



# APPLICATION FOR ENROLMENT NOTRE DAME CAMPUS

## FORM CURRENT AS OF MAY 2023

### Check List

(Please tick the appropriate boxes to indicate completion, and that documents have been included)

- All sections of the enrolment form have been completed.
- The form has been signed by the student and both parents/guardian (if applicable).

### A copy of the following documents must be included:

- Birth Certificate for Australian born students  
**OR**

- Citizenship papers and passport / travel documents including copy of visa for non-Australian resident or non-Australian-born students.

- Baptismal Certificate for Catholic applicants  
**OR**

- Baptismal or Christening Certificate for applicants of Orthodox or other Christian religions.
- Relevant documentation in relation to your child's learning needs where applicable.

- Most recent NAPLAN results.

- Most recent school report from the school which the child currently attends.

- A registration fee of \$125.00 has been attached.  
Please note this fee is not refundable

- Page 43 Must be signed and relevant boxes ticked**

### Privacy

The College collects personal information, including sensitive information about students, parents or guardians before and during the course of students' enrolment at the school. The primary purpose of collecting this information is to enable the school to provide education for your child. If you require further information or a copy of the Privacy Policy, please visit the College website.

Name of Student: \_\_\_\_\_  
\_\_\_\_\_

Current School : \_\_\_\_\_  
\_\_\_\_\_

VSN (obtain from current school): \_\_\_\_\_  
\_\_\_\_\_

Family Mailing Details: \_\_\_\_\_  
\_\_\_\_\_

Family Surname: \_\_\_\_\_  
\_\_\_\_\_

Mail to [eg Mr & Mrs Smith]: \_\_\_\_\_  
\_\_\_\_\_

Greeting Names [eg John & Mary]: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Suburb/City: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_  
\_\_\_\_\_

Family Phone Number: \_\_\_\_\_  
\_\_\_\_\_

Parish of Residence: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving current school: \_\_\_\_\_  
\_\_\_\_\_

Student Code: \_\_\_\_\_

Family Code: \_\_\_\_\_

Date Received: \_\_\_\_\_

(Office Use only) \_\_\_\_\_

### Student Details

Year level to start at Emmanuel College \_\_\_\_\_

7  8  9  10  11  12

Campus:  SPC  NDC  Either (please tick)

Calendar Year of Entry: 20 \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Current School: \_\_\_\_\_  
\_\_\_\_\_

Year Level: \_\_\_\_\_

Student Mobile Number: \_\_\_\_\_  
\_\_\_\_\_

Gender: \_\_\_\_\_

Male  Female  Other

Was the student born overseas?  Yes  No

If Yes please complete the section below –

Date Arrived in Australia: \_\_/\_\_/\_\_\_\_

Date attended first Australian School: \_\_/\_\_/\_\_\_\_

First Australian School Year (eg: 2001): \_\_\_\_\_

Visa Number: \_\_\_\_\_

Visa Sub Class: \_\_\_\_\_

Visa expiry date: \_\_\_\_\_

(please provide a copy)

- If arriving in Australian prior to citizenship, please complete this section.

Does the applicant have a current sibling(s) at Emmanuel College?

If yes, please tick and complete:  SPC  NDC

Name: \_\_\_\_\_ Year Level: \_\_\_\_\_

Will any future siblings be seeking enrolment at the College?  Yes  No

Year  Male  Female

Year  Male  Female

Year  Male  Female

Have you applied for a place at any other school?  Yes  No

Please state your preferred schools:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Religion of Student : (Please tick the relevant box)

Catholic (Sacraments received)

Baptism  Communion  Reconciliation  Confirmation

Please include Baptism Certificate if Catholic.

Other Christian Denomination

Other Religion Name: \_\_\_\_\_

No Religious Affiliation

Date of Birth: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Does the student speak a language(s) other than English?

Yes  No If Yes, please list below: \_\_\_\_\_

Ethnic Origin 1. \_\_\_\_\_

2. \_\_\_\_\_

Are there any Family Court Orders/Parenting Plans that have been issued in relation to the student?

Yes  No.....(if 'yes' supporting documentation must be provided.)

Indigenous Identifier Aboriginal \ Torres Strait Islander: \_\_\_\_\_

Yes  No (If Yes, please tick below)

Aboriginal  Torres Strait Islander

Both Aboriginal & Torres Strait Islander

### Student Medical Details

Ambulance Subscription No: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Medicare Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Position on Card: \_\_\_\_\_

Doctor/Medical Centre Name: \_\_\_\_\_

Doctors Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Allergies: \_\_\_\_\_

Medical Alert: \_\_\_\_\_

**Please tick if there are any allergies / medical alerts, relating to the student:**

Asthma

Allergies/Anaphylaxis  Has EpiPen Expiry date: \_\_\_\_\_

Epilepsy

Diabetes

Haemophilia

Chrones

Any other medical condition (please attach)

**Additional Needs**

Please tick the relevant box below if your child has additional needs.

Has NCCD Funding OR  Has SWD Funding

**Physical**

Cerebral Palsy  Muscular Dystrophy

Spina Bifida  Other

**Social / Emotional**

ADHD / ADD  ASD  Anxiety

Depression  PTSD  Other

**Sensory**

Hearing Impairment

Vision Impairment

Sensory Processing Issues

Other

**Cognitive**

SLD with impairment in writing (Dysgraphia)

SLD with impairment in reading (Dyslexia)

SLD with impairment in mathematics (Dyscalculia)

Intellectual Development Disorder

Developmental Language Disorder with either:

- Expressive Delays

- Receptive Delays

Other

Has your child been in any intervention programs?

Yes  No

Please list (e.g. reading program, speech intervention, behavioural program etc)

**Contact Details / Father / Carer (please complete all fields)**

Title: Mr:

First Name:

Middle Name:

Surname:

Relationship:

Gender:

Address – Number & Street:

Suburb & Postcode:

Residential Guardian:  Yes  No?

Home Phone Number:

Work Phone Number:

Fax:

Mobile Phone Number:

Email Address:

**Occupation:**

Occupational Group (Refer to list of occupations codes on the insert):

Group 1  Group 2  Group 3  Group 4

Country of Birth:

**Religion:**

**Highest Year of School Education:**

Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent

Year 9 or equivalent or below

Do you speak a language(s) other than English at home?  Yes  No

If Yes please list below:

1.

2.

**Level of Highest Qualification**

Doctorate  Masters  Bachelor Degree

Diploma/Advanced Diploma

Certificate I to IV (incl trade cert)  No non-school qualification

**Are you an old collegian of Emmanuel College?**

Yes  No

**Contact Details / Mother / Carer (please complete all fields)**

Title: Mrs Ms

First Name:

Middle Name:

Surname:

Relationship:

Gender:

Address – Number &amp; Street:

Suburb &amp; Postcode:

Residential Guardian:  Yes  No?

Home Phone Number:

Work Phone Number:

Fax:

Mobile Phone Number:

Email Address:

Occupation:

Occupational Group (Refer to list of occupations codes on the insert):

 Group 1  Group 2  Group 3  Group 4

Country of Birth:

Religion:

Highest Year of School Education:

 Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent Year 9 or equivalent or belowDo you speak a language(s) other than English at home?  Yes  No

If Yes please list below:

1. 2.

Level of Highest Qualification

 Doctorate  Masters  Bachelor Degree Diploma/Advanced Diploma Certificate I to IV (incl trade cert)  No non-school qualification**Non Residential Parent (if applicable)**

Please only complete if there is a parent who does not reside at the student's home address

Title: Mr Mrs Ms

First Name:

Middle Name:

Surname:

Relationship:

Gender:

Address – Number &amp; Street:

Suburb &amp; Postcode:

Residential Guardian:  Yes  No

Home Phone Number:

Work Phone Number:

Fax:

Mobile Phone Number:

Email Address:

Occupation:

Occupational Group (Refer to list of occupations codes on the insert):

 Group 1  Group 2  Group 3  Group 4

Country of Birth:

Religion:

Highest Year of School Education:

 Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent Year 9 or equivalent or belowDo you speak a language(s) other than English at home?  Yes  No

If Yes please list below:

1. 2.

Level of Highest Qualification

 Doctorate  Masters  Bachelor Degree Diploma/Advanced Diploma Certificate I to IV (incl trade cert)  No non-school qualification

**Emergency Contact** (details MUST be completed)

Please nominate a person other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted.

Title: Mr Mrs Ms

First Name:

Middle Name:

Surname:

Relationship:

Gender:

Address – Street:

Suburb & Postcode:

Residential Guardian:  Yes  No

Home Phone Number:

Work Phone Number:

Fax:

Mobile Phone Number:

Do you speak a language(s) other than English at home?  Yes  No

If Yes please list below:

1.

**Student Reflection**

Why do you want to attend the College?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature:

Date:

**Parent/Guardian Reflection**

Why do you want your child to attend the College?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parish Priest's Comment** (Year 7 only)

The Parish Priest is most welcome to contact the Principal directly regarding this application for enrolment, or may wish to comment below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parish Priest's signature:** (Year 7 only)

Date:

\_\_\_\_\_

\_\_\_\_\_

### Collection of personal information

1. The school collects personal information, including sensitive information about students and parents/guardians/carers and family members before and during the course of a student's enrolment at the school. This may be in writing, through technology systems or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the school, Melbourne Archdiocese Catholic Schools Ltd (MACS) and the Catholic Education Commission of Victoria Ltd (CECV) to meet educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the school.
2. Some of the information the school collects is to satisfy the school's legal obligations in relation to discharging its duty of care, and to satisfy the legal obligations of the school's governing authority, MACS.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant education Acts and public health and child protection and immigration laws.
4. Health information about students, which includes information about any disability as defined by the Disability Discrimination Act 1992 (Cth), is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act 1988 (Cth). The school may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.

### Consequences if information is not collected

5. If any personal information requested by the school is not provided, the main consequences for the individual if all or some of the personal information is not collected by the school, is that it may affect the school's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the school.

### Use and disclosure of personal information

6. The school may disclose personal and sensitive information for administrative, educational and student support purposes, or may permit the information to be directly collected by third parties. Other entities, bodies or persons to which the school usually discloses personal information of the kind collected by the school include:
  - i. school service providers such as MACS, the CECV, school governing bodies and other dioceses

- ii. 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-service applications – for example, the Integrated Catholic Online Network (ICON), Google G Suite, and the Victorian Curriculum and Assessment Authority (VCAA)
- iii. MACS and the CECV to discharge responsibilities under the Australian Education Regulation 2013 and the Australian Education Act 2013 (Cth) relating to visa sub-classes, students with a disability, including audit processes and Nationally Consistent Collection of Data (NCCD) quality assurance processes.
- iv. MACS and the CECV to support the school by undertaking assessments of students for the purpose of educational programming or external providers of health services such as counsellors, psychologists, school nursing services, dental vans. Specific consent is obtained to collect and disclose sensitive information and health information if it is required as part of a service request, which may include release of relevant medical or allied health reports, educational planning and evaluation documents such as personalised learning/behaviour/medical management plans
- v. MACS and the CECV to support the training of selected staff in the use of school systems, such as ICON and ROSAE
- vi. another school to facilitate the transfer of a student
- vii. federal and state government departments and agencies acting on behalf of the government for compliance or audit purposes, or data collections, for example February and August census processes and census audits, NAPLAN, Australian Early Development Census
- viii. people and organisations providing instructional services such as sports coaches, external training services, guest speakers, volunteers, counsellors and providers of learning and teaching consultancy support and student assessment services
- ix. assessment and educational authorities, including the VCAA and the Australian Curriculum, Assessment and Reporting Authority (ACARA)
- x. people providing administrative and financial services to the school
- xi. anyone parents/guardians/carers authorise the school to disclose information to
- xii. anyone to whom the school is required or authorised to disclose the information by law, including under the Child

Information Sharing Scheme (CISS) and the Family Violence Information Sharing Scheme (FVISS) child protection and mandatory reporting laws.

7. The school is required by the Australian Education Regulation 2013 (Cth) and the Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information to inform the Students with Disability (SwD) loading via the NCCD. The school provides the required information at an individual student level to MACS and the CECV, as an approved authority. Approved authorities must comply with reporting, record-keeping and data quality assurance and audit obligations under the AE Act. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.
8. Personal information collected from students is regularly disclosed to their parents/guardians/carers.
9. If a parent/guardian/carer makes an enrolment application to another school, personal information including health information provided during the application stage may be collected from, or shared with, the other school.
10. The school may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
11. The school may engage in fundraising activities. Information received from parents/guardians/carers may be used to make an appeal to the parent/guardian/carer. The information may be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. The school will not disclose personal information to third parties for marketing purposes without parent/guardian/carer consent.
12. On occasion, information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on the school intranet and on the school website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permission from the student's parent/guardian/carer and from the student if appropriate, prior to publication to enable the school to include such photographs or videos, or other identifying material, in the promotional material or otherwise make this material available to the public. The school may obtain permission annually, or as part of the enrolment process. Permission obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents/guardians/carers to notify the school if they wish to vary the permission previously provided. The school may include student and parent/guardian/carer contact details in a class list and school directory.

### Collection of personal information (Cont.)

13. The school may use online or cloud service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia.

### Access to personal information

14. The school's Privacy Policy, accessible on the school's website, contains information about how parents/guardians/carers or students may access personal information about them that is held by the school and seek the correction of such information.

### Disclosure to overseas recipients

15. The school may disclose personal information about an individual to overseas recipients to facilitate for example, a school exchange or a student overseas tour.

16. Where personal information is held by a cloud computing service provider on behalf of the school for educational and administrative purposes, it may be stored on servers located within or outside Australia.

17. The countries in which the servers of cloud service providers and other third party service providers are located may include: United States & Australia.

18. Otherwise, it is not practicable to specify in this notice the countries in which overseas recipients of personal information are likely to be located.

### Complaints

19. The school's Privacy Policy contains information about how parents/guardians/carers and students may complain about a breach of the Australian Privacy Principles and how the school will deal with such a complaint.

### Details of the school

20. The school and its contact details are:

Emmanuel College St Pauls' Campus 423 Blackshaws Road Altona North 3025	Emmanuel College Notre Dame Campus Cnr Dunnings Road & Foxwood Drive Point Cook 3030
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Postal Address:  
PO Box 5  
Altona North Vic 3025

Email: [enquiries@ecmelb.catholic.edu.au](mailto:enquiries@ecmelb.catholic.edu.au)  
Telephone: (03) 8325 5100

## PRIVACY POLICY

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

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

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

### What kinds of personal information does the College collect and hold?

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

- Students before, during and after the course of a student's enrolment at the College including:
  - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion
  - medical and welfare information (e.g. details of disability and/or allergies, and details of any assistance the student receives in relation to those disabilities, medical reports, cognitive assessments, names of doctors)
  - conduct and complaint records, or other behaviour notes, school attendance and school reports
  - information about referrals to government welfare agencies
  - information obtained during counselling
  - any court orders
  - photos and videos at school events.
- Parents/guardians/carers of students including:
  - name, address and contact details
  - education, occupation and language background
  - health fund details and Medicare number
  - any court orders
  - volunteer information (including Working with Children Check).
- job applicants, staff members, volunteers and contractors, including:
  - name, contact details (including next of kin), date of birth and religion
  - information on job application
  - information provided by a former employer or a referee
  - 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
- employee records
- 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.

### 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.).

### How will the College collect and hold personal information?

#### Personal information provided

Emmanuel College will generally collect personal information held about an individual by way of:

- forms filled out by parents/guardians/carers or students
- face-to-face meetings and interviews
- emails and telephone calls
- through the College online portal – eg SEQTA Engage; Operoo etc

On occasion, people other than parents/guardians/carers and students such as job applicants and contractors, provide personal information to the College.

#### Personal information provided by other people

In some circumstances the College 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 to meet the needs of the student, including any adjustments.

### **Anonymity**

Emmanuel College 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.

### **Holding personal information**

The College's approach to holding personal information is to ensure that it is stored securely and that access is provided only to persons who need such access. Depending on the nature of the personal information, it may be stored in locked rooms or cabinets (in the case of paper records), on secure digital devices or on the College computer systems with appropriate password protection.

### **How will the College use the personal information you provide?**

The College will use personal information it collects from parents/guardians/carers for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected or consented to, by parents/guardians/carers.

### **Students and parents/guardians/carers**

In relation to the personal information of students and parents/guardians/carers, 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/guardians/carers, the needs of the student and the needs of the school throughout the whole period the student is enrolled at the school.

In particular, the purposes for which the school uses the personal information of students and parents/guardians/carers include:

- to keep parents/guardians/carers 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 to discharge its duty of care

- to satisfy the legal obligations of the school's governing authority – Melbourne Archdiocese Catholic Schools Ltd (MACS) and the Catholic Education Commission of Victoria Ltd (CECV)
- to satisfy the school service providers' legal obligations.

In some cases where the school requests personal information about a student or parent/guardian/carer, 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 the personal information of job applicants and contractors, the school's primary purpose of collection is to assess and (if successful) engage the applicant, or contractor, as the case may be.

The purposes for which the school uses the 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.

### **Volunteers**

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities.

The purposes for which the College uses the personal information of volunteers includes:

- enabling the College to manage the engagement process of volunteers
- for insurance purposes
- satisfying the College's legal obligations, for example, in relation to child protection
- to confirm their suitability and to manage their visits

### **Counsellors**

Emmanuel College contracts with external providers to provide counselling and/or psychology services for some students. The principal may require the counsellor and/or psychologist to inform him or her or other teachers of any issues the principal and the counsellor and/or psychologist believe may be necessary for the College to know for the wellbeing or development of the student who is counselled or other students at the College.

### **Parish**

The College will not disclose any personal information to the school parish to facilitate religious and sacramental programs, or other activities such as fundraising, without consent.

### **Marketing and fundraising**

Emmanuel College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that the College 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 College's fundraising, for example, the alumni organisation, or on occasion, external fundraising organisations.

Parents/guardians/carers, staff, contractors and other members of the wider school community may from time to time receive fundraising information. College 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?**

Emmanuel College 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
- people providing educational support such as sports coaches, 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-service applications, such as the Integrated Catholic Online Network (ICON) and Google G Suite.
- authorised agencies and organisations to enable the school to discharge its responsibilities, e.g. under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) relating to students with a disability, including Nationally Consistent Collection of Data (NCCD) quality assurance processes, participation in the Australian Early Development Census (AEDC) and government audits.

- authorised organisations and persons who support the College by providing consultative services or undertaking assessments for the purpose of educational programming or providers of health services such as counsellors, psychologists, nursing services, dental vans. Specific consent is obtained to collect and disclose this type of sensitive and health information as part of a service request which may include release of relevant medical or allied health reports, educational planning and evaluation documents such as personalised learning/behaviour/medical management plans
- 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/guardians/carers
- support the training of selected staff in the use of the school's systems, such as ICON and ROSAE
- another school including to its teachers to facilitate the transfer of a student
- federal and state government departments and/or agencies engaged by them
- health service providers
- recipients of school publications, such as newsletters and magazines
- students/parents/guardians/carers and their emergency contacts
- assessment and educational authorities including the Victorian Curriculum and Assessment Authority (VCAA) and the Australian Curriculum, Assessment and Reporting Authority (ACARA)
- anyone to whom the parent/guardian/carer authorises the school to disclose information
- anyone to whom the school is required or authorised to disclose the information by law, including under child protection and information sharing laws.

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

The College is required by the Australian Education Regulation 2013 (Cth) and Australian Education Act 2013 (Cth) to collect and disclose certain information to inform the Students with a Disability (SwD) loading via the NCCD. The school provides the required information at an individual student level to 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**

Emmanuel College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange or a student overseas tour. However, the College will not send personal information about an individual outside Australia without either:

- obtaining the consent of the individual
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The College 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 G Suite and Gmail) which may be accessible by the parent/guardian/carer. 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.

College personnel and the college 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.

Emmanuel College 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 Australian Privacy Principles.

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

- United States & America.

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

Otherwise, it is not practicable to specify in this policy the countries in which overseas recipients of personal information are likely to be located.

#### **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 the parent/guardian/carer agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

#### **Management and security of personal information**

Emmanuel College staff are required to respect the confidentiality of students' and parents/guardians/carers' personal information and the privacy of individuals.

The College has in place steps to protect the personal information the College 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 the school assesses 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.

#### **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/guardians/carers, 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 parents/guardians/carer or children, please contact the principal or the school administration team by telephone or in writing. The school may require verification of identity and specification of what information is required. The school may charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing and copying any material requested.

If the information sought is extensive, the College will advise the likely cost in advance. If the College cannot provide access to that information, we will provide 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 College respects every parent/guardian/carer's right to make decisions concerning their child's personal information.

Generally, the College will refer any requests for consent and notices in relation to the personal information of a student to the student's parents/guardians/carers. The school will treat consent given by parents/guardians/carers as consent given on behalf of the student, and notice to parents/guardians/carers will act as notice given to the student.

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

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

#### **Complaints**

If parents/guardians/carers wish to complain that the school has interfered with their privacy because of an alleged breach of the Australian Privacy Principles, they should contact the College Principal in writing at:

Dr Janine Biggin  
Emmanuel College  
PO Box 5,  
Altona North Vic 3025  
email: [principal@ecmelb.catholic.edu.au](mailto:principal@ecmelb.catholic.edu.au)

The College will investigate the complaint and will notify the parent/guardian/carer of the making of a decision in relation to the complaint as soon as is practicable after it has been made.

If the parents/guardians/carers are not satisfied with the school's decision they 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

An online privacy complaint form is available from [www.oaic.gov.au](http://www.oaic.gov.au).

#### **Accessing Information**

It may be necessary to access confidential information on file from your child's previous school in order to provide suitable support at Emmanuel College. Please indicate below by ticking the appropriate box as to whether permission is given.

**Permission is given to access confidential information**

**Permission is not given to access confidential information**

#### **Use of images/name in College publications**

Images of students are taken throughout the year to capture Emmanuel College life. Some of these photographs are used in publications such as the Yearbook, newsletters, the calendar, fundraising, advertising and promotional work.

#### **Please indicate by ticking the appropriate box as to whether permission is given.**

Permission is given to Emmanuel College to use images/ name of my child as relevant in College publications

Permission is not given to Emmanuel College to use images/ name of my child as relevant in College publications

#### **Use of images/name on the College website**

Permission is given to Emmanuel College to use images/ recordings name of my child as relevant on the College website/Facebook Page or other Marketing Materials

Permission is not given to Emmanuel College to use images/ name of my child as relevant on the College website/ Facebook Page

#### **ACCEPTANCE OF TERMS OF ENROLMENT**

Signature of Mother/Guardian

\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Father/Guardian

\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Student

\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(please tick the appropriate permission box, if neither are ticked the College assumes permission has been given)

# COLLEGE FEES 2023

2023 FEES	7	8	9	10	11	12
TUITION FEES*	\$5,805	\$5,805	\$5,805	\$5,790	\$5,720	\$6,295
LAPTOP FEE**	\$445	\$430	\$420	\$445	\$430	\$420
TOTAL SCHOOL FEES	\$6,250	\$6,235	\$6,225	\$6,235	\$6,150	\$6,715
FULL FEE PAYING OVERSEAS STUDENTS - FEES	\$14,530	\$14,490	\$14,460	\$14,490	\$14,290	\$15,050

\*The annual tuition fee includes the cost of tuition, excursions, subject electives, College Resources Levy and compulsory camps and retreats and online booklist subscriptions.

Reductions in fees will be made where;

- Families hold a Health Care Card and are eligible for assistance under the Victorian Governments' Camps Sports and Excursion Fund (CSEF) program
- Siblings are attending the College at the same time
- Payment in full is received by 28 February 2023.

\*\*Laptop fee applies to all Year 7 -12 students.

## CREDIT CARD PAYMENT

Enrolment Application \$125.00

Please note that this fee is not refundable

Year of Entry: 2023  2024  2025

Year Level: 7  8  9  10  11  12

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## CARD TYPE

Mastercard  VISA

(We do not accept American Express/Diners/Amex)

Card Number

Card Expiry Date     CCV

Card is in the name of: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

# IMPORTANT ENROLMENT INFORMATION

## SCHOOL FEES

School fees are billed in the first week of Semester 1 (50%) and Semester 2 (50%), payable by the last teaching day in Term 1 and 3 respectively unless an instalment plan via credit card or direct debit has been set up for payments throughout the year.

## APPLICATION FEE

\$125 per student (non-refundable) Payable at the time of lodgement of an enrolment application.

## ENROLMENT FEE

\$350 per student (non-refundable)

This non-refundable fee is payable to the College at the time a confirmed enrolment is accepted by a family. The fee is only refundable in the event that the College has to subsequently withdraw an offer of enrolment.

## CHARTER BUS FEES

Year 7-10 \$630

Year 11-12 \$480

VCAL \$320

## EARLY SETTLEMENT DISCOUNT

A discount is offered to families paying school fees in one lump sum as per the dates indicated below.  
\$300 per student (payment in full by 28 February 2023)

## SIBLING DISCOUNT

To assist families with the cost of education, a discount is available where more than one child attends Emmanuel College. Please note that the following sibling discounts will apply for 2023;

**2<sup>nd</sup> student** - 15% discount will apply to the second child's tuition fees.

**3<sup>rd</sup> student** - 20% discount will apply to the third child's tuition fees.

**4<sup>th</sup> or more student(s)** - 50% discount will apply to the fourth and subsequent child's tuition fees.

**Example:** If you have four children attending the College, only the fourth child (youngest child) will receive a 50% discount on their tuition fee.

## LATE FEE PAYMENT

\$50 charge will be applied per child for outstanding Semester 1 fees if payment has not been received by the end of Term 1.

\$50 charge will be applied per child for outstanding Semester 2 fees if payment has not been received by the end of Term 3.

## LAPTOP PROGRAM

Year 7-12 students are required to participate in our technology program.

## SCHOLARSHIP

Emmanuel College Scholarships are offered to Year 7 students for Year 9 - 12 school fees. Brophy Scholarships for tertiary undergraduate studies are also available. Please contact the Registrar for more information.

## YEAR 7 ENROLMENT 2025

Applications for Year 7, close on 18 August, 2023.

Offers posted to families on 20 October, 2023.

For successful applicants, the confirmation form must be returned to the College with a \$350 enrolment fee by Friday 10 November, 2023.

**Please note:** if the current NAPLAN submitted is the Grade 3 outcome, the Grade 5 NAPLAN will be required as part of any acceptance of enrolment.

**Note:** The fee information is for 2023, with 2024 fees to be ratified in December 2023.

# OCCUPATIONAL GROUPS

Emmanuel College 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: Elected officials, Senior executives/managers, management in large business organisations, government administration and defence, and qualified professionals.

### Elected officials

- Mayor, parliamentarian, alderperson, trade union secretary, board member

### Senior executives/managers, management in large business organisations

- Senior executive/manager/department head in industry, commerce, media or other large organisations
- Other administrator (school principal, faculty head/dean, library/museum/gallery director, research Facility director)
- 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 sector manager (e.g. public service manager (section head or above), regional director, hospital/health services education)
- 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, professor, VET, special education)
- Law (e.g. judge, magistrate, barrister, coroner, solicitor, lawyer, legal officer)
- Social (e.g. social/welfare/community worker, counsellor, minister of religion, urban/rural planner, sociologist, librarian, records manager, archivist, interpreter/translator)
- Engineering (e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer)
- Science (e.g. geologist, meteorologist, metallurgist, other scientist)
- Computing (e.g. IT services manager, computer systems designer/manager, software engineer, systems/applications programmer)
- Business (e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
- 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/professionals

- 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)
- Specialist manager (e.g. works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)
- Financial services manager (e.g. bank manager, finance/investment/insurance broker/advisor, credit/loans officer)
- Retail sales/services manager (e.g. shop, post office, café/restaurant, club, other hospitality, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre, cinema, gallery, car rental, car/fleet/station manager, retail services manager)

### Arts/media/sportspersons

- Artist/writer/media (e.g. editor, journalist, writer/author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor, proofreader, graphic designer, web designer)
- Sports (e.g. sportsperson, coach, trainer, sports official)

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

- Medical, science, architectural, building, surveying, 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, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, 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, mail supervisor, other managing supervisor, management and organisation analyst, contract, program)
- Defence Forces** (e.g. senior non-commissioned officer)
- Other** (e.g. library assistant, museum/gallery technician, research assistant, proofreader)

**Occupation Group C: Tradespeople, clerks and skilled office, sales, carer and service staff**

Tradespeople – generally have completed a four-year trade certificate, usually by apprenticeship. All tradespeople are included in this group.

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

**Advanced/intermediate clerical, office, sales, carer and service staff**

- Clerk** (e.g. bookkeeper, bank clerk, post office clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply/logistics/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, real estate agent)
- Carer** (e.g. aged/disability/refuge/welfare support worker, child care assistant, nanny, nursing support)
- Service** (e.g. meter reader, parking inspector, postal worker, travel agent, tour guide, flight attendant, fitness instructor, inspector, regulatory officer)

**Occupation Group D: Machine operators, sales/office/service/hospitality staff, 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/train driver, driving instructor, 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)
- Other Machine operator** (e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift/bulk materials handling machinery, driller, miner)

**Sales, office, hospitality and other assistants**

- Sales staff** (e.g. sales assistant, motor vehicle/caravan/parts salesperson, sales representative, 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, office assistant, general clerk)
- Hospitality staff** (e.g. hotel service supervisor, receptionist, waiter, bar attendant, barista, 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, nursery worker, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- Other worker** (e.g. labourer, factory hand, storeperson, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)