

	<b>PARADE COLLEGE</b>
<b>POLICY:</b>	<b>ENROLMENT POLICY</b>

## 1. Rationale

- 1.1 The College, a Catholic secondary boys' college and member school of Edmund Rice Education Australia (**EREA**), takes its inspiration from Br. Edmund Rice, founder of the Christian Brothers. The College's values and ethos are enshrined in the Charter for Edmund Rice Schools and in the College's Mission Statement.
- 1.2 The College puts itself at the service of its families to provide a means of excellence in education and to help young men grow into well rounded individuals who will make a meaningful contribution to society.
- 1.3 The College welcomes applications from prospective students whose families are supportive of the aims and methods of the College, and whose spiritual, educational and vocational aspirations the College's existing programmes are reasonably able to meet.

## 2. General

- 2.1 In order to be enrolled as a domestic student, the Students must be:
  - (a) an Australian citizen;
  - (b) an Australian permanent resident;
  - (c) a permanent humanitarian visa holder; or
  - (d) a New Zealand citizen.
- 2.2 Applicants are expected to support the ethos, culture and policies of the College.
- 2.3 The College will exercise its discretion in determining whether to make an offer of enrolment and enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account as well as:
  - (a) the physical number of currently enrolled students;
  - (b) the resources available to cater for the educational needs of students; and
  - (c) the willingness of the Student and the Student's family (where applicable) to comply with the College's policies and procedures

(d) referring to the Priority order of enrolment process noted below.

2.4 An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:

(a) relevant information is withheld or information provided is found to be inaccurate; or

(b) there is a significant change in the circumstances of a family and/or Student which cannot be reasonably accommodated by the College. In these circumstances, all due consultation will take place with the Student and family involved.

### **3. Priority order of enrolment**

3.1 All Applicants must submit the Enrolment Application Form fully signed and completed. Enrolment Applications will only be recorded on the waiting list if the Applicant has correctly submitted to the College the Enrolment Application Form.

3.2 Once a Student has commenced at the College, their enrolment is continuous through to Year 12 unless the Student is formally withdrawn.

3.3 While Catholic applicants are given priority, the College embraces equal opportunity and is inclusive in outlook and welcomes students from all backgrounds and faith traditions. However, when numbers outweigh the places available and at the discretion of the College, consistent with any published Diocesan policy, some applications may be given preference on the waiting list on the following basis:

(a) first, brothers of Students already enrolled in the College;

(b) second, brothers, sons, grand-sons and relatives of Old Paradians;

(c) third, male students transferring from another EREA school;

(d) fourth, Catholic male students whose families reside in one of the designated "Priority Parishes" (as contained in Schedule 1);

(e) fifth, male students of any religious background coming directly from a Catholic primary school;

(f) sixth, sons in families who have special connections with the Christian Brothers or Edmund Rice network;

(g) seventh, Catholic male students from other Catholic schools;

(h) eighth, Catholic male students from non-Catholic schools;

(i) ninth, Christian Orthodox male students; and

(j) tenth, non-Catholic male students from government or independent schools.

3.4 References or requests from Parish Priests, School Principals and teachers are taken into consideration when selecting applications for enrolment, and

any special pastoral or educational reasons for enrolment consideration are duly noted in the process.

- 3.5 A student who has previously concluded his enrolment at the College because of dissatisfaction on the part of the student, parents or the College, would not normally be considered for re-enrolment.
- 3.6 A family with unresolved financial matters with another Catholic school or institution would not normally be considered until those matters have been resolved to the satisfaction of that school or institution.
- 3.7 The College reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.

#### **4. Enrolment procedure**

- 4.1 Enrolment applications are considered at any time, or by the enrolment procedures and processes set annually by Catholic Education Melbourne. Outside this timeframe, offers are made on a places-available basis.
- 4.2 The enrolment procedure is as follows:
  - (a) Complete the Enrolment Application Form and return it to the College with the enrolment processing fee, a copy of the Student's school report, a copy of his birth certificate or passport as applicable and copy of baptismal certificate, and any evidence of dates of Sacraments. If your son was born and schooled overseas all documentation provided must be translated into English. A copy of your son's passport and visa is also required and if an Australian citizen, please also provide a copy of your citizenship certificate;
  - (b) applications are received and recorded on the waiting list according to the date of lodgement; and
  - (c) for Enrolment Applications from prospective Year 8 to Year 12 students, the College Registrar will contact the Student's previous school for further background information.
- 4.3 Upon receipt of an Enrolment Application Form:
  - (a) an interview with the Principal will be arranged for the families of all Students' prior to decisions being made. If necessary, a second interview will be conducted;
  - (b) any special needs are noted and discussed with the families at the interview for the purpose of determining whether it is necessary to make an adjustment for the Student and whether that adjustment would be reasonable in accordance with clause 6 below. Families may be required to provide additional information before the process can continue; and
  - (c) letters indicating acceptance, placement on a waiting list, or non-acceptance, subject selection, information nights, transition and testing dates etc. will be communicated in writing to the Student's primary contact on the application form. For prospective Year 7 Student's this will be on the date prescribed by Catholic Education Melbourne (CEM).

- 4.4 The place in the College is not confirmed until all documents and fees as requested by the College have been received. This includes, among other things:
- (a) signed acceptance letter from the Applicant of the Student which acknowledges acceptance of:
    - (i) the College's Terms and Conditions of Enrolment; and
    - (ii) the College's Parent Code of Conduct.
  - (b) signed Student Code of Conduct by the prospective Student.
- 4.5 Enquiries and visits are always welcome and can be arranged by contacting the College.
- 4.6 To assist the Principal in making a determination regarding enrolment, the College may request:
- (a) a reference from a parish priest or someone who is able to comment on the Student and the Applicant's general character and maturity, religious practice, and/or other matters that would be relevant to consideration of the application; and
  - (b) evidence to show that the prospective Student and the family would be supportive of the Mission of the College and its expectations for its students and families.

## **5. Reasonable adjustments**

- 5.1 Where information obtained by the College indicates that a Student has a Disability, the Principal will consult with the Student, and his family or carers, to determine whether the Disability would affect the Student's ability to participate in or derive substantial benefit from the educational program at the College. Following the consultation, the College will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.
- 5.2 The College will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:
- (a) the nature of the Student's Disability;
  - (b) the information provided by, or on behalf of, the Student about how the Disability affects the Student's ability to participate;
  - (c) views of the Student, or an associate of the Student, about whether a proposed adjustment is reasonable and will enable the Student with a Disability to access and participate in education and training opportunities on the same basis as students without Disabilities;
  - (d) information provided by, or on behalf of, the Student about his preferred adjustments;
  - (e) the effect of the proposed adjustment on the Student, including the Student's ability to participate in courses or programmes and achieve learning outcomes and independence;

- (f) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other students; and
  - (g) the costs and benefits of making the adjustment.
- 5.3 The Principal may require the Applicants to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the Student to enable the Principal to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).
- 5.4 If reasonable adjustments are necessary to enable the Student to enrol in or participate at the College, the College will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the College, the Principal will take into account the relevant circumstances of the case including:
- (a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the College community, the Student and the family of the Student). This includes (without limitation):
    - (i) costs resulting from the Student's participation in the learning environment, including any adverse impact on learning and social outcomes for the Student, other students and teachers;
    - (ii) benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other students and teachers;
  - (b) the effect of the Disability of the Student;
  - (c) the College's financial circumstances and the estimated amount of expenditure required to be made by the College Community - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
  - (d) the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
  - (e) the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the Student's participation); and
  - (f) the nature of the Student's Disability, his preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.
- 5.5 The Principal will discuss with the Student and the Applicant (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the College.
- 5.6 If the Principal is satisfied that it has sufficiently consulted the Student and the Applicant (as appropriate) and:

- (a) adjustments required are not reasonable;
- (b) adjustments required would cause unjustifiable hardship; or
- (c) where the Student could not or cannot participate in or continue to participate in or derive or continue to derive any substantial benefit from the educational program even after the adjustments were made,

the College may decide to decline to offer the Student a position or may defer the offer.

## 6. Privacy

6.1 The College collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process in accordance with its Privacy Policy. The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment to provide for the best interests of students. Please refer to the Privacy Policy located on the College's website for more information.

## 7. Definitions

7.1 "**Applicant**" means the person/s set out in the Enrolment Application being the Parents and/or Guardian/s of the Student listed in the Application and if more than one, each of them jointly and severally.

7.2 "**Disability**", in relation to a student, means:

- (a) total or partial loss of the student's bodily or mental functions; or
- (b) total or partial loss of a part of the body; or
- (c) the presence in the body of organisms causing disease or illness; or
- (d) the presence in the body of organisms capable of causing disease or illness; or
- (e) the malfunction, malformation or disfigurement of a part of the student's body; or
- (f) a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or
- (g) a disorder, illness or disease that affects a student's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour .

7.3 "**Principal**" means the Principal of Parade College, or the Principal's authorised representative.

7.4 "**Student**" means the student named in the Enrolment Application.

7.5 "**The College**" means Parade College, Bundoora Campus and Parade College, Preston Campus

Revised: May 2000, September 2002, March 2004, August 2007, July 2010, October 2013, November 2016, May 2020

Approved by the College Board: October 1994, August 2007, August 2010, November 2013, November 2016, June 2020

## Appendix A

### ENROLMENT TERMS AND CONDITIONS – PARADE COLLEGE

Parents/Guardians can contact the College to discuss any of the terms and conditions as stated below to seek further clarification or discuss their own unique circumstances.

#### 1. Definitions

- 1.1 “**Conditions of Enrolment**” means these Terms and Conditions of Enrolment including any subsequent amendments made by the College.
- 1.2 “**Enrolment Agreement**” means the Agreement forming part of these Terms and Conditions of Enrolment by which the Parent agrees to be bound.
- 1.3 “**Enrolment Fee**” means the fee payable at the time of signing the Enrolment Agreement.
- 1.4 “**Parent/s**” means the person/s set out in the Enrolment Agreement being the Parents and/or Guardian/s of the Student listed in the Agreement and if more than one, each of them jointly and severally.

For the avoidance of doubt, a “**Parent**” includes a Parent or Guardian signing the Enrolment Agreement to enrol a Student and (where required by the College) to sign acceptance of any Enrolment Terms and Conditions as they may be updated during the course of a Student’s enrolment at the College.

- 1.5 “**Principal**” means the Principal of Parade College, or the Principal’s authorised representative.
- 1.6 “**Student**” means the student named in the Enrolment Agreement.
- 1.7 “**The College**” means Parade College, Bundoora Campus and Parade College, Preston Campus

#### 2. Responsibilities of the Parent

- 2.1 The Parent agrees:
  - (a) to abide by the College’s policies which may be changed during the period of enrolment at the discretion of the College;
  - (b) the College’s policies do not form part of the Enrolment Agreement;
  - (c) to pay the Enrolment Fee at the time of signing the Enrolment Agreement which they acknowledge is non-refundable in any circumstances;
  - (d) to pay all tuition fees and charges levied by the College by the due dates in accordance with the applicable Schedule of Fees published by the College from time to time;
  - (e) to inform the College of any circumstance which impact on the health, wellbeing and learning capabilities of the Student;
  - (f) to inform the College of any circumstance which may impact on the Parent’s ability to pay tuition fees and charges; and

- (g) that the Student and the Parent will comply with all relevant policies and procedures which may be amended from time to time at the College's absolute discretion either orally or in writing.
- 2.2 If the Parent wishes to withdraw the Student from the College, the Parent must give to the Principal one term's notice in writing signed by each of the persons who signed the Enrolment Agreement (if there is more than one Parent) or pay to the College the equivalent of one term's fees. If less notice is provided, then one term's tuition fees and charges will be payable by the Parent.
- 2.3 The Enrolment Fee will not be refunded if the Parent decides to withdraw the student at any time.
- 2.4 The College asks that all Parents sign and date these Enrolment Terms and Conditions on the last page to signify acceptance of these and other key documents.

### **3. Fees and Charges**

- 3.1 Upon accepting the offer of enrolment, the Parent shall be liable for payment of an Enrolment Fee at the current rate in order to confirm enrolment which is neither refundable nor transferable.
- 3.2 In a two parent/guardian household we expect and request both parents to sign the Enrolment Agreement and in those circumstances, both parents agree that they are jointly and severally liable unless evidence is provided to the contrary (i.e. by way of court order). The College welcomes all families in its community and understands that family arrangements can be unique so if you are unable to provide two signatories please let the College know.
- 3.3 All fees are due and payable in full on the date set out in the applicable Fees Schedule published on the College's website unless another arrangement has been pre-agreed in writing between the Parent and the College, for the duration of the Student's enrolment at the College.
- 3.4 The College reserves the right to change its fees and charges subject to providing the Parent with reasonable notice as published on the College's website.
- 3.5 The Parent is responsible for fees and charges supplied in relation to all excursions and camps, and all other applicable levies during the enrolment period. The paid amount for excursions and camps will not be refunded in the event that the Student does not attend the camp, excursion or any other extra-curricular activity.
- 3.6 The Student will not be permitted to enter a new term while any part of the fees or charges for the previous billing period remain unpaid, unless approved by the Principal or their authorised delegate.
- 3.7 The College retains the right to terminate a Student's enrolment if fees remain unpaid for a period of time and an appropriate arrangement has not already been agreed upon by the College.
- 3.8 If the Student is admitted to the College during a term, fees will be charged on a pro rata basis.

- 3.9 No refund of fees paid or waiver of any fees outstanding will be made if the Student is withdrawn from the College during a term, or is absent for any reason.
- 3.10 If the Student enrolment offer is withdrawn at the insistence of the College, the Parent is liable for all fees and charges to the date of notification of the Student's enrolment at the College being terminated.
- 3.11 The Principal or their authorised delegate is authorised to take such action deemed necessary to recover unpaid fees or charges, including recovery costs from debt collection agencies.
- 3.12 Any overdue accounts may result in late fees, suspension of enrolment, the exclusion of the Student from certain activities and the permanent exclusion from the College. The College may seek recovery of its costs via legal action or a debt collection agency which shall involve both payment of the unpaid fees and charges and costs of seeking recovery being charged to the Parent.
- 3.13 The Parent will indemnify the College for all costs associated with complying with a subpoena in relation to a family law matter.

#### **4. Disclosure**

- 4.1 The Parent acknowledges that the Enrolment Application form has been completed honestly and correctly, and that the Parent has made full disclosure in response to the matters and questions raised in the Enrolment Application form.
- 4.2 The Enrolment Application form forms part of the Enrolment Agreement, and failure to complete the Enrolment Application form honestly and correctly, or to make full disclosure, may result in the immediate termination of the Enrolment Agreement by the College.
- 4.3 The College reserves the right to obtain further information regarding the Student including all academic information, school reports and all medical and other reports regarding the Student, if applicable.
- 4.4 Responding to Inappropriate Student Behaviour: The College reserves the right to respond to any inappropriate behaviour by a student, including for out of hours behaviour that may affect other students or staff or unduly damage the reputation or property of the College, or contravene the College's Mission Statement or its values.
- 4.5 In signing these Conditions of Enrolment, the Parent acknowledges that breaches of College policies by the Student, and breaches of the Parent Code of Conduct by the Parent (or one of them) may lead to suspension of the Student and/or termination of the enrolment of the Student in accordance with the College's Student Behaviour Management policies available on the College's Intranet.
- 4.6 Disciplinary action may be implemented against the Student (including detention, suspension and up to expulsion from the College) if in the opinion of the Principal the Student is found to have breached the College's policies, including the Student Code of Conduct or is found to have engaged in behaviour detrimental to the College, its staff or students or contrary to the College's stated Mission Statement, ethos and/or values.

- 4.7 If the Principal suspends the Student, the Parent shall be notified to that effect and the period for which the suspension shall operate.
- 4.8 If suspended, the Student shall not enter upon any of the College grounds for any purpose during the period of suspension without the express permission of the Principal and shall be the sole responsibility of the Parent during such period.
- 4.9 The Parent is expected to support the aims, objectives, ethos, rules and policies and student behavioural expectations of the College. Action may be implemented against the Parent if in the opinion of the Principal the Parent is found to have breached the College's Policies, including the Parent Code of Conduct. Such action may include termination of the Student's Enrolment Agreement.

## **5. Health and Medical treatment**

- 5.1 The College will notify the Parent of any injury or illness the Student may suffer at the College, which warrants staff intervention or a visit to the sick bay.
- 5.2 If, during the period of enrolment, the physical and/or mental health of the Student changes at any time, the Parent will notify the College and provide any relevant medical or other relevant information or reports in a timely manner. The College reserves the right to assess and determine its ability to provide ongoing education to a student, and reserves the right to require the Parent to provide the College with information as requested.
- 5.3 In the event the Student is involved in a medical emergency and the Parent or nominated contact person cannot be reached, the College can take action and incur expenditure as it considers necessary in the best interests of the Student. The Parent will indemnify the College for the cost of any such treatment or action taken.
- 5.4 The Student is permitted to access College specialists, including the College Counsellors. The Parent consents to those services being provided to the Student and understands there is confidentiality between the Student and specialist, particularly for students aged 16 years and over (if the specialist deems that to be appropriate in accordance with his or her obligations).

## **6. Personal possessions**

- 6.1 It is the responsibility of the Student and the Parent to take care of any personal possessions including musical instruments, sporting equipment, electronic devices and clothing, and the College is not liable for any loss or damage to this property.
- 6.2 The Parent will indemnify the College for any loss or damage to College property arising from the use or possession of such property by the Student.

## **7. Attendance**

- 7.1 The Student must attend the College on the dates and between the hours advised by the College. In addition, the Student, and the Parent if required, must attend and participate in all co-curricular activities including sporting training and matches and other related activities, camps, excursions, assemblies, celebrations, student progress meetings, music and drama

rehearsals and performances and Mass and other religious services, which may be held on the weekend or before or after normal College hours.

- 7.2 The student and his family must make arrangements to ensure that he arrives at school on time each day. Where an early departure or late arrival occur, the parent must contact the College in writing to advise of the change to arrangements.
- 7.3 After holiday periods it is expected that the Student will return to the College on the dates fixed for resuming unless permission is obtained from the Principal.
- 7.4 The Student is not permitted to leave the College at the end of term until the published closing date unless permission is obtained from the Principal.
- 7.5 It is the responsibility of the Parent to advise the College as soon as practicable if a Student is to be absent for any reason and the estimated length of absence.
- 7.6 The Student will not be able to attend College for any period of time during which the Student is suffering from a disease or condition which is contagious through normal social contact or a medical practitioner has recommended the Student not attend.
- 7.7 The Parent will encourage the Student to take full advantage of the curricular and co-curricular opportunities provided by the College to further their education.

## **8. Termination**

- 8.1 The Enrolment Agreement may be terminated:
  - (a) in accordance with the provisions of these Enrolment Terms and Conditions,
  - (b) by the College in accordance with the Parent Code of Conduct;
  - (c) by the College in accordance with the Student Code of Conduct; or
  - (d) as permitted by law.

## **9. Communication and Privacy**

- 9.1 The Parent is required to provide copies of all existing court or parenting orders or plans at the time of enrolment and during the period of enrolment. The College will abide by such orders but will not "police" matters between parents except to the extent required to carry out the College's Duty of Care to the Student.
- 9.2 The College will be entitled to rely on the information given at the time of enrolment and in the Enrolment Application regarding the Student's residence and domestic arrangements more generally. The provision of misleading representation (or a failure to update the College) in relation to the guardianship of the Student may result in the College suspending or terminating the enrolment of the Student. This includes any circumstances where the Student is discovered to be living in arrangements other than with responsible adults of good character, and situations where minor Students live

wholly or partly alone and parents or guardians live elsewhere, including overseas or interstate for all or part of a school year.

- 9.3 From time to time the College may wish to include photographs and/or audio/visual of the Student captured with or without their name in print and online for distribution within and outside the College community. The Parent consents to such use and disclosure of the Student's photographs and/or audio/visual unless such consent is expressly withdrawn via written notification to the College.
- 9.4 The College will not disclose any information in relation to the Student to any party other than the Parent, subject to the EREA Privacy Policy and the College's Enrolment Policy which may require disclosure to EREA, Catholic Education Melbourne (CEM) and Catholic Education Commission of Victoria Ltd (CECV) or in accordance with the College's other legislative obligations.
- 9.5 In the event the Parent is not the natural parent/s, copies of supporting documentation evidencing legal guardianship of the Student must be supplied to the College with the Enrolment Application form.
- 9.6 The Parent consents to the College using their personal information and the Student's personal information for the purposes of receiving marketing communication. The Parent may at any time opt out of receiving any marketing communication by contacting the College office. There is no charge or penalty for opting out from any marketing communication.
- 9.7 All information pertaining to the Student and the College will be provided to the Parent in accordance with the EREA Privacy Policy which is available on the College's website.
- 9.8 In order to ensure the ongoing health, wellbeing and enrolment of the Student at the College, the Parent agrees to keep the College informed and maintain open communication in regard to all relevant information and issues relating to the Student.

## **10. Outcomes**

- 10.1 The College does not warrant that it will achieve any particular outcome (including academic achievement) in respect of the Student.
- 10.2 In accepting the enrolment of the Student, the College does not warrant the Student will successfully complete his schooling at the College.

## **11. Educational Services**

- 11.1 The College provides educational services that are within the scope of the College's registration, being:
  - (a) Year 7– Year 10 under the Victorian Curriculum (7 – 10); and
  - (b) senior secondary courses which are normally provided in Years 11 – 12, including the Victorian Certificate of Education (VCE), Vocational Education and Training (VET) and Victorian Certificate of Applied Learning (VCAL).

## 12. Acceptance and Acknowledgments

I, [complete full name of parent/guardian 1] agree to the terms of the:

- (a) Terms and Conditions of Enrolment;
- (b) Parent Code of Conduct;
- (c) Student Code of Conduct;
- (d) School Fee Collection Policy

I acknowledge I have read and understood each of these documents, and that I am bound by their terms, and I will continue to be bound by the Terms and Conditions of Enrolment as they may be amended from time to time and re-published accordingly by the College.

Signature

Date

I, [complete full name of parent/guardian 2] agree to the terms of the:

- (e) Terms and Conditions of Enrolment;
- (f) Parent Code of Conduct;
- (g) Student Code of Conduct;
- (h) School Fee Collection Policy.

I acknowledge I have read and understood each of these documents, and that I am bound by their terms, and I will continue to be bound by the Terms and Conditions of Enrolment as they may be amended from time to time and re-published accordingly by the College.

Signature

Date

## Appendix B

### PARENT CODE OF CONDUCT – PARADE COLLEGE

I, [complete full name of parent/guardian 1.....] agree to the terms of the Parent Code of Conduct; and I acknowledge I have read and understood it, and that I am bound by its terms, and I will continue to be bound by it as they may be amended from time to time and re-published accordingly by the College.

Signature

Date

I, [complete full name of parent/guardian 2.....] agree to the terms of the Parent Code of Conduct; and I acknowledge I have read and understood it, and that I am bound by its terms, and I will continue to be bound by it as they may be amended from time to time and re-published accordingly by the College.

Signature

Date

#### 1. Introduction

- 1.1 At Parade College (**the College**) we aim to provide an open, welcoming, inclusive and safe environment for all which is nurtured in the Edmund Rice tradition. We aim to work in partnership with families in the care and growth of each student to develop compassionate and confident young men.
- 1.2 This Parent Code of Conduct outlines the way in which the College requires all parents and/or guardians to conduct themselves when visiting the College campuses, participating in College activities and communicating with members of our community (including students, staff and other parents).

#### 2. When visiting the College

- 2.1 Parents and/or guardians must:
  - (a) comply with all policies and procedures in place at the College;
  - (b) comply with relevant legal obligations under the legislation and any court order;
  - (c) should report to College Reception on arrival at either Campus;
  - (d) listen respectfully, in the same manner required by students and staff, when attending any kind of College assembly, Mass, presentation, performance, class event, or public meeting;
  - (e) treat all parents, staff, contractors, volunteers, students, and visitors to the College with courtesy and respect;

- (f) uphold the reputation of the College when visiting for any College event whether within the College campuses or at external venues; and
- (g) accept the authority of the staff members when visiting on College grounds and comply with any reasonable direction.

2.2 Parents and/or guardians must not:

- (a) discipline or reprimand a student about their behaviour if that child is not their own child;
- (b) bully or harass other parents, staff, contractors, volunteers, students, and visitors to the College;
- (c) engage in behaviour or encourage any behaviour of other parents, students, contractors or members of the community which brings or is likely to bring the reputation of the College into disrepute;
- (d) take a photo or video recording of a child if that child is not their own child, unless the parent of the child is present at the time and consents to the photo or video recording being taken; or
- (e) attend the College whilst intoxicated on drugs or alcohol.

**3. When communicating with staff, contractors and volunteers**

- 3.1 All staff, contractors and volunteers are entitled to a safe and enjoyable work environment.
- 3.2 If a parent and/or guardian contacts a staff member, contractor, or volunteer in relation to a query or concern, the recipient will respond within a reasonable period of time.
- 3.3 In order to most effectively discuss a query or concern, parents and/or guardians wishing to speak to staff member, contractor, or volunteer in person must make an appointment in advance.
- 3.4 Parents and/or guardians must:
  - (a) speak to staff, contractors, and volunteers with courtesy and respect;
  - (b) communicate with staff, contractors, and volunteers in a clear, friendly and open manner; and
  - (c) respect the privacy of staff, contractors, and volunteers.
- 3.5 Parents and/or guardians must not:
  - (a) raise their voice or interrupt whilst a staff member, contractor, or volunteer is trying to speak;
  - (b) speak to staff, contractors, or volunteers in a derogatory or offensive manner;
  - (c) take a photo, video recording, or audio recording of a staff member, contractor or volunteer without prior consent;

- (d) post a photo, video recording, or audio recording of a staff member, contractor or volunteer on social media without prior consent;
- (e) assault (sexually or physically) a staff member, contractor or volunteer;  
or
- (f) intimidate, undermine, threaten, bully or harass staff, contractors, or volunteers.

#### **4. When communicating with other parents**

##### 4.1 Parents and/or guardians must:

- (a) speak to other parents with courtesy and respect;
- (b) contribute to a positive, Catholic and friendly culture within the College community;
- (c) support and encourage the values, activities and ethos of the College;  
and
- (d) respect the privacy of other parents.

##### 4.2 Parents and/or guardians must not:

- (a) raise their voice when speaking to other parents;
- (b) deliberately exclude a parent and/or guardian or treat a parent and/or guardian differently to other parents and/or guardians;
- (c) speak to other parents in a derogatory or offensive manner;
- (d) take a photo or video recording of another parent without their consent;
- (e) post a photo or video recording of another parent on social media without consent;
- (f) intimidate, undermine, threaten, bully or harass other parents; or
- (g) disclose the personal details of another parent and/or guardian to another person without consent.

#### **5. When using social media**

5.1 Parents and/or guardians recognise the potential for damage to be caused, directly or indirectly, to the College and others as a result of their personal use of social media especially in circumstances when they can be identified as a parent and/or guardian of the College.

##### 5.2 When using social media, parents and/or guardians must:

- (a) respect a person's professional and personal environment and must not harass, intimidate, threaten, bully or undermine other people online;
- (b) act with integrity, respect, honour and dignity;

- (c) be respectful to staff, contractors, volunteers, other parents, and/or students while conducting themselves online; and
  - (d) never reveal confidential information relating to the College, staff members, contractors, volunteers, other parents, and/or students at the College.
- 5.3 Parents and/or guardians must not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of another student or family.
- 5.4 Parents and/or guardians must not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the College.

## **6. When making a complaint**

- 6.1 Parents and/or guardians have the right to raise issues and concerns related to the education of their child or other matters relating to the College.
- 6.2 Parents and/or guardians should ensure that they raise their issues and concerns with the right person and follow the correct communication channels according to the College's policies and procedures.
- 6.3 When making a complaint to the College, parents and/or guardians are required to act in a manner consistent with the Parent Code of Conduct.

## **7. Consequences of a breach**

- 7.1 Any parent and/or guardian, student, staff member, contractor or volunteer may notify the Principal or their representative of a possible breach of the Parent Code of Conduct.
- 7.2 The Principal or their representative will endeavour to investigate the complaint to determine whether there has been a breach of the Parent Code of Conduct.
- 7.3 If satisfied that a breach has occurred, the Principal or their representative may implement disciplinary action against the respondent such as, but not limited to a warning, direction to provide an apology, direction not to enter College grounds for a period of time, or termination of their child's enrolment.

## **8. Related policies and procedures**

- 8.1 EREA Privacy Policy;
- 8.2 Enrolment Agreement;
- 8.3 Enrolment Terms and Conditions'
- 8.4 Parent Management Procedure;
- 8.5 College Expectations Policy;
- 8.6 Child Safety Code of Conduct.