ENROLMENT PROCEDURES
YEARS K – 6 2014/2015

1. ENROLMENT PROCEDURE:
   (a) Application forms are completed and lodged with the school office.
   (b) Original Birth Certificate must be sighted at the office, where it will be copied. Original Baptism Certificate must accompany this application. A $35.00 application fee is payable on the submission of Enrolment Applications. This fee covers administration costs and is non refundable.

2. INTERVIEW WITH PRINCIPAL OR A MEMBER OF THE SCHOOL LEADERSHIP TEAM: When Enrolment Application forms are returned to the office please make your appointment for an interview. (Your child also needs to attend this appointment).

3. PARISH ENROLMENT COMMITTEE: In accordance with Diocesan Enrolment Policy for Catholic Schools, a representative committee (comprising Parish Priest, Principal, Assistant Principal and Co-ordinators) will meet to discuss the application and determine positions.

4. NOTIFICATION OF ENROLMENT: Families should expect official notification of the success, or otherwise, of their application, in writing.

5. ACCEPTANCE OF PLACEMENT: Parents for 1-6 indicate their acceptance of placement by signing and returning the Acceptance Advice – Kindergarten payment of Resource fee of $115 and signing and returning Acceptance Advice.

6. FEES: Inability to pay school fees shall not be seen as an obstacle to enrolment. However, if special allowances are made with regards to fees, it is expected that parents contribute in some other tangible way to the well being of the school.

7. TRANSPORT: Busways provide a number of buses for the conveyance of children to school. However, if families don’t live on the established bus routes, then it is the responsibility of parents to arrange transport for their children. Train passes are available for children who are eligible for this form of travel.
8. **ELIGIBILITY FOR ENROLMENT:** All children for Kindergarten enrolments must turn five by July 31 of the first year of school.

While all parents and children who are prepared to support the religious principles and ideals of the Catholic school may be considered eligible for enrolment, priority for enrolment shall be given in the following order:

- Children of Catholic families who are actively involved in the Richmond Parish Community.

- Children of Catholic families from other parishes who are actively involved in their respective parish and who, for special reasons deemed sufficient by the School Enrolment Committee, seek enrolment in the school.

- Children of Catholic families who live within the parish (or parishes) on which the school depends.

- Children of Catholic families of other parishes.

- Children of Orthodox or other Christian families.

- Children of Non-Christian families.

The acceptance of siblings into the school is dependent on their meeting the normal enrolment criteria of the school. However, the enrolment committee will take into account the special circumstances of each family when making its determination for enrolment.

Special consideration will be given to children with handicaps and other special needs when applying for enrolment. In some cases specialised assessment procedures may be required to ensure that a child is suitably placed and the school has sufficient resources to meet their individual needs.

Appeals against the decision of the School Enrolment Committee shall be made to the Parramatta Diocesan Schools Board through the Executive Director of Schools.
Dear Parents/Guardians & Friends,

St Monica’s Primary School is part of the educational system which is administered by the Catholic Education Office. This office in turn is responsible to Bishop Anthony Fisher. As a systemic school we are responsible for the collection of fees to ensure ongoing and effective operation.

These fees include:-

1. **School Fees:** Flow on to the Catholic Education Office. The school benefits from these fees through schools operating costs, administration and support and school salaries.

<table>
<thead>
<tr>
<th>Per Term 2014</th>
<th>1st Child</th>
<th>2nd Child</th>
<th>3rd Child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>$332</td>
<td>$249</td>
<td>$166</td>
</tr>
<tr>
<td>Year 1-6</td>
<td>$429</td>
<td>$321</td>
<td>$214</td>
</tr>
</tbody>
</table>

- Families with four or more children attending Catholic schools will have the fourth and subsequent child educated without additional school fees being charged.
- Fees are charged over three Terms.

2. **Family Building Levy:** The Diocesan Family Building Levy for 2014 is at the rate of $669 per annum for the first child attending a systemic school in the Parramatta Diocese. Where families have genuine economic problems, the same collection conditions apply as for Diocesan School Fees.

3. **Technology & Administration Fee:** This fee of $135 per year ($45 per term) per family supports a number of school based initiatives which allow for:

   3.1 the employment of support teachers.
   3.2 the upkeep and development of computer technology.
   3.3 the employment of contractors necessary for support of ground development.
   3.4 support of air conditioning upkeep and service fees.

4. **Resource Fees:** These fees of $95 (2014) (for years 1-6) per child supports the purchase of children’s working materials which include, text books, class resources, paints, brushes, craft supply. $110 (2014) for Kindergarten students includes their orientation booklet.

It is my ongoing aim to ensure that all fees paid to this school are used to the benefit of all members of our school community.

Yours sincerely,

MR CAMERON LIEVORE
Principal
PARENT INFORMATION EXTRACT RE FEES

The following is an extract from Diocesan Schedule of Fees and is mandatory for all Diocesan schools to implement...

The system of schools within the Diocese of Parramatta is a non-profit organisation and as such acceptance of enrolment into a Catholic School of the Diocese ordinarily involves a responsibility and commitment to pay School Fees as they fall due for payment.

Except where specifically noted, in interpretation of the following, the words “school fees” and “fees” should be taken to include Diocesan School Fees, Diocesan Family Building Levy and any other fees or charges as advised by the school from time to time.

Fees:
1. All fees are due and payable within 30 days of the date the school account statement is issued.

2. Late payment of fees may attract a late payment as published in the Diocesan schedule of school fees.

3. For students not enrolled at the school for the full year, fees will be payable on a pro-rate basis based upon the number of weeks attended over the year (40 weeks). Attendance for part of a week will be deemed a full week for the purposes of this calculation.

4. Absence during the whole or any part of the term does not remove the obligation to make payment of the terms fees.

5. Except in unforeseen circumstances, a full terms notice, in writing, must be given to the Principal before a pupil is withdrawn from the school and in default of such notice, a full terms fees will be payable.

6. On termination of enrolment any adjustment to fees already paid will be at the sole discretion of the School.

7. Where fees and charges are not paid in full and an acceptable arrangement has not been made, the parent(s) or guardian(s) may be liable to legal action for the recovery of any unpaid fees or other charges. All legal and/or collection charges incurred by the school for the recovery of any overdue amount will be payable by the parent(s) or guardian(s).

8. In addition to any action taken to recover outstanding fees, the enrolment of the student(s) may be discontinued.
**Financial Assistance:**

1. Reduced levels of Diocesan School Fees are available for the 2nd and 3rd child with no fees payable for 4th or subsequent children of a family attending a Catholic Systemic school within the Diocese of Parramatta, St Dominic’s Kingswood, Catholic Systemic schools within the Archdiocese of Sydney, and Diocese of Broken Bay and Wollongong.

2. At the discretion of the Principal, a further discount of up to 10% may be given on the total Diocesan school fees where there are siblings attending Congregational schools and the Principal believes that the financial circumstances of a given family warrant some reduction.

3. No child will be refused a place in a Catholic Systemic School where **genuine** financial hardship is experienced. In these circumstances parents should consult confidentially with the Principal so as assistance can be made available.

**Payment Options:**

The following payment methods are available:

1. Cash or Cheque
2. Direct Debit instalments – only offered to those experiencing financial hardship
3. EFTPOS
4. Credit Card payments over the phone
5. BPay – organised through your banking institution
6. Flexible Payment Plan - offered at the beginning of the year
7. Salary Sacrifice – offered at the beginning of the year
Standard collection notice

Available at: http://www.parra.catholic.edu.au/policy-central

1. CEDP (through our schools, Catholic Early Learning Centres (CELCs), Catholic Out of School Hours Care services (COSHCs) and offices) collects personal information, including sensitive information about students in our schools, children in our care (together 'Students') and their parent/s, carer/s or guardian/s ('Parents') before and during the course of a Student's enrolment. The primary purpose of collecting this information is to enable us to provide schooling and care for our Students.

2. Some of the information we collect is to satisfy our legal obligations, particularly to enable our schools, COSHC, CELC and offices to discharge their duty of care.

3. Certain laws governing or relating to the operation of schools and child care require that certain information is collected and disclosed. These include the Education Act and Public Health and Child Protection laws.

4. Health information about Students is sensitive information under the Privacy Act. We may request medical reports about Students from time to time. If we do not obtain the information we may not be able to enrol or continue the enrolment of the Student.

5. We may from time to time disclose personal information (including sensitive information) to others for administrative, care and educational purposes. This includes to other schools, government departments, government agencies, statutory boards, the CEO, the Catholic Education Commission, your local diocese and the parish. We may also disclose your personal information (including sensitive information) to government authorities such as the NSW Board of Studies, the Australian Curriculum, Assessment and Reporting Authority (ACARA), medical practitioners and people providing services to us, including specialist visiting teachers, sports coaches, volunteers and counsellors.

6. In addition to the agencies and purposes cited at 5 above, personal information relating to Students and Parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain school information relating to the circumstances of Parents and Students on the MySchool website. The information published on the MySchool website is aggregated information and will not identify the Parent or Student.

7. Personal information collected from Students is regularly disclosed to their Parents. On occasions, information such as academic and sporting achievements, student activities and other news is published in School newsletters, our magazines, posters and websites.

8. Occasionally photographs or videos are taken of individual Students and groups of Students and these may be published. If you do not wish, or do not wish for your child, to be photographed, videoed or recorded under any circumstances, or to have your/their photographs, videos or sound recording published, please make sure you advise the principal, care centre director or our privacy officer. Contact details for our privacy officer are included at the end of this notice.
9. Our Privacy Statement sets out how you may access and seek correction of your personal information and how Parents may access and seek correction of personal information collected about their child. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of our schools’, CELCs’, COSHCs’ or offices’ duty of care to the Student, or where Students have provided information in confidence.

10. Our Privacy Statement also sets out how you may complain about a breach of privacy and how we will deal with such a complaint. Our Privacy Statement is available in Policy Central at http://www.parra.catholic.edu.au/privacy

11. As you may know, we may from time to time engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in our fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

12. We may include your contact details in a class list and our schools, COSHCs, CELCs and office directories.

13. If you provide us with the personal information of others, such as doctors’ or emergency contacts, we encourage you to inform them that you are disclosing that information to us and why, that they can access that information if they wish and that we do not usually disclose the information to third parties.

14. We may use service providers who provide certain services to us and our staff and Students, including data storage and contemporary online teaching tools. We may provide your personal information to such service providers in connection with the provision of these services. Such service providers may store, or process, data outside Australia, including in the United States, Singapore, Ireland and possibly other countries. We endeavour to find where these providers store their data and update this collection notice as such information becomes available to us. In addition, our email service provider may store and process emails in the United States or in any other country utilised by Google.

15. You may obtain further information from the following:
   • For our schools: the school principal
   • For our CELCs: the CELC director
   • For our COSHCs: the COSHC supervisor
   • For our offices:

Privacy Officer:
Catholic Education Diocese of Parramatta
Locked Bag 4
North Parramatta NSW 1750
T: 9840 5600.
Volunteer and contractor collection notice
Available at: http://www.parra.catholic.edu.au/policy-central

1. In applying to provide your services you will be providing (through our schools, Catholic Early Learning Centres (CELCs), Catholic Out of School Hours Care services (COSHCs) and offices) with personal information.

2. If you provide us with personal information, for example your name and address or information contained on your resume or tender, we will collect the information in order to assess your application or tender. We may also make notes and prepare a confidential report in respect of your application or tender.

3. You agree that we may store this information for a reasonable period of time.

4. Our Privacy Statement sets out how you may access and seek correction of your personal information and how you may complain about a breach of the APPs. Our Privacy Statement is available on our website http://www.parra.catholic.edu.au/privacy.

5. We may disclose this kind of information to the following types of organisations: the Catholic Education Commission and Catholic Commission for Employment Relations. We will also disclose this information with your consent or as required or authorised by law.

6. We are required to conduct a criminal record check and collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law. We may also elect to collect personal information about you in accordance with these laws.

7. We may use service providers who provide certain services to us and our staff and students including data storage and contemporary online teaching tools. We may provide your personal information to such service providers in connection with the provision of these services. Our service providers may store, or process, data outside Australia, including in the United States, Singapore, Ireland and possibly other countries. We endeavour to find where these providers store their data and update this collection notice as such information becomes available to us. In addition, our email service provider may store and process emails in the United States or in any other country utilised by Google.

8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to us and why, that they can access that information if they wish and that we do not usually disclose the information to third parties.

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Privacy Officer:
Catholic Education Diocese of Parramatta
Locked Bag 4
North Parramatta NSW 1750
T: 9840 5600.
St Monica’s Primary School
Richmond

Mission Document
Aims and Goals
Celebration of Faith

To witness God’s love and share the Gospel message by:

- ensuring that relationships are based on Gospel values of:
  - Justice
  - Respect
  - Human Dignity
  - Tolerance

- ensuring that the teachings of our Catholic faith and tradition is integrated into all key learning areas

- continuing the development of Religious Education through ‘Sharing Our Story’

- ensuring that the liturgies are meaningful celebrations for all

Dignity of Each Person

To provide support and care for all members of our community by:

- recognising the presence of Christ in each person

- establishing an effective process of staff development

- fostering the pastoral care of all community members

- providing information and access to appropriate support networks

To foster self discipline through positive self esteem and respect of the individual by:

- developing a Behaviour Support Policy that promotes equality and respect of both person and property

- ensuring that the school’s Behaviour Support ethos is owned by all members of our community
Support for Learning

To enrich the learning environment through the provision of appropriate resources by:

- utilizing current educational resources effectively
- continually reviewing and updating resources to meet the needs of all Key Learning Areas
- providing support and training for staff in the use of new resources

To meet the challenges of ever-changing technology by:

- securing appropriate new technology to support learning
- integrating the use of technology across all key learning areas
- providing sufficient professional development to meet the needs of teachers – eg in computers, quality teaching framework

To provide a functional, flexible and attractive learning environment by:

- maintaining comfortable and safe facilities
- developing attractive and equitable playgrounds for all children
Building Partnership

To foster active participation of our parent community in school activities by:

- welcoming and encouraging parental involvement
- providing inservice and training for parents
- exploring the possibility of a parent resource centre
- empowering parent networks throughout the school community

To ensure recognition and respect for St Monica’s within the Hawkesbury district by:

- continuing the school’s active involvement in district events and initiatives
- welcoming and encouraging community involvement
- promoting local history and resources in appropriate Key Learning Areas

To foster an ongoing relationship between school and Parish by:

- ensuring effective communication between school, Parish Priest and team
- clarifying the school’s role in the Parish-Based Sacramental Program
Excellence in Teaching and Learning

To provide an educational environment which is open to change and growth by:

- raising awareness of and responding to children’s different learning styles
- fostering new and exciting teaching strategies
- exploring flexible groupings of children to maximise learning

To pursue excellence in teaching and learning in all curriculum areas by:

- providing a curriculum which challenges each child to experience success
- continuing to develop relevant curriculum to meet the challenges of a changing society
- providing opportunities for the on-going professional development of all staff
- ensuring that all curriculum and new programs are evaluated on a regular basis

To ensure that the reporting and assessment process meets the needs of children, parents and staff by:

- ensuring that assessment processes influence future teaching practice and programs
- continuing to involve staff and parents in trialing, discussing and evaluating new formats
- educating the parents and staff in current practices in reporting and assessment
Uniqueness of the Individual

To honour and develop the uniqueness of the individual through policy and action by:

- promoting a diverse range of learning experiences to allow children to excel
- fostering a climate where individuality and creativity enhance the teaching and learning process within all Key Learning Areas
- ensuring that our Special Education Program follows set guidelines in meeting children’s needs
- ensuring that our Special Education Program is fully inclusive in both its planning and implementation
- ensuring greater understanding of the scope and content of the Special Education Program
- providing a challenging program for the Gifted and Talented children
- encouraging the creative use of each person’s talents

These aims and goals have been developed as a direct response to our Vision and Mission Statements.
Enrolment Application and Agreement

Thank you for your application to enrol at St Monica’s Primary School, Richmond. You are choosing a partnership in Catholic education for your child with St Monica’s Primary School, Richmond. It involves a commitment to work with the school and support the philosophy, values and aims of Catholic education.

Specifically, joining this community means that parents/carers and students are committed to:
- the development of quality relationships with all members of the school community;
- the Catholic identity and evangelising mission of the school within the Church;
- supporting the school in upholding school rules and policies;
- involvement by parents and caregivers, where possible, in the life of the school and in fundraising.

What to bring

When you come to the school to enrol please bring these documents with you:

- Birth certificate or identity documents
- Copies of any family law or other relevant court orders (if applicable)
- Immunisation history statement (only required for students enrolling in primary schools for the first time).

If your child is a permanent resident but not a citizen, you will need to provide:

- Passport or travel documents
- Current visa and previous visas (if applicable).

If your child is a temporary visa holder you will also need to provide:

- Authority to Enrol issued by the Temporary Visa Holders Program Unit. This is required for visitor and temporary visa holders (other than sub class 571P referred to below)
- Authority to Enrol or evidence of permission to transfer issued by the International Student Centre (if holding an international full fee student visa, sub class 571P)
- Evidence of the visa the student has applied for (if the student holds a bridging visa).

A Checklist summarising the documents required for enrolment is provided below.

Your privacy protected

The information you provide will be used to process your child’s application for enrolment, which may include a risk assessment.

Please refer to the Standard Collection Notice attached to this Enrolment Application and Agreement. The Standard Collection Notice forms part of this Agreement.

The health-related information collected is subject to the Health Records and Information Privacy Act 2002. It is being collected for the primary purpose of ensuring the health and safety of all students, staff and visitors to the school. It may be used and disclosed to medical practitioners, health workers, other government departments and/or schools for this primary purpose, or for other, related purposes.
**Photographs at school**

Taking photographs of students can constitute a collection of their personal information. Occasionally photographs are taken of individual students and classes of students at school. If you do not wish your child to be photographed under any circumstances, please make sure you have specified this on the relevant page of this form.

**Do parents have to answer the questions?**

We are required by law to ensure the health and safety of students, staff and visitors on our school. It is therefore necessary for you to answer all questions on this form except those about your occupation and education.

The information you provide will assist the school to communicate with you and to care for your child while at school. If you choose to submit an incomplete form, processing your application may be delayed and the quality of our service to you may be affected.

Giving false or misleading information is a serious offence. In the event that statements made in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.

**School attendance, programs and policies**

The rights and responsibilities of all members of the Catholic school community are governed by a range of Diocesan and school policies. You may access our policies at www.parra.catholic.edu.au. Alternatively please ask our office staff for assistance.

The School will communicate important information concerning all children attending *St Monica’s Primary School, Richmond* via a newsletter which will be made available to you and which can be viewed on our website at www.stmonicasrichmond.parra.catholic.edu.au.

*St Monica’s Primary School, Richmond* offers comprehensive educational programs for your child. Such programs may be varied from time to time and this may include the discontinuance of teaching subjects and other programs or replacement with other subjects or programs.

School activities include excursions and camps. Your child will be excused from taking part in these when you give written notification of intended absence and provide reasons for your child’s inability to take part in the activity. The School Principal may wish to discuss such intended absence if it impacts upon the educational interest of the child.

School attendance is obligatory for all children between the ages of 6 and 15. If your child is absent for short periods due to medical reasons and you know of the intended absence in advance please advise the school the dates of the intended absence and provide reasons. Otherwise the school requires a written explanation from the parent/carer, for every absence, on the next day following the child’s absence.

If you wish to apply for extended absence of your child from school please do so well in advance of the anticipated date(s) of the absence. To comply with regulations governing school attendance such requests may sometimes be refused.

The School does not undertake insurance of students’ personal belongings. We recommend that you obtain suitable insurance for your child’s belongings throughout the year.

**Secure Internet Access and Email**

Students are provided with an Internet and email account to enable learning opportunities in a protected and secure environment. Students must abide by the school’s policy when using the school’s Internet and email services.
Questions

If you need an explanation of any of the questions or help in completing this application, please ask for assistance from school staff. You are welcome to provide further information on an attached sheet.

The school will notify you of the results of your application. The information you have provided will be used by the school to enrol your child, if your application is accepted.

<table>
<thead>
<tr>
<th>Checklist for Parents of required student documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Name:</strong></td>
</tr>
<tr>
<td>Passport size photograph of student</td>
</tr>
<tr>
<td>Birth Certificate</td>
</tr>
<tr>
<td>Latest school report from previous school</td>
</tr>
<tr>
<td>Passport and Visa (if student is not Australian)</td>
</tr>
<tr>
<td>Citizenship/Residency/Visa (country of birth other than Australia)</td>
</tr>
<tr>
<td>Family Court Orders / Parenting Plans / AVOs relevant to student</td>
</tr>
<tr>
<td>Immunisation Certificates</td>
</tr>
<tr>
<td>Sacrament certificates (Baptism/ Reconciliation/ Eucharist/ Confirmation as applicable)</td>
</tr>
<tr>
<td>Enrolment fee $35.00</td>
</tr>
</tbody>
</table>
Please indicate in a few words why you are seeking enrolment for your child at this Catholic School:

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**STUDENT INFORMATION** *(please provide a passport size photograph of the student with this application)*

The Year that enrolment is to commence 20….. and the Year of entry for which enrolment is sought, please indicate below:

<table>
<thead>
<tr>
<th>K</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
</table>

Family Name ____________________________ Is Student Aboriginal? Yes / No

Given Names ____________________________ Is Student Torres Strait Islander? Yes / No

Date of Birth ____________ Country of Birth ____________ Sex Male / Female

Year of entry to Australian school ____________ Last school attended ________________________________

Nationality ____________________________ Date of arrival in Australia ______________________

Natlionality/Residential Status - please indicate below: *(original documents to be sighted and copies to be retained by school)*

- [ ] Australian Citizen *(Naturalisation Certificate or Australian Passport if Country of Birth is not Australia)*
- [ ] Permanent Resident *(Passport if Country of Birth is not Australia)*
- [ ] Temporary Resident *(Passport and Visa)*
- [ ] Foreign National without residential status *(Passport and Visa)*
- [ ] Other/Visitor/Student/Passport/Other *(Passport and Visa)*

Religion: ____________________________

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**Student Parish Sacramental details**

<table>
<thead>
<tr>
<th>Current Parish: ____________________________</th>
<th>Parish Received</th>
<th>Date Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sacrament</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baptism:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eucharist:</td>
<td></td>
<td></td>
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<tr>
<td>Confirmation:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Has the student received the sacrament of Reconciliation? Yes / No
**FAMILY DETAILS**

Student Residential Address: ________________________________________________________________

_________________________ P/Code ___________ Home Phone No: ________________

Mailing Address (if different to above): _______________________________________________________

<table>
<thead>
<tr>
<th><strong>PARENT/CARER DETAILS</strong></th>
<th><strong>FATHER/CARER</strong></th>
<th><strong>MOTHER/CARER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title (eg Mr Mrs, Ms, Dr etc)</td>
<td>___________________________</td>
<td>___________________________</td>
</tr>
<tr>
<td>Family Name</td>
<td>___________________________</td>
<td>___________________________</td>
</tr>
<tr>
<td>Given Names</td>
<td>___________________________</td>
<td>___________________________</td>
</tr>
<tr>
<td>Relationship to student</td>
<td>___________________________</td>
<td>___________________________</td>
</tr>
<tr>
<td>Work Phone Number</td>
<td>___________________________</td>
<td>___________________________</td>
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<tr>
<td>Mobile Phone Number</td>
<td>___________________________</td>
<td>___________________________</td>
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<tr>
<td>Email address</td>
<td>___________________________</td>
<td>___________________________</td>
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<tr>
<td>Occupation</td>
<td>___________________________</td>
<td>___________________________</td>
</tr>
<tr>
<td>Religion</td>
<td>___________________________</td>
<td>___________________________</td>
</tr>
<tr>
<td>Country of Birth</td>
<td>___________________________</td>
<td>___________________________</td>
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<tr>
<td>Nationality</td>
<td>___________________________</td>
<td>___________________________</td>
</tr>
<tr>
<td>Languages ‘most often spoken’</td>
<td>1. __________________ 2. ________________ 1. __________________ 2. ________________</td>
<td></td>
</tr>
<tr>
<td>at home</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Would an Interpreter be required? (please circle)</td>
<td>Yes / No</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Do you reside with the student?</td>
<td>Yes / No</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

Are there any Family Court Orders/Parenting Plans/AVOs issued relevant to the child? [ ] No [ ] Yes (Please provide copies)

**Contact details of any parent/carer not living with the student:**

Name: ___________________________ Relationship to Student: ___________________________

Residential address: ________________________________________________________________

P/Code

Contact numbers: 

(h) ______________ (w) ______________ (m) ______________

Email address: ___________________________

Please advise the School office of any change of address, telephone number or other information about the parent/caregiver or student details as soon as such changes occur.

<table>
<thead>
<tr>
<th><strong>Emergency Contact</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please nominate a person who may be contacted in the event of an emergency, if parents cannot be contacted. Ideally the contact person should be someone who lives in the neighbourhood of the school. Please tell your nominated person that you have nominated him/her as an emergency contact.</td>
</tr>
</tbody>
</table>

**Emergency Contact 1:** Name: Mr / Mrs / Ms

Telephone Numbers: Home/ Work/ Mobile

Relationship to Student: (eg: Aunt, Uncle, Friend)

**Emergency Contact 2:** Name: Mr / Mrs / Ms

Telephone Numbers: Home/ Work/ Mobile

Relationship to Student: (eg: Aunt, Uncle, Friend)
**STUDENT DETAILS**

This information is required to enable the school to assess and manage any risk of harm to the student, fellow students and its staff. If there are any changes to the above issues during the child's enrolment at the school, these must be promptly notified to the school to enable the school to regularly assess its ability to provide adequate services for these needs. A failure to fully disclose any special needs or disability may impact upon your application. The acceptance of this application may be based in whole or part on the information you have provided to the school. It is also important that you advise the school fully of any change in your child’s needs as promptly as possible as the school must reassess its ability to provide adequate services to your child on a regular basis. A full disclosure of all special needs, disabilities or risks is essential to enable us to properly consult with you and develop strategies to adequately deal with those needs, disabilities or risks.

### Medical History

<table>
<thead>
<tr>
<th>Doctor’s name:</th>
<th>Doctor’s Phone no.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medicare No:</th>
<th>Private Health Fund:</th>
</tr>
</thead>
</table>

### Medical Conditions:

Please specify any medical conditions the student suffers from, eg asthma, diabetes and/or any prescribed medication taken by the student:

<table>
<thead>
<tr>
<th>Medical Conditions</th>
<th></th>
</tr>
</thead>
</table>

### Allergies:

Please list any known allergies the student has, eg allergy to nuts, penicillin, bee stings including specific details

<table>
<thead>
<tr>
<th>Has the student been diagnosed as being at risk of anaphylaxis?</th>
<th>Yes ☐</th>
<th>No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, does the student have an EpiPen?</td>
<td>Yes ☐</td>
<td>No ☐</td>
</tr>
</tbody>
</table>

### Immunisations

Please indicate if the student has been immunised against the following

<table>
<thead>
<tr>
<th>Immunisation</th>
<th>Please circle</th>
<th>Date of Immunisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B</td>
<td>Yes / No</td>
<td>.......................</td>
</tr>
<tr>
<td>Diphtheria-Tetanus-Whooping Cough</td>
<td>Yes / No</td>
<td>.......................</td>
</tr>
<tr>
<td>Haemophilus Influenza type b (Hib)</td>
<td>Yes / No</td>
<td>.......................</td>
</tr>
<tr>
<td>Polio</td>
<td>Yes / No</td>
<td>.......................</td>
</tr>
<tr>
<td>Pneumococcal disease</td>
<td>Yes / No</td>
<td>.......................</td>
</tr>
<tr>
<td>Rotavirus</td>
<td>Yes / No</td>
<td>.......................</td>
</tr>
<tr>
<td>Measles-Mumps-Rubella</td>
<td>Yes / No</td>
<td>.......................</td>
</tr>
<tr>
<td>Meningococcal C disease</td>
<td>Yes / No</td>
<td>.......................</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Yes / No</td>
<td>.......................</td>
</tr>
</tbody>
</table>

### Student Primary and Secondary School Education (all enrolments)

Please provide details (names and locality) of last three schools attended (where applicable):

1. ____________________________________________________ ______________________________________________
2. ____________________________________________________ ______________________________________________
3. ____________________________________________________ ______________________________________________

Did your child need/receive special help there?   Yes ☐  No ☐

*If ‘Yes’, what was provided for your child at his/her previous school:*

| Alternative teaching and learning strategies | Yes ☐ | No ☐ |
| Signing                                      | Yes ☐ | No ☐ |
| A reader or scribe                          | Yes ☐ | No ☐ |
| Modifications to equipment, furniture, learning spaces | Yes ☐ | No ☐ |
| Braille                                     | Yes ☐ | No ☐ |
| Access to technology                        | Yes ☐ | No ☐ |
| Personal Carer Support                      | Yes ☐ | No ☐ |
| Other (please specify)                      |       |       |

Please note below assessments your child has received from speech, hearing, cognitive, occupational therapy or others and please attach copies of reports:

1. ____________________________________________________________________________________________
2. ____________________________________________________________________________________________
3. ____________________________________________________________________________________________
<table>
<thead>
<tr>
<th>Specific Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your child have:</td>
</tr>
<tr>
<td>Autism</td>
</tr>
<tr>
<td>An intellectual disability</td>
</tr>
<tr>
<td>Giftedness</td>
</tr>
<tr>
<td>Acquired brain injury</td>
</tr>
<tr>
<td>No additional needs</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What accommodations and/or learning adjustments, if any, were provided for your child in his/her previous school/pre-school?</th>
</tr>
</thead>
<tbody>
<tr>
<td>alternative teaching and learning strategies</td>
</tr>
<tr>
<td>a reader or scribe</td>
</tr>
<tr>
<td>modifications to equipment, furniture and learning spaces</td>
</tr>
<tr>
<td>braille</td>
</tr>
</tbody>
</table>

To your knowledge, is there anything in your child’s history or circumstances (including medical history) which might pose a risk of any type to him or her, other students, or staff at this school? Yes [ ] (provide details) No [ ]

Please provide names and contact numbers of health professionals or other relevant agencies that have knowledge of these issues.

<table>
<thead>
<tr>
<th>Student Pre-School Education (for Primary School enrolments only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did your child attend pre-school? Yes [ ] No [ ] I give permission to contact pre-school Yes [ ] No [ ]</td>
</tr>
<tr>
<td>Please provide Name of the Pre School:</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
<tr>
<td>Attendance per week</td>
</tr>
<tr>
<td>Age commenced</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Before and After School Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will your child attend Before and After School Care? Yes [ ] No [ ]</td>
</tr>
<tr>
<td>Please provide details of the Before and After School Care:</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
<tr>
<td>Attendance per week (full and half days): Number of full days _______ Number of half days _______</td>
</tr>
</tbody>
</table>
### Children in Family at Catholic Schools

Please list below in order of birth all children in the family to attend Catholic Schools in the school year that Enrolment is to commence, including the child for whom this application is being made. This information is required to facilitate sibling discounts in accordance with system policy.

<table>
<thead>
<tr>
<th>Birth Order</th>
<th>Christian Name</th>
<th>Family Name</th>
<th>School Year (eg Y12)</th>
<th>School Attending Name and Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Previous enrolment in a Diocese of Parramatta School

In order to help the school quickly provide access to the computer network and services related to these, we need to know if your child has ever previously had a User Name ('Login Name') within a Diocese of Parramatta school…

Student’s previous Parramatta Diocese Catholic School: ____________________________________________

Student’s User Name on that school’s network: ___________________________________________________

### School Checklist: School Use only

<table>
<thead>
<tr>
<th>Interview Date</th>
<th>Checklist copies received</th>
<th>Checklist originals sighted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enrolment Application</td>
<td>Enrolment Interview</td>
</tr>
</tbody>
</table>

Application Approved:

Signed ____________________________  ____________________________  ____________________________  Principal  Principals Name  Date

### Checklist for Principal/Office of required student documentation

<table>
<thead>
<tr>
<th>Document Name:</th>
<th>On Enrolment Application</th>
<th>At Enrolment Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport size photograph of student</td>
<td>Original</td>
<td></td>
</tr>
<tr>
<td>Birth Certificate</td>
<td>Original</td>
<td></td>
</tr>
<tr>
<td>Latest school report from previous school</td>
<td>Copy</td>
<td></td>
</tr>
<tr>
<td>Passport and Visa (if student is not Australian)</td>
<td>Original</td>
<td></td>
</tr>
<tr>
<td>Citizenship/Residency/Visa (country of birth other than Australia)</td>
<td>Original</td>
<td></td>
</tr>
<tr>
<td>Family Court Orders / Parenting Plans / AVOs relevant to student</td>
<td>Copy</td>
<td></td>
</tr>
<tr>
<td>Immunisation Certificates</td>
<td>Original</td>
<td></td>
</tr>
<tr>
<td>Sacrament certificates (Baptism/Reconciliation/Eucharist/Confirmation as applicable)</td>
<td>Copy</td>
<td></td>
</tr>
<tr>
<td>Special needs and assessments reports for speech, hearing, cognitive, occupational therapy or others.</td>
<td>Copy</td>
<td></td>
</tr>
</tbody>
</table>

Enrolment fee $35.00
1. The School (the Diocese of Parramatta both independently and through its Schools) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil’s enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.

2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.

4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

6. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, schools within other Dioceses, other Dioceses, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.

7. The School from time to time may also collect and disclose personal and sensitive information about current or prospective students to others if it is required to satisfy the School's legal obligations under Part 5A of the Education Act 1990 (NSW).

8. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions personal information disclosed to a School counsellor may be disclosed to others if the School considers it appropriate for the well-being or development of the pupil who is counselled or other pupils at the School.

9. Schools may also disclose personal information under Public Health and Child Protection laws or in circumstances where there is a serious threat to an individual's life, health or safety.

10. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on websites.

11. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.

12. The School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

13. We may include your contact details in a class list and School directory.

14. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

**Fees Schedule**

1. The amount of School Fees in respect of a student is determined on an annual basis by the Diocese and the School and is subject to variation. School Fees comprise Diocesan and School Based Fees and are payable within 28 days of the statement date. The parents (father/ mother/ carer/s) of a student are jointly and severally responsible for payment of fees.

2. The Diocesan Tuition Fee and School Building Levy are annual fees billed in terms 1, 2 and 3. A pro rata fee based on weeks enrolled for the year is made for students entering the School part way during a term. If a student leaves the School during a term, no refund will be made in respect of the remaining portion of that term. Other School Based Fees for items such as camps, excursions, materials or technology may be charged to a student’s account and are payable under the same conditions as Diocesan Fees. A term’s notice in writing must be given to the principal before the removal of a student or a full term’s fees will be payable. The same applies to withdrawal from an extra subject.

3. If difficulties arise in meeting payments within the above time frame then special arrangements are to be made and agreed with the School Principal. In the absence of an agreed payment arrangement the School may charge an appropriate administration fee on overdue fees to defray collection costs incurred by the School.
4. Where school fee accounts are unpaid and no prior arrangement has been made with the School, or arrangements made are subsequently not adhered to, then a Debt Collection Agency may be engaged to follow up any outstanding monies. In such cases all expenses reasonably incurred in pursuing recovery of overdue amounts, including (but not limited to) legal fees, location administrative costs and any fees and commissions payable to debt recovery agents are recoverable from Parents. Any default debts and/or legal judgements may be reported to a credit reporting agency.

5. The School recognises that at times, parents/carers may experience financial hardship and have a genuine inability to pay School Fees. Diocesan policies exist for such circumstances and parents/carers in financial hardship should discuss the situation with the school principal to make alternative arrangements for payment. If you do not make alternative arrangements the school will have no choice but to take steps in accordance with the above debt recovery procedures.

Enrolment Agreement

I/we have read and agree to the conditions set out in this Application and Agreement.

I/we have read all of the information in the enrolment package including the Standard Collection Notice and the Fees Schedule and understand the policies that we will need to abide by should this enrolment application be successful.

I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

I/we understand that I must advise the school of changes to the information I have provided in this Application throughout my child’s attendance at the School.

I/we will provide such other information which may be required by the School to meet the educational interests of my child.

I/we consent to the provision of all school services to our child, including the provision of counselling where appropriate.

I/we do not owe any outstanding fees or charges, in relation to my child’s attendance at any other school.

I/we agree to pay all school fees in a timely manner as set out in the Fees Schedule. In the event of difficulty I/we agree to request a special arrangement as outlined in the Fees Schedule.

I/we give permission for photographs/video footage of my/our child to be taken at school and school events. These may be used in school or diocesan newsletters, brochures, advertising, newspapers, websites or publications/video footage.

I/we agree to support and participate in the life of the school/parish at parent/teacher meetings, liturgical celebrations, social and practical activities offered at the school.

Signed

_______________________  _________________________  ____________________
Father /Carer  Please Print Name  Date

Signed

_______________________  _________________________  ____________________
Mother/Carer  Please Print Name  Date
ST MONICA’S VISION...

Quality, Catholic Education, equipping each child for the future through caring and innovative teaching

MISSION STATEMENT:-

St Monica's is a Catholic Primary School committed to excellence in teaching and learning.

The child is the focus of everything we do.

**WE** believe in educating children to be active members of a changing society.

**WE** live our Catholic faith through -
- building a unique relationship with God
- partnership with family and Parish
- teaching doctrine and values
- celebration

**WE** recognise and respect -
- the role of parents/guardians as the first educator
- the diversity of families
- the changing needs of family lifestyles

**WE** value and promote -
- the uniqueness of each person
- respect for oneself and others
- involvement of children, parents and staff
- openness to change
- love of learning

**WE** challenge each individual to realise their full potential.
Information Technology: To develop a program of professional development in gaining an understanding of:-
- What we believe to be important about Information Technology and learning.
- How we use information technology across all Key Learning Areas.
- Ways in which we can empower children in their use of technology.

Social Skills / Behaviour Support: Our Behaviour Support Policy is supported by the program “You Can Do It Education”, which develops the social and emotional capabilities of the students.

Special Programs: At St Monica’s we have a well-established Special Education program catering for those students with special needs. The Catholic Education Office and ASPECT also fund a class for children with Autism.

At St Monica’s we have initiated a number of special programs which attempt to support the unique development of our students. In sport the school works closely with the community in providing experiences in a number of team events including touch football, indoor soccer, soccer, netball, rugby league and cricket. At times students are able to join lunchtime interest groups such as Choir, Chess, Art, Craft and Dance.

The future then of St Monica’s School is an exciting one. The school will strive to experiment and examine all of the creative possibilities that exist in ensuring educational excellence for our children. As a learning community, we are committed to life long learning.

BROADER SCHOOL COMMUNITY:
St Monica’s enjoys an extremely warm and supportive relationship with our Pastor, Father Walter. The school supports a Parish/Family based sacramental program.

Our Parents and Friends Association is a proactive group supporting and participating in school initiatives. Parental involvement takes a high priority, with parents being involved in a growing number of school initiatives. Our parent group, called the “School Network Group”, works in forming class networks with a central aim being the building of proactive relationships within our school community. Each class has a volunteer class contact who assists teachers. Parents are invited to participate in a Parents as Tutors program. This initiative promotes the work of parents in education, supporting children with special needs.

St Monica’s Primary School

Enrolment Application

2014/15
Dear Parents/Guardians and Friends,

St Monica’s Primary School is a two stream comprehensive Catholic School. Our vision is to provide quality Catholic education while equipping each child for the future, through caring and innovative teaching.

At St Monica’s we support and reinforce the beliefs and values of the Catholic family and have the model of Jesus as the centre of all we do. Our school enjoys a warm and supportive relationship with our Parish, led by Father Walter Fogarty.

Through your application to our school you are committing yourself and your family to a community based upon the life and teachings of Jesus Christ.

We are a community which endeavours to provide excellence in education and are committed to ensuring the realisation of our children’s full potential. The staff is a professional and dedicated team continually examining ways of improving teaching techniques and the children’s learning environment.

At St Monica’s we acknowledge parents as the prime educators of students and as such, we work together in partnership for the good of their children. Together we strive to provide a safe and happy school where all people are valued.

I wish you well in this application.

Yours sincerely,

MR CAMERON LIEVORE
Principal

SCHOOL PROFILE:
Brief History:
St Monica’s was established by Archbishop Polding in 1859. Early classes were taught under the “Peppercorn Trees” and in the Parish Church. Initially staffed by lay teachers, the Good Samaritan Sisters assumed responsibility for St Monica’s in 1873. The school continued to expand and catered for both secondary students and boarders for many years. During the war years the Poor Clare nuns commenced their ministry at Richmond. With the advent of the Wyndam Scheme the Secondary department was transferred to adjoining schools. In 1971 the first lay Principal was appointed.

In 2009, 12 of our 14 classrooms were demolished and rebuilt, providing us with exciting, bright new learning areas. A Multi-purpose Learning Space (Hall) was also constructed, improvements made to the playground and entrance foyer, together with the installation of solar panels and water tanks. Our new learning spaces were officially opened and blessed on March 26th, 2010.

CURRICULUM & PROFESSIONAL DEVELOPMENT:
In 2015 the school community will focus on a number of specific areas and our Goals include:

Religious Education:
- To provide opportunities for the faith formation of our school community to become truly Catholic in identity.

Curriculum:
1. To focus on developing teacher skills in assessment and using this evidence to implement effective teaching strategies to improve student performance and growth in Literacy.
2. To continue our plan for professional development to support the critical reflection of teaching practices.
3. For students to grow in their understanding of Mathematical problem solving through greater comprehension and application of numerical knowledge.