 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 Head of Music and Performance 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 Bronwyn Dean, Head of Music and Performance, at the College on 9758 2000 or bdean@stjosephs.com.au.



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. A number of 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 Dylan Price, Kiribati Convenor, at the College on 9758 2000 or email dprice@stjosephs.com.au.

Friends of Kiribati Program

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

☐ \$10 ☐ \$25 ☐ \$50 ☐ Other \$ _____

☐ Please add this amount to our 2021 College Fees

Fee Payer Name _____ SJC Account No _____

OR

☐ Please charge my Visa / Mastercard

Name on Card _____

Credit Card Number

Expiry /

Signature _____

Date _____



2021 Year 7 Stationery

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



**Year 7
2021**



21 661 07 B

**ALL ORDERS TO BE COMPLETED ONLINE
at
www.campion.com.au
using "EAVG" as your code
by
Friday 11th December 2020**

PREPACKAGED DELIVERY SERVICE

All orders must be Prepaid by Credit Card Only (Mastercard and Visa accepted).

All orders submitted Friday 11th December 2020 will receive free home delivery (processing and handling costs still apply) and will be delivered between 4 January 2021 – 21 January 2021

Orders can still be placed after the due date online for standard home delivery.

Full stock availability cannot always be guaranteed for late orders and restrictions around COVID-19 will pertain to our Retail Service Centres'

TICK THE BOX FOR THE ITEMS REQUIRED

TICK THE BOX FOR THE ITEMS REQUIRED

Description	Price	<input checked="" type="checkbox"/>	Location I	Description	Price	<input checked="" type="checkbox"/>	Location I
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RESOURCE LIST

GENERAL STATIONERY

Headphones Stereo Deluxe Lightweight with Volume Control.....	\$10.95	1	<input type="checkbox"/>	P51464
(Retain for following year)				
Calculator Abacus Scientific SXIIIMATRIXN.....	\$24.95	2	<input type="checkbox"/>	P51933
(Retain for following year)				
Art Folio A3 Kraft Heavyweight No Flap.....	\$2.70	3	<input type="checkbox"/>	P55040
Binder A4 4D Ring PVC 25mm Black.....	\$5.95	4	<input type="checkbox"/>	P55135
Display Book A4 20 Pocket Black Refillable.....	\$2.00	5	<input type="checkbox"/>	P55442
4 x Document Wallet FC Slimpick Red.....	\$4.20	6	<input type="checkbox"/>	P55497
Eraser Plastic Pencil Large With Sleeve.....	\$0.40	7	<input type="checkbox"/>	P58510
14 x Exercise Book A4 8mm 96 Page.....	\$19.60	8	<input type="checkbox"/>	P55551
Glue Stick 36 gm.....	\$2.25	9	<input type="checkbox"/>	P55652
Hand Sanitiser Gel 70% Ethanol 100ml.....	\$6.95	10	<input type="checkbox"/>	P52068
Loose Leaf Refills Reinforced A4 7mm Pkt 100.....	\$3.50	11	<input type="checkbox"/>	P56388
Music Book 225x175mm 96 Page Ruled & Staved Spirax 242.....	\$1.50	12	<input type="checkbox"/>	P50453
2 x Notebook A4 4 Subject 160 Leaf 320 Page.....	\$34.50	13	<input type="checkbox"/>	P55926
3 x Pen Ballpoint Artline Flow Retractable 4-Colour Standard.....	\$10.05	14	<input type="checkbox"/>	P51241
2 x Pencil (HB) Tradition.....	\$1.60	15	<input type="checkbox"/>	P56172
2 x Pencil (2B) Tradition.....	\$1.60	16	<input type="checkbox"/>	P56182
2 x Pencil (6B) Tradition.....	\$1.60	17	<input type="checkbox"/>	P56201
Pencils-Coloured Colourush Pkt 12.....	\$4.05	18	<input type="checkbox"/>	P56252
Protractor 10 cm 180 4" Half Circle.....	\$0.45	19	<input type="checkbox"/>	P56353
Ruler 300mm Plastic Clear.....	\$0.75	20	<input type="checkbox"/>	P56414
Scissors 155mm Plastic Handle.....	\$2.95	21	<input type="checkbox"/>	P58507
Sharpener Pencil Plastic Double Hole (HQ).....	\$0.55	22	<input type="checkbox"/>	P56244
Sunscreen SPF 30+ UV Protection 110ml.....	\$13.95@	23	<input type="checkbox"/>	P56581
Visual Art Diary A4 110gsm 60 Sheet/120 Page.....	\$5.45	24	<input type="checkbox"/>	P58197

Add Your Order

Value of Items Selected
Plus Processing Charge - inc. GST	\$5.95
Estimated Amount to Pay

ITEM COUNT: Write the number of items selected. _____

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.