

STUDENT AGREEMENT

(This agreement should be read before the interview but will only be signed at the Interview by both Parent and Student, in the presence of the Interviewer)

To be a student at Parade College, I understand that it means:-

1. I will participate in the RE classes, programs, liturgies and retreats.
2. I will respect myself, other students, the staff and the good name of Parade College. I will respect the "Hands Off" Policy of Parade, and agree not to bully or harass other students.
3. I will not bring to school, or use at school or on school activities, cigarettes, alcohol or illegal drugs.
4. I will wear the College uniform correctly and with pride.
5. I will make sure my personal appearance, e.g. hair, is neat and tidy.
6. I will be on time to school and classes and be at school every day.
7. I will participate in College activities such as camps, excursions, retreats, sports carnivals and all other College activities.
8. If I am a member of a sports team, I will follow all team rules, including team uniform, all directions by coaches, teachers, and umpires and I will at all times be a good sport.
9. I will complete all homework, hand in work by the due dates and be prepared for class.
10. I will not use photos of staff, students or anything to do with Parade College without permission.

Student's Name: _____

Student's Signature: _____

Parent's Name: _____

Parent's signature: _____

Witness Signature: _____

Date: _____

STUDENT PERSONAL INFORMATION

Surname * _____

First Name * _____ Middle Name _____

Date of Birth * _____

Religion * _____ (Please provide copy of Certificate of Baptism)

Street Address * _____

Suburb * _____ State * _____ Postcode * _____

Home Telephone Number * _____ Student Mobile (if available) _____

Current School * _____

Name of Parish in which Student Resides * _____

Country of Birth * _____

Year of Arrival (if not born in Australia) * _____

First Year Enrolled at an Australian School * _____

Is the Applicant an Australian Citizen?* Yes No

If No, have you come into Australia on a current Visa: Yes No

or a Document of Travel: Yes No

If Yes to current Visa, please include: Visa Subclass Number * _____

Is the Student of Aboriginal or Torres Strait Islander Origin?

No **Yes, Torres Strait Islander**

Yes, Aboriginal **Yes, both Aboriginal and Torres Strait Islander**

Is the Applicant's Father an ex Student of Parade College? Yes No

If yes, what was his final year? _____ What house was he in? _____

Please List any Brother/s who has attended or is currently attending Parade College

Name	Year Level	House	Date of Last Year of Attendance

Have you any other affiliation with the Christian Brothers or Edmund Rice Education Australia? Yes No

Means of Transportation to the College * **Bike** **Bus** **Car** **Train** **Tram** **Walk**

If the student wishes to travel by bus will he be using the Metlink Service: Bus Route

or the Charter Bus Service: Bus Route

(For specific bus routes offered by the College please see the Prospectus or the Parade College website)

Please state your Order of Preference for other Schools you have applied to by placing 1, 2, 3 etc. in the boxes below:

- | | | |
|--|---|--|
| <input type="checkbox"/> Parade College (Bundoora) | <input type="checkbox"/> Parade College (Preston) | <input type="checkbox"/> St Monica's College |
| <input type="checkbox"/> Loyola College | <input type="checkbox"/> Marcellin College | <input type="checkbox"/> Marymede College |
| <input type="checkbox"/> Penola College | <input type="checkbox"/> Whitefriars | <input type="checkbox"/> Other |

* Compulsory fields

OTHER INFORMATION

Applicant's Main Language _____

Other languages spoken at home 1) _____ 2) _____

Does the Applicant study a language other than English (LOTE) outside of his current school? Yes No

What Language? _____

Indicate the type of School? Victorian School of Languages Ethnic School Distance Education Centre

a) With whom does the Applicant reside?

Full Name _____ Relationship to Applicant _____

b) Are there any Court Orders or Parental Agreements in place relevant to the residence of the Applicant?
If so, if the Application for Enrolment is successful, the College will require a copy of such Orders or Agreements.
(Please attach copies if necessary)

c) Who is the Applicant's Legal Guardian?

Full Name _____ Relationship to Applicant _____

PASTORAL SUPPORT

Please record any family background information that may assist us to provide care for your son:

APPLICANTS WITH ADDITIONAL NEEDS

Are you aware of any Special Needs that your child may have?

Please indicate below and provide documentation if applicable:

Gifted Education	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Support Program in Literacy	Yes <input type="checkbox"/>	No <input type="checkbox"/>
ESL/New Arrival	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Support Program in Numeracy	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Medical/Physical Condition	Yes <input type="checkbox"/>	No <input type="checkbox"/>	LNSLN Funding (Support for a disability or impairment)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If Yes to Medical/Physical Condition please provide details: _____

If Yes to LNSLN Funding please provide Category: _____

[The above information is required for confidential discussion at the Applicant's Interview]

DUPLICATE CORRESPONDENCE

Correspondence will automatically be addressed to the student's residential address unless indicated otherwise:

- Is an additional copy of **any correspondence** required for a parent not living with the student? Yes No

If your response is [Yes] – please complete the following:

Name _____ Relationship to Applicant _____

Mailing Address _____ Postcode _____

Email Address _____

Signature _____ Date: _____

PARENT/GUARDIAN INFORMATION

FATHER/STEPFATHER/GUARDIAN (PLEASE CIRCLE)

Title _____ Surname _____

First Name _____ Middle Name _____

Religion _____ Country of Birth _____

Languages Spoken at Home 1) _____ 2) _____

Preferred Email Address _____

Street Address _____

Suburb _____

State _____ Postcode _____

Telephone Number [Home] _____

[Business] _____

[Mobile] _____

Marital Status _____

Do you wish to acknowledge your Indigenous Background? Aboriginal Yes No

Torres Strait Islander Yes No

***Highest Year of Primary or Secondary Schooling Completed by Father/Stepfather/Guardian:**

Year 12 or equivalent Year 10 or equivalent

Year 11 or equivalent Year 9 or equivalent or below

***Highest Qualification Completed by Father/Stepfather/Guardian:**

Bachelor Degree

Advanced Diploma/Diploma

Certificate I to IV (including Trade Certificate)

No Non-school Qualification

***Occupation of Father/Stepfather/Guardian**

(Please select the appropriate occupation group from the list on page 11 of this booklet)

If person is not currently in paid work but has had a job in last 12 months or has retired in the last 12 months, please use person's last occupation. If the person has not been in paid work in the last 12 months, please enter 'N' in space provided.

OCCUPATIONAL GROUP

OCCUPATION _____

EMPLOYER _____

WORK ADDRESS _____

SUBURB _____

POSTCODE _____

***Commonwealth Government Requirement**

PARENT/GUARDIAN INFORMATION CONTINUED

MOTHER/STEPMOTHER/GUARDIAN (PLEASE CIRCLE)

Title _____ Surname _____

First Name _____ Middle Name _____

Religion _____ Country of Birth _____

Languages Spoken at Home 1) _____ 2) _____

Preferred Email Address _____

Street Address _____

Suburb _____ State _____ Postcode _____

Telephone Number [Home] _____

[Business] _____

[Mobile] _____

Marital Status _____

Do you wish to acknowledge your Indigenous Background? Aboriginal Yes No

Torres Strait Islander Yes No

***Highest Year of Primary/Secondary Schooling Completed by Mother/Stepmother/Guardian:**

Year 12 or equivalent Year 10 or equivalent

Year 11 or equivalent Year 9 or equivalent or below

***Highest Qualification Completed by Mother/Stepmother/Guardian:**

Bachelor Degree

Advanced Diploma/Diploma

Certificate I to IV (including Trade Certificate)

No Non-school Qualification

***Occupation of Mother/Stepmother/Guardian**

(Please select the appropriate occupation group from the list on page 11 of this booklet)

If person is not currently in paid work but has had a job in last 12 months or has retired in the last 12 months, please use person's last occupation. If the person has not been in paid work in the last 12 months, please enter 'N' in space provided.

OCCUPATIONAL GROUP

OCCUPATION _____

EMPLOYER _____

WORK ADDRESS _____

SUBURB _____ POSTCODE _____

***Commonwealth Government Requirement**

CONFIDENTIAL MEDICAL INFORMATION

This information is intended to assist the College in case of any medical emergency with your son. All information is held in confidence. Please complete all sections of this page.

Name of Student _____ Medicare Number _____

Name of Family Doctor _____ Telephone Number _____

Address _____ Postcode _____

Ambulance Subscription Yes No Ambulance Subscription Number _____

Private Health Fund Membership Number _____

FIRST EMERGENCY CONTACT [OTHER THAN PARENT OR GUARDIAN]

Full Name _____

Relationship to Applicant _____

Telephone Number [Home] _____ [Work] _____ [Mob] _____

SECOND EMERGENCY CONTACT [OTHER THAN PARENT OR GUARDIAN]

Full Name _____

Relationship to Applicant _____

Telephone Number [Home] _____ [Work] _____ [Mob] _____

1. **DOES YOUR SON HAVE A MEDICAL CONDITION THAT WOULD REQUIRE IMMEDIATE TREATMENT OR RESPONSE?**

Yes No

If yes, what is your son's Medical Condition? (An action plan, authorised by a doctor, must be supplied)

Should medication need to be administered at the College, a Medical Action plan signed by parents/guardians/doctor must be attached to the enrolment form. For storage of medication, a College Medical Management form needs to be completed. The form is available upon request. It is the responsibility of the parents/guardians/student to ensure that the medication held by the College is up to date.

Medical Management Action Plan attached: Yes No

2. **DOES YOUR SON SUFFER FROM ANY OTHER ALLERGIES?**

Yes No

If yes, what special care is recommended?

3. **IS THERE ANY OTHER MEDICAL/HEALTH INFORMATION THAT THE COLLEGE NEEDS TO BE AWARE OF?**

CONSENT TO MEDICAL ATTENTION

Where the college is unable to contact me or my nominee, I authorise the College to:

- administer such First Aid as the College may judge to be reasonably necessary;
- provide such medical or surgical attention as may be deemed necessary by a medical practitioner or authorised medical agent; including the provision of ambulance transport/treatment as deemed appropriate.

Signature of Mother/Guardian _____ Date _____

Signature of Father/Guardian _____ Date _____

FINANCIAL INFORMATION

BILLING INFORMATION:

Information on this form will be used to set up your fee account with the College.

STUDENT'S FULL NAME _____

The Person/s responsible for the payment of school fees (Fee Contract):

I/We accept that the signatories below are jointly and severally liable for all fees and charges payable and pertaining to my/our son's education at Parade College regardless of any future financial agreement between the parents/guardians.

(1) Title: _____ First Name _____ Surname: _____

Relationship to Student: _____ **Signature:** _____

Date: ____/____/____

Mailing Address for Accounts _____

Postcode _____

(2) Title: _____ First Name _____ Surname: _____

Relationship to Student: _____ **Signature:** _____

Date: ____/____/____

Mailing Address for Accounts _____

(if different to above)

Postcode _____

(BOTH PARENTS/GUARDIANS TO SIGN)

For your convenience, we can issue duplicate copies of the accounts to each parent at separate addresses, should this be necessary.

Duplicate Accounts required? Yes No (tick appropriate box)

Payment Method:

School fees are charged annually in advance. A re-enrolment fee is charged in Term 3 for students in Years 7-11.

Options: 1. The following methods of payment are available to you:

- **Cheque/Cash**
- **EFTPOS**
- **BPay**

2. Payment on a weekly, fortnightly or monthly basis

We offer weekly, fortnightly or monthly payment of school fees via Direct Debit from your Savings, Cheque or Credit Card Account.

If you would like to utilise this option, please select one of the options below. The calculated amount and the appropriate forms will be sent to you for completion if the enrolment application for your son is successful.

- Weekly Direct Debit** from my Savings/Cheque/Credit Card Account
- Fortnightly Direct Debit** from my Savings/Cheque/Credit Card Account
- Monthly Direct Debit** from my Savings/Cheque/Credit Card Account

DECLARATIONS

A Student is formally enrolled after:

1. **BOTH Parents or Guardians sign ALL Declarations below**
2. The Acceptance Form has been signed and returned.
3. The appropriate enrolment fee and deposit are paid.

I AGREE TO THE RELEASE OF MY CONTACT DETAILS to the College's Parents Associations in order that they may contact me regarding College Events:

Signature of Mother/Stepmother/Guardian _____ Date _____

Signature of Father/Stepfather/Guardian _____ Date _____

PHOTOGRAPHY FOR PUBLICATIONS:

At Parade College we celebrate the efforts of our students by mentioning their participation in school events and their achievements in our school newsletter. Occasionally photographs of students are included. Each year the College routinely photographs all students for: Identification cards, inclusion in the College Year Book "The Paradian", sale by the photographer to Parents who wish to purchase individual and/or Tutor Group photos. Photographs of students are on our school intranet site. This site is protected and can only be accessed by school students and staff.

On the school website there may be images of students but we only ever use group photographs and we never identify the student's name, only class and year number.

We invite local press to school events and they are expected to follow school policy on the publication of photographs of students. When the story is about an individual achievement we will always seek your consent before passing information or photographs to the press for publication. Unless the story features an individual child, only group photographs are published and are student's identified by first name and year only.

WE GIVE/ DO NOT GIVE (please delete one) permission for photographs of our son (listed below) to be used by the College in its publications, advertisements and electronic media according to the policies set out above.

Full Name of Son _____

Name of person's giving consent _____ / _____

Relationship to Student _____ / _____

Signature of Mother/Stepmother/Guardian _____ Date _____

Signature of Father/Stepfather/Guardian _____ Date _____

COLLEGE NEWSLETTER VIA EMAIL LINK

Each fortnight the College Newsletter is distributed via an email link to our website www.parade.vic.edu.au

Email address for forwarding College Newsletter _____ (please print)

Please contact College Reception should you wish to amend your email address.

Parent's/Guardian's Declaration

In all matters pertaining to the administration of the College and its discipline and attendance of the enrolling Student at College functions, his wearing of the College uniform, and his conforming to accepted standards in matters of general behaviour and appearance, we agree to abide by the decisions of the College Council as conveyed to me by the Principal or published in Policies or Newsletter of the College. We acknowledge that we have read and understood the Student Agreement and agree to support the principles of the agreement.

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

Please Note: Accurate and complete disclosure is required, otherwise initial or ongoing enrolment may be affected. This Application for Enrolment must be signed by both Parents (or Legal Guardians) and the Student, and returned to the Registrar of the College in the envelope provided.

INFORMATION TECHNOLOGY ACCESS POLICY

NETWORK ACCESS AND USE – RESPONSIBILITIES AND OBLIGATIONS

Parade College provides network access to staff and students through Parade College's computer network and through it, to the Internet. This network is there to conduct research, complete work and communicate with others. You are made aware that everything that you do while working on the network, can be monitored and viewed by authorized Parade College's personnel. Email, web sites visited, documents accessed and programs used, are all monitored.

The above statement is based on the following principles:

The Parade College network, including the Internet (WWW) and email, must be used for work-related purposes only. Parade College provides laptops to full-time staff and reserve the right to amend this policy in accordance with business needs. These laptops will operate under a standard operating environment (SOE) for support, security and insurance purposes. Currently this SOE uses Microsoft Operating Systems. Beyond these systems, any support would currently be limited or at worst unavailable. Under no circumstances will any computer whether personal or not, be allowed access onto the network unless fully protected from viruses and spy-ware. The network is a limited resource and users must use it in an equitable and fair manner taking account of the rights and needs of others. Parade College has the right and obligation to monitor access to and the use of the network to ensure compliance with legislation, regulations and policies.

Cost of using the network

Access to the Internet is a significant cost to the College and cannot be provided unconditionally or without limit. To ensure the most cost-effective use of this resource, all Internet client software on campus is configured to request information via a caching proxy server. This reduces unnecessary duplication of retrieval of the same information.

Access to the Internet and printing is, at this stage, provided at no cost to individual staff, although use must be limited to authorized purposes.

Approved Users

Access to the network is given to staff and students who agree to act in accordance with the relevant College policies as dictated by business rules, legislation.

Users should note that penalties may apply for breaching any rules and regulations. Penalties can range from imprisonment and fines to suspension from the College or suspension from specific buildings or services of the College.

Reporting Breaches

Staff and students are expected to report any wilful damage, suspected breaches of laws of the College's regulations, policies and protocols and all such reports will be treated in a confidential and responsible manner.

Parade College will protect the interests of any staff member or student reporting a suspected breach in good faith and in a responsible way.

Email

Improper use of email may pose a threat to system security, the privacy of staff and others. It will also impose legal liability onto Parade College.

In using email remember some basic rules such as:

Spam – sending notices to irrelevant receivers.

Answering a specific person but sending the reply to all.

Do not use abusive language.

Backups

Although Parade College takes considerable care in managing its Information Technology systems, there is no guarantee of absolute integrity of information stored on the College's systems. Back up on any important work must always be maintained.

Illicit Material

The College's network must not be used to access, store or transfer illegal material, such as child pornography. To do so is an offence under the Crimes Act.

Harassment and defamation

The College's network must not be used to harass abuse or otherwise seek to offend other users. Arbitrary offensive material may be placed in a location, the location advertised and accessed by those who are interested.

All social networking sites such as Facebook, My Space, Twitter etc., are blocked internally.

Passwords

Staff and students are issued with passwords and user codes for identification on password-protected systems. It is the responsibility of the network account holder to protect his or her passwords and not to divulge these passwords to others. Please do not permit others to use your account unless it is in the course of duties.

IT administrators may be required from time to time to access some restricted services. At these times, passwords may be accessed. A network password policy will be to change your password in these events. Responsibility and accountability for network security is a shared responsibility of all network users.

Integrity of information and data

Users must not destroy, erase, alter or add to any information on the network unless they are the owner or the custodian with the right and responsibility invested to do so.

Copyright

Users must respect the rights of copyright owners. Users must not copy material onto the network or make material available through the network in breach of the copyright Act. This includes making unauthorised copies of license.

Access to the Parade College Information Technology Facilities

(This policy can be revised from time to time and can be viewed on the College Website and Parent Portal)

In order for Students to use Internet and Email facilities, parental permission is required:

IT Authorisation: I / WE GIVE (please delete one) permission for our son to access Parade College's computer network, electronic mail and Internet. I / WE have read and understood the Information Technology Access Policy and agree to support the College Policy with our son throughout his time at Parade.

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

List of Parental Occupation Groups

Group 1: Senior Management in large business organisation, government administration and defence, and qualified professionals

Senior Executive/Manager/Department Head in industry, commerce, media or other large organisation.

Public Service Manager (section head or above), regional director, health/education/police/fire services administrator

Other Administrator (school principal, faculty head/dean, library/museum/gallery director, research facility director)

Defence Forces Commissioned Officer

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 and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)

Air/Sea Transport (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

Group 2: Other business managers, arts/media/sports persons and associate professionals

Owner/Manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist Manager (finance/engineering/production/personnel/industrial relations/sales/marketing)

Financial Services Manager (bank branch manager, finance/investment/insurance broker, credit/loans officer)

Retail Sales/Services Manager (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency, designer, illustrator, proof-reader, sportsman/woman, coach, trainer, sports official)

Associate professionals generally have diploma/technical qualifications and support managers and professionals

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager)

Defence Forces Senior Non-Commissioned Officer

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All Tradesmen/women are included in this group.

Clerks (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)

Skilled Office, Sales and Service Staff

Office (secretary, personal assistant, desktop publishing operator, switchboard operator)

Sales (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)

Service (aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

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

Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper)

Office Assistants, Sales Assistants and other Assistants.

Office (typist, word processing/data entry/business machine operator, receptionist, office assistant)

Sales (sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)

Assistant/aide (trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)

Other Worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

INFORMATION PRIVACY ACT 2000

This information is collected within the guidelines of the National Privacy Principles as provided for in the Privacy Act 1988 (Cwth) and pursuant to the Information Privacy Act 2000 (Vic)

In the best interest of the student, it is the responsibility of parents to advise the College of any changes to the information contained in this form as soon as it occurs.