

# Mary Queen of Heaven

## Enrolment Policy – Primary



Mary Queen of Heaven Catholic Primary School, Greenvale (Mary Queen of Heaven) is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Mary Queen of Heaven is a MACS school in which:

- prayer and liturgy are vital aspects of religious life in the school
- the pastoral care and support programs for students, families and staff are based on the teachings of the Catholic Church
- the teachings and values of the Catholic Church are paramount.

## Principles

### Inclusiveness

MACS schools are established primarily for Catholic children. Mary Queen of Heaven strives to be open and welcoming to all Catholic students, regardless of their background, and does everything reasonable to accommodate each student's individual needs.

Mary Queen of Heaven is open to the enrolment of children of other Christian traditions and faiths, however, priority will be given to children from non-Catholic Eastern churches. Children from other religious traditions or of no religion are provided with an opportunity to enrol in MACS schools, should they choose to apply and there is sufficient capacity within the school.

### Partnership between parents/guardians/carers and Mary Queen of Heaven

Parents/guardians/carers are the first educators of their children. By enrolling a child in Mary Queen of Heaven, parents/guardians/carers are entering into a partnership to promote and support their child's education, in particular their education in faith. While the school promotes access to a Catholic education through the school enrolment policy, it is the parent/guardian/carers' responsibility to support the school in furthering the spiritual and academic life of their child.

### Exercise of pastoral discretion in enrolment decisions

Local pastoral discretion is an important element of decision-making with regard to enrolment at Mary Queen of Heaven. While the first priority of the principal is to enrol the children of Catholic parents/guardians/carers, pastoral discretion may be exercised in enrolment decisions where deemed appropriate. The local school enrolment committee (Principal & members of leadership team) will formally endorse all enrolment decisions to ensure transparency and equity in decision-making.

### Priority enrolment

For domestic students there is an agreed order of priority for enrolment in MACS schools, which must be followed in the enrolment policy and procedures. As systemic Catholic schools, the first priority of MACS schools is the provision of a Catholic education for Catholic children.

The order of priority for MACS primary schools is:

1. Catholic children who are residents of the parish
2. siblings of children already enrolled in the school

3. Catholic children who are not residents of the parish but are recognised as parishioners by the parish priest
4. Catholic children from other parishes (for pastoral reasons)
5. children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox) who are residents of the parish
6. children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox) who reside outside the parish
7. other Christian children who are residents of the parish
8. other Christian children who reside outside the parish
9. non-Christian children who are residents of the parish
10. non-Christian children who reside outside the parish.

## Definitions

### **Catholic child**

For the purpose of enrolment in a Catholic school, a child is considered to be Catholic if they are a member of the Catholic Church, usually established by a Certificate of Baptism and have fully participated in a sacramental program or, there is evidence of an intention to complete their sacramental journey.

### **Enrolment catchment area**

The enrolment catchment area is a defined area from which a school enrolls students as officially designated to a school by MACS. The parish for Mary Queen of Heaven is Good Shepherd Parish. In parishes with more than one primary school, the catchment for each school is determined by the parish in consultation with MACS.

Enrolment is subject to the maximum capacity of the school.

### **Orthodox child**

For the purpose of enrolment in a Catholic school, a child is considered to be Orthodox if they are a member of a non-Catholic Eastern church, including Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox.

### **Parish**

'Parish' refers to the local parish as defined by its geographical boundaries and student location is based on home address.

## Parental Responsibilities

At the time of enrolment at Mary Queen of Heaven, parents/guardians/carers make a commitment to provide ongoing support for their child's Catholic education. In particular, parents/guardians/carers are asked to make an explicit commitment to the following responsibilities:

- complete the school's enrolment form and ensure it is returned by the due date. This does not guarantee enrolment in the school
- be prepared to support the school in the Catholic education of their child and involve themselves as much as possible as well as committing to adhering to the expected standards of parental/guardian/carer behaviour as outlined in the school's Parent/Guardian/Carer Code of Conduct
- acknowledge and commit to meeting the financial responsibilities arising from the ongoing enrolment of their child at Mary Queen of Heaven. Any difficulties in meeting this commitment should be discussed with the principal

- advise the principal of any court order, parenting or custodial arrangement/s that may exist in relation to their child, or any changes to such order/s, and provide a copy of the court order/s and any subsequent changes for the child's school file
- provide the school with an immunisation history statement.

## Termination of enrolment

Parents/guardians/carers are, as a condition of enrolment, expected to read and comply with the Mary Queen of Heaven Parent/Guardian/Carer Code of Conduct (Code of Conduct).

Should any parent/guardian/carer: (a) repeatedly breach the Code of Conduct (after the parent/guardian/carer, or the family collectively, has been warned that any further breach may result in a termination of enrolment); or (b) engage in conduct on a single occasion which constitutes a serious breach of the Code of Conduct (involving for example, conduct which poses a serious risk to staff or student health and safety), the circumstances may result in a termination of their child's enrolment.

A decision to withdraw or terminate the enrolment of a student in these circumstances may only be made by the Director, Learning and Regional Services upon consideration of each of the following:

- the view of the principal of the school
- an objective assessment of all presenting circumstances.

Before any final decision as to termination of enrolment is made, the student's family will be provided with an opportunity to comment on and/or provide any relevant information for consideration in this regard.

## Information to be collected

Mary Queen of Heaven is required to collect particular information about parents/guardians/carers and their child. Parents/guardians/carers are required to provide particular information about their child during the enrolment process in order for MACS and the school to meet the duty of care obligations and to satisfy government requirements. Lodging an enrolment form does not guarantee enrolment at Mary Queen of Heaven.

## Publication

This policy and the related Enrolment Agreement are made available to the school community on the school's website and by request from the school's office.

# Mary Queen of Heaven Enrolment Form – Primary



Mary Queen of Heaven is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools (MACS).

**DUE DATE: 2<sup>nd</sup> April 2024**

Please ensure all relevant information is attached to this Enrolment Form when submitting. Please see the Parent/Guardian/Carer documentation checklist at the end of the form.

## ENROLMENT FORM

**Name of student:**

**Address where student lives:**

**Current school family:** YES ☐ NO ☐

**Tel:**

### OFFICE USE ONLY

Date received:

Birth certificate attached:

Yes ☐ No ☐

Enrolment date:

English as an Additional Language:

Yes ☐ No ☐

Start date:

House colour:

Student ID:

VSN:

Immunisation history statement attached: Yes ☐ No ☐

Visa information attached (if relevant): Yes ☐ No ☐

## Student Contact 1 (PARENT 1/GUARDIAN 1/CARER 1)

**Title:**  
(Dr/Mr/Mrs/Ms)

**Surname:**

**Given name:**

**House Number:**

**Street Name:**

**Suburb:**

**State:**

**Postcode:**

**Telephone:**

**Home:**

**Work:**

**Mobile:**

**Silent number:** Yes ☐ No ☐

**SMS messaging:** (for emergency and reminder purposes)

Yes ☐ No ☐

**Email:**

**Relationship to student:**

<b>Government Requirement</b>	<b>Occupation:</b>	<b>What is the occupation group?</b> (select from list of occupation groups in the School Family Occupation Index)	
<b>Religion:</b> (include rite)		<b>Nationality:</b> <b>Ethnicity if not born in Australia:</b>	
<b>Country of birth:</b> <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):			
<b>What is the highest year of primary or secondary school Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed?</b> (Persons who have never attended secondary school, tick Year 9 or below)			
Year 9 or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>
<b>What is the level of the highest qualification Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed?</b>			
No post-school qualification <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Advanced diploma/Diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>

Student Contact 2 (PARENT 2 /GUARDIAN 2/CARER 2)			
<b>Title:</b> (Dr/Mr/Mrs/Ms)		<b>Surname:</b>	
<b>House Number:</b>		<b>Street Name:</b>	
<b>Suburb:</b>		<b>State:</b>	<b>Postcode:</b>
<b>Telephone:</b>	<b>Home:</b>	<b>Work:</b>	<b>Mobile:</b>
<b>Silent number:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>SMS messaging:</b> (for emergency and reminder purposes) Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Email:</b>			
<b>Relationship to student:</b>			
<b>Government Requirement</b>	<b>Occupation:</b>	<b>What is the occupation group?</b> (select from list of occupation groups in the School Family Occupation Index)	
<b>Religion:</b> (include rite)		<b>Nationality:</b> <b>Ethnicity if not born in Australia:</b>	
<b>Country of birth:</b>	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):	
<b>What is the highest year of primary or secondary school Student Contact 2 (Parent 2 /Guardian 2/Carer 2) has completed?</b> (Persons who have never attended secondary school, tick Year 9 or below)			
Year 9 or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>

**What is the level of the highest qualification Student Contact 2 (Parent 2/Guardian 2/Carer 2) has completed?**

No post-school  
qualification  
☐

Certificate I to IV  
(including trade  
certificate)  
☐

Advanced  
diploma/Diploma  
☐

Bachelor degree or  
above  
☐

#### STUDENT DETAILS

**Surname:**

**Entry year (YYYY):**

**Entry level/grade:**

**Given name/s:**

**Preferred name:**

**Date of birth:**

**Religion: (include rite)**

Male: ☐

Female: ☐

Unspecified/Indeterminate/X: ☐

#### PREVIOUS SCHOOL/PRESCHOOL

**Name and address of previous school/preschool:**

I/We give permission for the school to contact the  
previous school or preschool and to gather relevant  
reports and information to support educational planning:

No ☐

Yes ☐  
(If yes, please complete the  
Consent for Transferring  
Information form.)

#### NATIONALITY

**Government Requirement**

**Nationality:**

**Ethnicity:**

**In which country was the  
student born?**

☐ Australia

☐ Other (please specify):

**Is the student of Aboriginal or Torres Strait Islander origin?**

(For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both)

No ☐

Yes, Aboriginal ☐

Yes, Torres Strait Islander ☐

**Does the student or their student contacts (parent(s)/guardian(s)/carer(s)) speak a language other  
than English at home? Note: Record all languages spoken.**

Student

Student Contact 1  
(Parent1/Guardian  
1/Carer1)

Student Contact 2  
(Parent2/Guardian  
2/Carer2)

**No**

English only

☐

☐

☐

**Yes**

Other – please specify all languages

**IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS\***

Please tick the relevant category below and record the visa subclass number as per government requirements:

*(original documents to be sighted and copies to be retained by the school)*

**Australian citizen not born in Australia:**☐

Australian citizen *(Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia)*

Australian passport number:

Naturalisation certificate number:

Visa subclass recorded on entry to Australia:

Date of arrival in Australia:

**Not currently an Australian citizen, please provide further details as appropriate below:**☐

Permanent resident: *(if ticked, record the visa subclass number)*

☐

Temporary resident: *(if ticked, record the visa subclass number)*

☐

Other/visitor/overseas student: *(if ticked, record the visa subclass number)*

**\* Please attach visa/ImmiCard/letter of notification and passport photo page**

**SACRAMENTAL INFORMATION**

<b>Baptism</b>	<b>Date:</b>	<b>Parish:</b>	
<b>Confirmation</b>	<b>Date:</b>	<b>Parish:</b>	
<b>Reconciliation</b>	<b>Date:</b>	<b>Parish:</b>	
<b>Communion</b>	<b>Date:</b>	<b>Parish:</b>	
<b>Parish where the student lives:</b>			

**EMERGENCY CONTACTS – other than student contacts (PARENT/GUARDIAN/CARER)**

<b>1. Name:</b>	<b>2. Name:</b>
<b>Relationship to student:</b>	<b>Relationship to student:</b>
<b>Home telephone:</b>	<b>Home telephone:</b>
<b>Mobile:</b>	<b>Mobile:</b>

## MEDICAL INFORMATION

Doctor's name:

**Telephone:****Medicare number:**

Ref number:

**Expiry:**

**Private health insurance:**

Yes ☐

No ☐

Fund:

Number:

**Ambulance cover:**

Yes ☐

No ☐

Number:

## Health Care Card

Yes ☐

No ☐

Health Care Card No:

**Expiry:**

**Medical condition:**

Please specify any relevant medical conditions for the student, e.g. asthma, diabetes, anaphylaxis, and/or any medications prescribed for the student. A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed.

Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.

**Has the student been diagnosed as being at risk of anaphylaxis?**

Yes ☐No ☐

**If yes, does the student have an EpiPen or Anapen?**

Yes ☐No ☐

**IMMUNISATION** (*please attach an immunisation history statement*)

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement (visit [myGov](#)) and provide it to the school with this enrolment form.

Immunisation history statement attached:

Yes ☐

No ☐

If no, please provide explanation:

If the student entered Australia on a humanitarian visa, did they receive a refugee health check?

Yes ☐No ☐



To meet duty of care obligations and facilitate the smooth transition of your child into the school, please provide all required information. This will assist the school to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.

#### ADDITIONAL NEEDS

Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support? Yes ☐ No ☐

#### Does your child present with:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> autism (ASD)                                | <input type="checkbox"/> behavioural concerns  | <input type="checkbox"/> hearing impairment                        |
| <input type="checkbox"/> intellectual disability/developmental delay | <input type="checkbox"/> mental health issues  | <input type="checkbox"/> oral language/communication difficulties  |
| <input type="checkbox"/> ADD/ADHD                                    | <input type="checkbox"/> acquired brain injury | <input type="checkbox"/> vision impairment                         |
| <input type="checkbox"/> giftedness                                  | <input type="checkbox"/> physical impairment   | <input type="checkbox"/> other condition ( <i>please specify</i> ) |

#### Has your child ever seen a:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> paediatrician           | <input type="checkbox"/> physiotherapist        | <input type="checkbox"/> audiologist                                |
| <input type="checkbox"/> psychologist/counsellor | <input type="checkbox"/> occupational therapist | <input type="checkbox"/> speech pathologist                         |
| <input type="checkbox"/> psychiatrist            | <input type="checkbox"/> continence nurse       | <input type="checkbox"/> other specialist ( <i>please specify</i> ) |

Have you attached all relevant information and reports? Yes ☐ No ☐

#### SIBLINGS ATTENDING A SCHOOL/PRESCHOOL

List all children in your family attending school or preschool (oldest to youngest) – include applicant:

Name	School/preschool	Year/grade	Date of birth

#### HOME CARE ARRANGEMENTS

<input type="checkbox"/> Living with immediate family	<input type="checkbox"/> Out-of-home care
<input type="checkbox"/> Guardian/Carer	<input type="checkbox"/> Shared parenting, <i>e.g. one week with each parent:</i> Days with Parent 1/Guardian 1/Carer 1: Days with Parent 2/Guardian 2/Carer 2:
<input type="checkbox"/> Kinship care	<input type="checkbox"/> Other ( <i>please specify</i> )

**COURT ORDERS OR PARENTING ORDERS (if applicable)**

Are there any current court orders or parenting orders relating to the student? Yes ☐ No ☐

*If yes, copies of these court orders/parenting orders (e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders) must be provided.*

Is there any other information you wish the school to be aware of?

**FAMILY DETAILS**

To whom the account for school fees and levies is sent?

Surname	First name	Address and email	Telephone	Relationship to the student

Please note that the completion, signing and lodgement of this enrolment form is a pre-requisite for consideration of the enrolment of your child at the School, however it does not guarantee enrolment. The enrolment is formalised after the Enrolment Agreement is signed, following an offer for enrolment being made by the School. Please refer to the Terms and Conditions of the Enrolment Agreement for further details and explanation of the terms and conditions that will apply to enrolment at the School, once offered and accepted.



**SIGN  
HERE**

**Student Contact 1**

**PARENT 1/GUARDIAN 1/  
CARER 1 SIGNATURE:**

Date:



**SIGN  
HERE**

**Student Contact 2**

**PARENT 2 /GUARDIAN 2/  
CARER 2 SIGNATURE:**

Date:

**Note:** The Victorian Government provides the following guidance regarding admission requirements:

**Consent**

The signature of:

- parent as defined in the *Family Law Act 1975*
  - Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
- an informal carer, with a statutory declaration. Carers:
  - may be a relative or other carer
  - have day-to-day care of the student with the student regularly living with them
  - may provide any other consent required e.g. excursions.

Notes for informal carer:

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

**Disclaimer:** Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy enclosed with this Enrolment Pack and available on its website [www.mqhgreenvale.catholic.edu.au](http://www.mqhgreenvale.catholic.edu.au)

PLEASE COMPLETE THIS CHECK LIST

#### PARENT/GUARDIAN/CARER DOCUMENTATION CHECKLIST

Please ensure that the following documents are attached to the Enrolment Application form  
(as applicable to your child):

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

# Mary Queen of Heaven School Family Occupation Index: Parent Occupation Groups



Mary Queen of Heaven is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

*Please select the appropriate group from the following list.*

## Group N: Unemployed for more than 12 months

If you are not currently in paid work but **have had a job in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.

## Occupation Group A: Senior management in large business organisations, government administration and defence and qualified professionals

### Senior management in large business organisations

- ☐ **Senior executive/manager/department head** in industry, commerce, media or other large organisations
- ☐ **Business** (e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager)
- ☐ **Media** (e.g. newspaper editor, film/television/radio/stage producer/director/manager)

### Government administration

- ☐ **Public service manager** (Section head or above) (e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research/facility manager, police/fire services administrator)
- ☐ **Defence Forces commissioned officer**

**Qualified professionals** – generally have a degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems, identify, treat and advise on problems, teach others

- ☐ **Health** (e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician)
- ☐ **Education** (e.g. school teacher, university lecturer, VET/special education/EAL/private teacher, education officer)
- ☐ **Law** (e.g. judge, magistrate, barrister, coroner, solicitor, lawyer)
- ☐ **Social welfare** (e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator)
- ☐ **Engineering** (e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer)
- ☐ **Science** (e.g. scientist, geologist, meteorologist, metallurgist)

- ☐ **Computing** (e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer)
- ☐ **Business** (e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)
- ☐ **Air/sea transport** (e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot)

## Occupation Group B: Other business owners/managers, arts/media/sportspersons and associate professionals

### Business owner/manager

- ☐ **Farm/business owner/manager** (e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business)
- ☐ **Specialist manager** (e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations)
- ☐ **Financial services manager** (e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer)
- ☐ **Retail sales/services manager** (e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station)

### Arts/media/sportspersons

- ☐ **Artist/writer** (e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor)
- ☐ **Sports** (e.g. sportsman/woman, coach, trainer, sports official)

**Associate professionals** – generally have diploma/technical qualifications and provide support to managers and professionals

- ☐ **Medical, science, building, engineering, computer** technician/associate professional
- ☐ **Health/social welfare** (e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)
- ☐ **Law** (e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, law clerk, court officer, bailiff)
- ☐ **Business/administration** (e.g. recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors)
- ☐ **Defence Forces** (e.g. senior non-commissioned officer)
- ☐ **Other** (e.g. library technician, museum/gallery technician, research assistant, proofreader)

## Occupation Group C: Tradesmen/women, clerks and skilled office, sales and service staff

**Tradesmen/women** – generally have completed a four-year trade certificate, usually by apprenticeship. All tradesmen/women are included in this group.

- ☐ **Trades** (e.g. electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer)

### Clerks, skilled office, sales and service staff

- ☐ **Clerk** (e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk)
- ☐ **Office** (e.g. secretary, personal assistant, desktop publishing operator, switchboard operator)
- ☐ **Sales** (e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher)
- ☐ **Carer** (e.g. aged/disabled/refuge care worker, child care assistant, nanny)
- ☐ **Service** (e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor)

## Occupation Group D: Machine operators, hospitality staff, office assistants, labourers and related workers

### Drivers, mobile plant, production/processing machinery and other machinery operators

- ☐ **Driver or mobile plant operator** (e.g. car, taxi, truck, bus, tram or train driver, courier/deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator)
- ☐ **Production/processing machine operator** (e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator)
- ☐ **Machinery operator** (e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery)

### Hospitality, office staff

- ☐ **Sales staff** (e.g. sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker)
- ☐ **Office staff** (e.g. typist, word processing/data entry/business machine operator, receptionist)
- ☐ **Hospitality staff** (e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper)
- ☐ **Assistant/aide** (e.g. trades assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant)

### Labourers and related workers

- ☐ **Defence Forces** (other ranks (below senior NCO) without trade qualification not included above)
- ☐ **Agriculture, horticulture, forestry, fishing, mining worker** (e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- ☐ **Other worker** (e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

# Mary Queen of Heaven Parent/Guardian/Carer Code of Conduct



Mary Queen of Heaven is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

## Purpose

Mary Queen of Heaven is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the school.

It is the intention of Mary Queen of Heaven to provide clear guidelines to all parents and visitors regarding the conduct expected of them while on the school premises, engaging in school-related activities or representing the school. Parents/guardians/carers and visitors are expected to uphold the school's core values at all times.

## Application

This Code of Conduct applies to all Mary Queen of Heaven parents, guardians, carers and visitors to the school. The application of this code is not limited to the school site and school hours. It extends to all activities and events that are school-related and when visiting or representing the school, including, without limitation, at all times when wearing the school uniform. The code also requires that parent/guardian/carers or visitor actions do not bring the school into disrepute at any time, regardless of whether the action occurs within or outside of school activities.

## Basic Principles

This Code of Conduct is based on the following principles that everyone at Mary Queen of Heaven:

- has the right to be safe
- has the right to be treated with respect and be valued even in disagreement
- has the right to participate within a secure environment without interference, intimidation, harassment, bullying or discrimination
- is encouraged to be respectful, polite, courteous and considerate of others
- has the right to be supported and challenged as ongoing learners.

## Expected Conduct and Bearing of all Parents/Guardians/Carers

It is expected that every parent/guardian/carers will:

- uphold the school's core beliefs and values
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
- abide by all health and safety rules and procedures operating within the school and other locations at which they may visit while representing the school
- ensure that their actions do not bring the school into disrepute
- respect school staff and accept their authority and direction within the exercise of their duties at the school
- observe all school rules as required
- strictly adhere to the school's policies and procedures as required



- behave with respect, courtesy and consideration for others
- refrain from all forms of bullying and harassment
- refrain from any form of verbal insult or abuse and from any form of physical abuse or intimidation
- refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the school, employees or students of the school, including activities on social media
- respect school property and the property of staff, contractors, volunteers and other students
- not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health while visiting the school site, attending school functions or engaging in school-based activities
- respect school staff and accept their authority and direction within the exercise of their duties at the school
- use the school's Complaints Handling Policy to seek resolution for any problems that arise, and accept the school's procedures for handling matters of complaint.

## Unacceptable Conduct

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students, children or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person
- any form of physical or verbal violence including fighting, assault or threats of violence
- approaching a child that is not your own with a view to disciplining that child for their behaviour. Such matters are only to be dealt with by school staff
- approaching other school parents to resolve issues arising between students at school. Such matters should be referred to school staff
- any form of cyber bullying or cyber abuse that is directed towards the school, staff members, students or parents or any member connected to the school
- any form of threatening language, gestures or conduct
- language or conduct which is threatening or likely to offend, harass, bully or unfairly discriminate against any student, employee, contractor, volunteer or other
- corresponding or communicating with school staff in a manner which is unreasonable (including for example, via email or app's) in terms of the frequency or volume of communications, or the nature or tone of such communications
- theft, fraud or misuse of school resources
- the use of inappropriate or profane words or gestures and images
- visiting school, attending social, sporting or other functions while intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health
- smoking on the school premises or within the immediate environs of the school
- claiming to represent the school in any matter without explicit permission from the school principal to do so.

## Breach of the Code of Conduct

Parents/guardians/carers who breach this code of conduct will be contacted by the school principal. Appropriate action, which may include being banned from coming onto school grounds, attending school functions or school-based activities or, setting mandatory parameters around methods and timing of communication, is at the discretion of the school principal.

Parents/guardians/carers who continually breach this Code of Conduct or who engage in a significant and/or serious breach, will be referred to the principal, who has full discretion to take or to seek the taking of action which may include termination of this enrolment agreement.

Termination of this enrolment agreement may occur in circumstances where any parent/guardian/carer repeatedly breaches the Code of Conduct (after the parent/guardian/carer, or the family collectively, has been warned that any further breach may result in a termination of enrolment), or should any parent/guardian/carer engage in conduct on a single occasion which constitutes a serious breach of the Code of Conduct (involving for example, conduct which poses a serious risk to staff or student health and safety), the circumstances may result in a termination of their child's enrolment.

A decision to withdraw or terminate the enrolment of a student may only be made by the Director, Learning and Regional Services upon consideration of the following:

- the view of the principal of the school
- an objective assessment of all presenting circumstances.

Before any final decision as to termination of enrolment is made, the student's family will be provided with an opportunity to comment on and/or provide any relevant information for consideration in this regard.

In accordance with applicable legislation and the school's Child Protection Policy, the police and/or 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH) will be informed of any unlawful breaches of this code.



NAME OF PARENT/GUARDIAN /CARER:	Signature:	Date:
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# Mary Queen of Heaven Student Code of Conduct



Mary Queen of Heaven is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

## Purpose

Mary Queen of Heaven is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students of the school.

It is the intention of Mary Queen of Heaven to provide clear guidelines to all students regarding the conduct expected of them while at school, engaging in school-related activities or representing the school. Students are expected to uphold the school's core values at all times.

## Application

This Code of Conduct applies to all Mary Queen of Heaven students. The application of this code is not limited to the school site and school hours. It extends to all activities and events that are school-related and when representing or acting on behalf of the school, including, without limitation, at all times when wearing the school uniform. The code also requires that student actions do not bring the school into disrepute at any time, regardless of whether the action occurs within or outside of school activities.

## Basic Principles

This Code of Conduct is based on the following principles that everyone at Mary Queen of Heaven

- has the right to be safe
- has the right to be treated with respect and be valued, even in diversity
- has the right to participate within a secure environment without interference, intimidation, harassment, bullying or discrimination
- is encouraged to be respectful, polite, courteous and considerate of others
- has the right to be supported and challenged as ongoing learners.

## Expected Conduct and Bearing of all Students

It is expected that every student will:

- uphold the school's core values at all times
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
- abide by all health and safety rules and procedures operating within the school and other locations at which the students may visit
- ensure that their actions do not bring the school into disrepute
- respect the authority of members of staff and observe school rules and teacher directions as required
- strictly adhere to the Student ICT Responsible Use Agreement
- be respectful and supportive of the school's beliefs and values
- behave with courtesy and consideration for others

- refrain from all forms of bullying, harassment, racial vilification and discrimination of any nature
- report any behaviour of other students that is harmful to other students, or to the teachers or school
- support other students, or seek help for other students who need assistance or are in a vulnerable situation
- refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students
- respect school property and the property of staff, contractors, visitors and other students
- be punctual and attend all classes
- remain in the school grounds during the school day unless otherwise approved by the principal
- complete work set by teachers promptly and to the best of their ability and to take full advantage of the educational opportunities offered at the school
- dress neatly and with due regard for health, hygiene and safety in accordance with the school's uniform requirements.

## Unacceptable Conduct

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person
- any form of physical or verbal violence (including fighting, assault or threats of violence, bullying, name calling, racial discrimination or discrimination on grounds of disability, appearance or religion)
- any form of cyber bullying or cyber abuse
- theft or misuse of property belonging to other students or the school
- sending inappropriate, offensive or explicit text messages, photos or videos
- language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, teacher, contractor or visitor
- the use of inappropriate or profane words or gestures and images
- unacceptable class attendance levels
- being uncooperative with teachers during class or school activities and generally disrupting planned activities.

## Supporting Positive Behaviour

The school's Behaviour Management Policy is based on a model of Positive Behaviour Support. This is a model that acknowledges the positive behaviour of the majority of students, and puts strategies into place to model and specifically teach expected behaviours. It targets focused support, including staged sanctions, for the minority of students that do not embrace positive behaviour.

## Breach of the Student Code of Conduct

Students who breach this code of conduct may be sanctioned by the class teacher or school principal as deemed appropriate given the nature of breach and the age of the student.

In cases of serious and/or persistent breaches of the student code of conduct, the Mary Queen of Heaven Behaviour Management Policy outlines the consequences for student misbehaviour and the management of suspension and expulsion if matters come to those extremes.

In accordance with applicable legislation and the school's Child Safety Policy, the police and/or 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH) will be informed of any unlawful breaches of this code.



NAME OF STUDENT:		Date:
SIGNATURE OF STUDENT:		Date:
SIGNATURE OF PARENT/ GUARDIAN/CARER:		Date:

# Mary Queen of Heaven Photography and Recording Permission Form



Dear Parent/Guardian/Carer,

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

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

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

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

NAME OF STUDENT:

YEAR LEVEL:

I give permission for my child's:

- ☐ name
- ☐ photograph
- ☐ recording

to be published by the school on/in:

- ☐ the school website
- ☐ social media
- ☐ promotional materials
- ☐ newspapers and other media.

☐ I authorise MACS and the CECV to use photographs and recordings in material available free of charge to schools and education departments around Australia for MACS and CECV promotional, marketing, media and educational purposes.

☐ I give permission for a photograph and recording of my child to be used by the school, MACS and the CECV in the agreed publications without acknowledgment, remuneration or compensation.

☐ I understand and agree that if I do not wish to consent to my child's photograph or recording appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

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

NAME OF PARENT/GUARDIAN/CARER (Please circle):

**SIGN  
HERE**

Signature:

Date:

If the student is aged 15 or over, they may also sign:

**SIGN  
HERE**

Signature:

Date:

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

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on the school website: [www.mqhgreenvale.catholic.edu.au](http://www.mqhgreenvale.catholic.edu.au)

# Mary Queen of Heaven Concessional Fee Policy



Mary Queen of Heaven is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

## Policy

### 1. Eligibility for Concessional School Fees

1.1 Concessional school fees are available to any family that meets the below eligibility criteria:

- 1.1.1 of Aboriginal or Torres Strait Islander heritage
- 1.1.2 holding an HCC and eligible for CSEF
- 1.1.3 experiencing severe financial hardship
- 1.1.4 holding a DVA Gold Card
- 1.1.5 identified as refugees and holding an ImmiCard is strongly encouraged to apply for concessional school fees.

1.2 Any family required to relocate their (Australian resident) child to St Michael's Catholic Primary School, North Melbourne, due to the child requiring long term medical treatment at The Royal Children's Hospital, Melbourne will be eligible for concessional student fees. Pro-rata concession is provided for part-year attendance. An annual statutory declaration is required to confirm eligibility.

1.3 HSS who attend a MACS primary school on a part time basis, who meet any of the criteria detailed in Policy points 1.1 or 1.2 are eligible for concessional student fees.

### 2. Ineligibility for Concessional School Fees

2.1 FFPOS or full-time HSS are ineligible for concessional school fees as government funding is not available for FFPOS or full-time HSS.

### 3. Concessional School Fees for Eligible Students

3.1 Students of eligible families are entitled to concessional school fees.

3.2 The school fees for eligible students are:

- 3.2.1 1 child: \$15 per child per week, direct debit (\$780 per annum or \$195 per term)
- 3.2.2 2 children: \$23 for the family per week, direct debit (\$1,196 per annum, or \$299 per term)
- 3.2.3 3+ children: \$30 for the family per week, direct debit (\$1,560 per annum, or \$390 per term)

3.3 The above fees cover both tuition fees and levies.

### 4. Operationalisation of Concessional Fee Policy

4.1 Principals may apply this policy and procedures from the date of approval of this policy.

4.2 All schools are required to comply with this policy prior to setting fees for 2022.



# Mary Queen of Heaven

## School Privacy Policy



This Privacy Policy sets out how the School manages personal information provided to or collected by it.

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

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 School collects and holds personal information, including health and other sensitive information, about:

- students and parents and/or guardians ('Parents') before, during and after the course of a student's enrolment at the School including:

- name, contact details (including next of kin), date of birth, gender, language background, previous school and religion

- parents' education, occupation and language background

- medical information (e.g. details of disability and/or allergies, and details of any assistance the student receives in relation to those disabilities, medical reports, names of doctors)

- conduct and complaint records, or other behaviour notes, school attendance and school reports

- information about referrals to government welfare agencies

- counselling reports

- health fund details and Medicare number

- any court orders

- volunteering information (including Working With Children Checks)

- photos and videos at school events.

- job applicants, staff members, volunteers and contractors, including:

- name, contact details (including next of kin), date of birth and religion

information on job applications  
professional development history  
salary and payment information, including superannuation details  
medical information (e.g. details of disability and/or allergies and medical certificates)  
complaint records and investigation reports  
leave details  
photos and videos at school events  
workplace surveillance information  
work emails and private emails (when using work email address) and internet browsing history

other people who come into contact with the School, including name and contact details and any other information necessary for the particular 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 students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than Parents and students (such as job applicants and contractors) provide personal information to the School.

### **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. The type of information the School may collect from another school may include:

- academic records and/or achievement levels
- information that may be relevant to assisting the new school meet the needs of the student including any adjustments

### **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 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 be able to identify individuals with whom it interacts and to collect identifiable information about them to facilitate the delivery of schooling to its students and its educational and support services, conduct the job application process and fulfil other obligations and processes. However, in some limited circumstances 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.

Students and Parents: In relation to personal information of students and Parents, the School's primary purpose of collection is to enable the School to provide schooling to students enrolled at the School (including educational and support services for the student), exercise its duty of care and perform necessary associated administrative activities which will enable students to take part in all the activities of the School. This includes satisfying the needs of Parents, the needs of the student and the needs of the School throughout the whole period the student is enrolled at the School.

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

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines
- day-to-day administration of the School
- looking after students' educational, social and medical wellbeing
- seeking donations and marketing for the School
- to satisfy the School's legal obligations and allow the School to discharge its duty of care
- to satisfy the School service providers' legal obligations, including the Catholic Education Commission of Victoria Ltd (CECV) and the Catholic Education Offices.

In some cases where the School requests personal information about a student or Parent, if the information requested is not provided, the School may not be able to enrol or continue the enrolment of the student or permit the student 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
- 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 [include any alumni associations], to enable the School and the volunteers to work together, to confirm their suitability and to manage their visits.

### Counsellors

The School contracts with external providers to provide counselling services for some students. The principal may require the Counsellor to inform him or her or other teachers of any issues the principal and the Counsellor believe may be necessary for the School to know for the well-being or development of the student who is counselled or other students at the School.

## Parish

The School may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.

## 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 students 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 and sometimes people's images, 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 for educational, administrative and support purposes. This may include to:

- School service providers which provide educational, support and health services to the School, (either at the School or off campus) including the Catholic Education Commission of Victoria Ltd (CECV), Catholic Education Offices, specialist visiting teachers, volunteers, counsellors, sports coaches and providers of learning and assessment tools
- third party service providers that provide online educational and assessment support services, document and data management services, training and support services, hosting services, and software-as-a-services applications (such as the Integrated Catholic Online Network (ICON) and Google's G Suite)
- CECV and Catholic Education offices to discharge its responsibilities under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) (AE Act) relating to students with a disability
- other third parties which the school uses to support or enhance the educational or pastoral care services for its students or to facilitate communications with Parents
- another school including to its teachers to facilitate the transfer of a student
- Federal and State government departments and agencies
- health service providers
- recipients of School publications, such as newsletters and magazines
- student's parents or guardians and their emergency contacts
- assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority
- anyone to whom you authorise the School to disclose information
- anyone who we are required or authorised to disclose the information to by law, including child protection laws.

## Nationally Consistent Collection of Data on School Students with Disability

The school is required by the Federal Australian Education Regulation (2013) and Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information under the Nationally Consistent

Collection of Data (NCCD) on students with a disability. The school provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.

### **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; or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The School may from time to time use the services of third party online service providers (including for the delivery of services and third party online applications, or Apps relating to email, instant messaging and education and assessment, such as Google's G Suite, including Gmail) which may be accessible by you. Some personal information [including sensitive information] may be collected and processed or stored by these providers in connection with these services. These online service providers may be located in or outside Australia.

School personnel and the school's service providers, and the CECV and its service providers, may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the system and services ensuring their proper use.

The school makes reasonable efforts to be satisfied about the security of any personal information that may be collected, processed and stored outside Australia, in connection with any cloud and third party services and will endeavour to ensure the cloud is located in countries with substantially similar protections as the APPs.

The countries in which the servers of cloud service providers and other third party service providers are located may include:

- Google: International- Backed-up and stored at multiple locations:  
<https://www.google.com/about/datacenters/locations/>
- Skoolbag: Australia:  
<https://www.mogproducts.com.au/skoolbag/skoolbag-data-protection-policy/#:~:text=All%20SkoolBag%20data%20is%20hosted%20on%20AWS%20within%20Australian%20borders.>
- Seesaw: AWS has Multiple Data Centres though believe its kept within the Australian one.  
<https://help.seesaw.me/hc/en-us/articles/204472519-Where-is-my-data-stored->  
AWS: [https://aws.amazon.com/about-aws/global-infrastructure/regions\\_az/](https://aws.amazon.com/about-aws/global-infrastructure/regions_az/)
- Mathletics: Australia, though may be accessed globally see below:  
<https://www.3plearning.com/privacy/>
- Hapara: International believe the US  
<https://hapara.com/privacy-policy/>

- ClickView: Within Australia  
AWS: [https://aws.amazon.com/about-aws/global-infrastructure/regions\\_az/](https://aws.amazon.com/about-aws/global-infrastructure/regions_az/)
- Essential Assessment: Within Australia
- Naplan: Within Australia

<https://www.nap.edu.au/docs/default-source/default-document-library/naplan-privacy-notice.pdf>

- CompliSpace: Within Australia but may store some data outside the country  
<https://www.complispace.com.au/privacy-policy>

- Passtab: Within Australia <https://passtab.com/privacy.html>

AWS: [https://aws.amazon.com/about-aws/global-infrastructure/regions\\_az/](https://aws.amazon.com/about-aws/global-infrastructure/regions_az/)

- PAT Testing: Australia, though may disclose information overseas other organisation or bodies.

Privacy Policy: <https://www.acer.org/privacy>

- JAMF: Within Australia, though is an international company. May share within organisation.  
<https://www.jamf.com/jamf-nation/articles/500/jamf-cloud-hosted-data-region-information>

Where personal and sensitive information is retained by a cloud service provider on behalf of CECV to facilitate Human Resources and staff administrative support, this information may be stored on servers located in or outside Australia.

### **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 students' 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. This includes responding to any incidents which may affect the security of the personal information it holds. If we assess that anyone whose information is affected by such a breach is likely to suffer serious harm

as a result, we will notify them and the Office of the Australian Information Commissioner of the breach.

It is recommended that parents and the school community adopt secure practices to protect themselves. You should ensure that all passwords you use are strong and regularly updated and that your log in details are kept secure. Do not share your personal information with anyone without first verifying their identity and organisation. If you believe any of your personal information has been compromised, please let the School know immediately.

### **Access and correction of personal information**

Under the Privacy Act and the Health Records Act, an individual has the right to seek and 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. Students will generally be able to access and update their personal information through their Parents, but older students may seek access and correction themselves.

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

To make a request to access or to update any personal information the School holds about you or your child, please contact the School Principal or School Administrator 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.

There may be circumstances where the reason for refusal is not provided, if doing so may breach the privacy of another person.

### **Consent and rights of access to the personal information of students**

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 student to the student's Parents. The School will treat consent given by Parents as consent given on behalf of the student, and notice to Parents will act as notice given to the student.

Parents may seek access to personal information held by the School about them or their child by contacting the School Principal or School Administrator 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 student.

The School may, at its discretion, on the request of a student grant that student access to information held by the School about them, or allow a student 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 student and/or the student's personal circumstances warrant it.

### **Enquiries and complaints and contact details**

If you would like further information about the way the School manages the personal information it holds about you, or wish to complain that you believe that the School has breached its privacy obligations, please contact the School Principal by writing or telephone at Mary Queen of Heaven. The School will investigate your 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.

If you are not satisfied with the School's decision you may make a complaint to the Office of the Australian Information Commissioner (OAIC) whose contact details are:

GPO Box 5218, Sydney, NSW 2001

Telephone: 1300 363 992

[www.oaic.gov.au](http://www.oaic.gov.au)