



St Bede's College

Year 7

Enrolment Pack

2024





Enrolment Policy

Preamble

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all College staff, including employees, Board members, committee members, contractors, volunteers and clergy (**College Staff**), act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment.

If any person believes a child is in immediate risk of abuse, telephone 000.

Purpose

The College is committed to providing education to Catholic students in the designated catchment area established by the Catholic Education Office.

Scope

Unless indicated in the attachments below this policy and accompanying procedures apply to all St Bede's students and staff at both the Mentone Campus and Bentleigh East Campus.

The St Bede's College Board of Trustees is committed to serving the Catholic Community of its designated Priority Parishes in the catchment area. The College exercises its mission under the authority of the Trustees of the De La Salle Brothers and the Catholic Archbishop of Melbourne. To the level of its capacity, the College observes the enrolment policies published by the Catholic Education Office.

The College Enrolment Policy is the responsibility of the College Board who work in conjunction with the Catholic Education Office.

Definitions

"Applicant" means the person/s set out in the Enrolment Applicant Form being the parent/s and/or guardian/s of the Student seeking enrolment at the College.

"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.

“Enrolment Agreement” means the Agreement forming part of the Terms and Conditions of Enrolment by which the Applicant will agree to be bound when accepting any offer of enrolment made by the College.

“Enrolment Application Form” means the document which the Applicant is required to complete in order to be eligible to be considered for enrolment at the College.

“Enrolment Fee” means the fee payable at the time of signing the Enrolment Agreement. The current Enrolment Fee is provided in the Fee Schedule (attach) and may be altered at any time at the discretion of the College.

“Student” means the student associated with the Applicant identified in the Enrolment Application Form that is seeking enrolment at the College.

“The Principal” means the Principal of the College, or the Principal's authorised representative.

Statement of Policy

To the level of its capacity, St Bede's College is committed to ensuring the enrolment of students from Catholic Families enrolled in a Catholic Primary School in the designated Priority Parishes in the catchment area. This policy also aims to support Catholic families who have sons enrolled in the College and to continue to develop and build the link with sons of Old Collegians who are currently engaged in Catholic Education and to develop a strong Catholic culture within St Bede's College.

1. General

1.1 To be eligible for enrolment, the Student must be:

- 1 an Australian citizen;
- 2 a student qualified to be enrolled in accordance with the requirements of the Department of Home Affairs, including but not limited to a Permanent Residency visa or Student visa.
- 3 deemed eligible and approved for enrolment by the Principal as determined at the sole discretion of the Principal and in accordance with Australian law.

1.2 The College will exercise its discretion in determining whether to make an offer of enrolment. 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:

- 1 the physical numbers of currently enrolled students;
- 2 the willingness of the Student and the Applicant to comply with the College's policies and procedures; and
- 3 the resources available to cater for the educational needs of students.

1.3 An enrolment offer may be withdrawn by the College at its own discretion in situations where:

- 1 relevant information is withheld or information provided is found to be inaccurate; or
- 2 there is a significant change in the circumstances of the Applicant and/or the Student which cannot be reasonably accommodated by the College.

2. Priority Order of Enrolment

2.1 All applicants must submit a correctly completed enrolment application to the College, including the Enrolment Application Form and any necessary associated paper work.

2.2 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 Student who has a brother who is currently attending the College (who did not transfer to Mentone Campus in Year 11 from Bentleigh East Campus).
- Catholic children of Old Collegians of the College who are attending a Catholic primary school.
- Catholic children who are residents of a designated priority parish (see **Attachment 1**) and have attended a Catholic primary school.
- Catholic children who are residents of a designated priority parish and have not attended a Catholic primary school.
- Catholic children from other parishes (for pastoral reasons).
- Children from non-Catholic Eastern Churches who have attended a Catholic primary school and are residents of a designated priority parish.
- Children from non-Catholic Eastern Churches who have not attended a Catholic primary school, but are residents of a priority parish.
- Other Christian children who have attended a Catholic primary school and are residents of a priority parish.
- Other Christian children who have not attended a Catholic primary school, but are residents of a priority parish.
- Non-Christian children who have attended a Catholic primary and are residents of a priority parish.
- Non-Christian children who have not attended a Catholic primary school, but are residents of a priority parish.

Priority levels may be further sub-divided on a year to year basis.

- 2.3 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.
- 2.4 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.
- 2.5 The enrolment of a Student at St Bede's College is at the discretion of the Principal.
- 2.6 Where places are not immediately available on the basis of the application of the priority rules above, the Principal may determine to place the enrolment procedure on hold and a waiting list will be maintained by the College.
- 2.7 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.

3. Enrolment procedure

- 3.1 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.
- 3.2 The enrolment procedure is as follows:
- 1 Complete, in full, the Enrolment Application Form. The following supporting documents will need to be forwarded to the College as part of the application:
 - (i) Student Birth Certificate
 - (ii) Baptismal and Communion Certificate
 - (iii) \$100 Application Fee
 - (iv) For non-Australian nationals, visa documentation.
 - (v) A copy of a recent energy bill and drivers' license or similar identifying document.
 - 2 The Applicant is required to provide the following information in the Application Form to meet College and government requirements:
 - (i) religious denomination
 - (ii) information about the language(s) the Student speaks and/or hears at home
 - (iii) names and addresses of the Student and Applicants; telephone numbers (home, work, mobile) of Applicants
 - (iv) information on additional learning needs (for example, whether the Student requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
 - (v) parenting agreements, parenting plans or court orders, including any carer orders.

- 3.3 After lodgement of the Application Form, College staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the Application Form. In addition, it is often useful for Applicants to attend a meeting with College staff prior to enrolment to discuss any additional needs the Student may have. An interpreter may be organised, if required. If information requested is not provided, the College may not be able to enrol the Student.
- 3.4 Upon receipt of the Enrolment Application Form:
- 1 Email confirmation of payment and application received
 - 2 A letter indicating acceptance, placement on a waiting list, or non-acceptance will be communicated in writing to the Student's family. For prospective Year 7 Students this will be on the date prescribed by Catholic Education Melbourne.
- 3.5 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:
- 1 Signed acceptance letter from the Applicant of the Student which acknowledges acceptance of:
 - (i) Terms and Conditions of Enrolment;
 - (ii) Parent and Carers Code of Conduct; and
 - (iii) Student Behaviour Management Policy.
- 3.6 Following successful completion of clause 3.4, the college may make an enrolment offer by way of a letter of offer to the Applicant or may advise the Applicants that the prospective student has been placed on the waiting list
- 3.7 To accept an enrolment offer, the Enrolment Agreement must be submitted and signed by both biological parents (unless a court order provides otherwise and a copy is given to the College), including payment of the Enrolment Fee by the specified due date.
- 3.8 If a Student is enrolled and then withdraws before commencement date or defers to a year where only a waiting list exists, all fees previously paid, except the Enrolment Fee, will be returned.
- 3.9 Lodgement of the Enrolment Application Form does not guarantee enrolment of the Student at the College.
- 3.10 Once enrolled at the College a Student's enrolment will continue through to Year 12, unless the Student is formally withdrawn at the initiative of the College or the Applicant.

4. Selection Criteria

4.1 Students selected for enrolment at College are expected to support and enhance the ethos of the College in its pursuit of spiritual growth and academic excellence. Following completion of an Enrolment Application Form, 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 and practical implications into account, as well as:

- 1 The physical number of currently enrolled students;
- 2 The resources available to cater for the educational needs of students;
- 3 Date of Application.

5. Withdrawal of enrolment offer

- (a) An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:
- (i) relevant information is withheld or information provided is found to be inaccurate; or
 - (ii) 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.

6. Reasonable adjustments

- (b) Where information obtained by the College indicates that a Student has a disability, the Principal, or their delegate, will consult with the Applicant and the Student 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. Should the Principal's delegate conduct the consultation, they will make a recommendation to the Principal if an offer of enrolment should be made to the Applicant. Following the consultation and any recommendation from the Principal's nominee, the College will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.
- (c) The College will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:
- (i) the nature of the Student's disability;
 - (ii) the information provided by, or on behalf of, the Student about how the disability affects the Student's ability to participate;
 - (iii) 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 children without disabilities;
 - (iv) information provided by, or on behalf of, the Student about the Students preferred adjustments;
 - (v) 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;
 - (vi) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other students; and

- (vii) the costs and benefits of making the adjustment.
- (d) The Principal may require the Applicant 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).
- (e) If reasonable adjustments are necessary to enable a 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:
 - (i) 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):
 - 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;
 - benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other students and teachers;
 - the effect of the disability of the Student;
 - (ii) the College's financial circumstances and the estimated amount of expenditure required to be made by the Community - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
 - (iii) the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
 - (iv) 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
 - (v) the nature of the Student's disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.
- (f) 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.
- (g) If the Principal is satisfied that it has sufficiently consulted the Student and the Applicant (as appropriate), and adjustments required are not reasonable, would cause unjustifiable hardship or the College, may decline to offer the Student a position or may defer the offer.

7. Privacy

The College collects personal information, including sensitive information regarding Applicants and Students, during and subsequent to the enrolment process. 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 for more information.

Associated Documents:

- List of Priority Parishes and the residential catchment area (Attachment 1)
- Enrolment Terms and Conditions (Attachment 2)

Document Authorisation

A handwritten signature in black ink that reads "Anthony Brinkley". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Mr Anthony Brinkley
St Bede's College Board Chair

Evaluation

This policy will be reviewed as part of the College's three-year review cycle.

Review Date: September 2020

Reviewed: Mr Anthony Brinkley

Next Review Date: September 2023

Attachment 1

List of Mentone Campus Priority Parishes in residential catchment area

Mentone Campus
Aspendale Parish
Beaumaris Parish
Black Rock Parish
Chelsea Parish*
Cheltenham Parish*
Dingley Parish*
Hampton East Parish
Hampton Parish*
Highett Parish*
Mentone-Parkdale East Parish
Mordialloc Parish
Sandringham Parish

List of Bentleigh East Priority Parishes in residential catchment area

Brighton East Parish
Cheltenham Parish*
Clayton Parish
Clayton South Parish
Dingley Parish*
Hampton Parish*
Highett Parish*
Holy Trinity Parish
Keysborough Parish
Murrumbeena Parish
Oakleigh Parish
Oakleigh East Parish
Ormond Parish
Springvale Parish

Being offered a place depends upon the number of applications received, as applicants who meet the CEM criteria are accepted first and the number of applicants varies from year to year.

*Please note that some catchment areas are shared between schools.

“Priority Parish refers to the student’s residential address, NOT primary school attended. Priority Parishes are a designated catchment for a secondary school.” CEM Melbourne.

St Bede’s College is pleased to accept all enrolment applications; however, the offer of a place depends upon the number of applications received, in accordance with the criteria in our Enrolment Policy



Attachment 2

Enrolment Terms and Conditions

1. Definitions

“Applicant” means the person/s set out in the Enrolment Agreement being the Parent’s 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, an “Applicant” includes a Parent or Guardian signing the Enrolment Agreement to enrol a Student and (where required by the College) to signal acceptance of any Enrolment Terms and Conditions as they may be updated during the course of a Student’s enrolment at the College.

“Enrolment Application Form” means the document which the Applicant is required to complete in order to be eligible to be considered for enrolment at the College.

“Enrolment Fee” means the fixed amount which is payable at the time of enrolment, as set out by the College.

“Enrolment Agreement” means the Agreement forming part of these Terms and Conditions of Enrolment, Student Code of Conduct and the Parent Code of Conduct by which the Applicant agrees to be bound.

“Disability”, in relation to a child, means:

- (a) total or partial loss of the child’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 child’s body; or
- (f) a disorder or malfunction that results in the child learning differently from a child without the disorder or malfunction; or
- (g) A disorder, illness or disease that affects a child’s thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

“Conditions of Enrolment” means these Terms and Conditions of Enrolment, including any subsequent amendments made by the College.

“Student” means the student named in the Enrolment Agreement.

“The Principal” means the Principal of the College, or the Principal’s authorised representative.

“The College” means St Bede’s College [ABN 59 127 195 135].

2. Continued enrolment

- 2.1. This document sets out the Terms and Conditions of Enrolment at St Bede's College (**the College**), a Catholic secondary boys’ college.
- 2.2. In signing the Enrolment Agreement, the Applicant and Student agree to these Enrolment Terms and Conditions and the College’s Rules, Policies and Procedures, which may be changed during the period of enrolment at the discretion of the College. The College’s Rules, Policies and Procedures do not form part of the Enrolment Agreement.
- 2.3. The holistic development of the Student remains the priority of the College in carrying out its duty of care to the Student. As such, the College makes no representation or promise regarding any particular academic achievement or level of performance of any Student.

3. Philosophy and Foundational Statements

- 3.1. The College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment.
- 3.2. Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.
- 3.3. Applicants, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child’s education. Applicants must assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.
- 3.4. Our motto is *Per Vias Rectas* (By Right Paths). It is important that young men have a strong set of values that underpin the way they live. We live those values by respecting and honouring our heritage while looking with imagination to the future.
- 3.5. The College has Five Guiding Principles that support our Mission. These Principles are at the heart of our community. They are principles that we strive to live out daily.
 - (a) God is our focus. God is spoken about; we give time and energy to worship and social action.
 - (b) We are brothers/sisters to each other. We always take care of each other. The older students will guide and care for the younger students. The Lasallian spirit of brotherhood/sisterhood will underpin all our actions.
 - (c) We must always be honest. The value of honesty is at the heart of relationships at St Bede’s College.
 - (d) Respect for self, others and property. These are gifts and are sacred.
 - (e) Achievement is valued. In the cultural, academic and sporting fields, we strive to give our best effort.

4. General

- 4.1. In signing the Enrolment Agreement, the Applicant agrees to the College’s policies, conditions and rules found www.stbedes.catholic.edu.au/policies changed during the period of enrolment at the discretion of the College.
- 4.2. 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

- 4.3. The College's policies do not form part of the Enrolment Agreement, aside from the Student Code of Conduct, Parent Code of Conduct and these Enrolment Terms and Conditions.
- 4.4. If the Applicant wishes to withdraw the Student from the College, the Applicant must give the Principal one term's written notice.
- 4.5. Failure to give the required notice as set out in clause 4.4 will result in a charge of one term's fees.

5. Educational services provided

- 5.1. The College provides educational services to boys that are within the scope of the College's registration, being:
 - Year 7 – Year 12 under the Victorian Curriculum (P – 7).

6. Enrolment

- 6.1. 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) Terms and Conditions of Enrolment;
 - (ii) Parent Code of Conduct; and
 - (iii) Student Code of Conduct.

7. Fees

- 7.1. Where there is more than one Applicant, both persons will be equally responsible jointly and severally for the College fees and any other charges.
- 7.2. An offer of enrolment must be accepted within the period prescribed in the letter of offer, and the only method by which the offer can validly be accepted is by payment of the Enrolment Fee. If the Student commences at the School in the following year, the Enrolment Fee will be used to offset that term's Fees. If the Student does not commence, the Enrolment Fee is forfeited and is not refundable or transferable.
- 7.3. The Applicant can elect to defer the acceptance of an offer of enrolment; however the College makes no guarantees that a place will be available for the Student in subsequent years.
- 7.4. The setting of fee levels and other compulsory charges in Catholic schools is the responsibility of the College, taking into account the allocation of government funds. The College offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the Business Manager of the school.
- 7.5. The fees must be paid for a child to enrol and to continue enrolment at the College. The College has discretion whether to allow a child to participate in optional or extracurricular College events, such as paid school excursions or extracurricular activities, while fees remain due and payable.
- 7.6. All fees are due and payable in full on the date set out in the fee invoice sent to parents at the beginning of each year unless another arrangement has been pre-agreed in writing between the Applicant and the College.

- 7.7. The Applicant is responsible for fees and charges supplied in relation to all excursions and camps during the enrolment period.
- 7.8. If the Student is admitted to the College during a term, tuition fees will be charged on a pro rata basis.
- 7.9. 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.
- 7.10. If a student is withdrawn at the insistence of the College (e.g. due to the unsatisfactory conduct or behaviour of the Student), the Applicant is liable for all fees and charges to the date of notification of the Student's enrolment at the College being terminated.
- 7.11. The Business Manager is authorised to take such action deemed necessary to recover unpaid fees or charges, including recovery costs.
- 7.12. These Terms and Conditions do not affect the rights of the Applicant to take action under the Australian Consumer Law if the Australian Consumer Law applies.

8. Disclosure

- 8.1. The Applicant acknowledges that the Enrolment Application Form has been completed honestly and correctly, and that the Applicant has made full disclosure in response to the matters and questions raised in the Enrolment Application Form. Applicants must supply to the College, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a Condition of Enrolment, and enrolment may be refused where an Applicant has unreasonably refused to provide requested information or knowingly withheld relevant information from the College.
- 8.2. 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.
- 8.3. The College reserves the right to obtain further information regarding the Student during the period of enrolment including all academic information, school reports and all medical and other reports regarding the Student, if applicable.
- 8.4. The Applicant declares that the Student is either an Australian citizen, has Australian residency status, or has a Student Visa for entry and stay in Australia, which allows education to be provided on the same cost basis as for an Australian citizen.
- 8.5. It is vitally important that the College is made aware of each Student's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the College is required to provide additional support to the child.
- 8.6. Where, during the course of a Student's enrolment, new information becomes available that is material to the Student's educational and/or safety/wellbeing needs, it is a term of the Student's continuing enrolment that such information is provided to the College promptly.
- 8.7. The provision of an inaccurate residential address or failure to provide an updated residential address for the Student will also be treated as a breach of the Enrolment Agreement.

9. Child safe environment

- 9.1. Catholic school communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.
- 9.2. Every person involved in Catholic education, including all parents at the College, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.

- 9.3. The College's child safe policies, codes of conduct and practices set out the College's commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with children in order to safeguard them against abuse.
- 9.4. The College has established human resources practices where newly recruited staff, existing staff and volunteers in our College understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of the College's relevant policies and procedures. The College also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with children as part of our human resources practices.
- 9.5. The College has robust, structured risk management processes that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities that children within the College engage in.
- 9.6. The College, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.
- 9.7. The College's child safety policies and procedures are readily available and accessible on the College website. Further details on the Catholic education community's commitment to child safety across Victoria can be accessed by visiting:
 - (a) Catholic Education Commission of Victoria Ltd's child safety page www.cecv.catholic.edu.au/Our-Schools/Child-Safety
 - (b) Catholic Education Melbourne's child safety page www.cem.edu.au/Our-Schools/Choosing-a-School/Child-Safety.aspx

10. Terms of enrolment regarding acceptable behaviour

- 10.1. Our College is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The College community recognises that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 10.2. Every person at the College has a right to feel safe, to be happy and to learn; therefore, we aim to:
 - (a) promote the values of honesty, fairness and respect for others
 - (b) acknowledge the worth of all members of the community and their right to work and learn in a positive environment
 - (c) maintain good order and harmony
 - (d) affirm cooperation as well as responsible independence in learning
 - (e) foster self-discipline and develop responsibility for one's own behaviour.
- 10.3. The continued enrolment a Student is dependent on their behaviour being in accordance with the College's policies, including but not limited to the Student Code of Conduct and rules and regulations, as amended from time to time. Continued enrolment is also dependent on the behaviour of the parents/guardians being in accord with relevant policies, including but not limited to the Parent Code of Conduct.
- 10.4. The College administration, in consultation with the College community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of the Student's enrolment, Applicants are expected to comply with the College's behaviour aims and code of conduct, and to support the College in upholding

prescribed standards of dress, appearance and behaviour.

- 10.5. Unacceptable behaviour by a child, or repeated behaviour by an Applicant that, in the College's view, is unacceptable and damaging to the partnership between the Applicant and the College, may result in suspension or termination of the Student's enrolment.
- 10.6. Disciplinary action may be implemented against the Student (including suspension, detention 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 but not limited to the Student Code of Conduct or is found to have engaged in behaviour detrimental to the College, its staff and/or students.
- 10.7. If the Principal suspends the Student, the Applicant shall be notified to that effect and the period for which the suspension shall operate.
- 10.8. 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 Applicant during such period.
- 10.9. The Applicant is expected to support the aims, objectives, ethos, rules and policies and discipline of the College. In signing these Enrolment Terms and Conditions, the Applicant acknowledges that breaches of College policies by the Student, and breaches of the Parent Code of Conduct by the Applicant (or one of them) may lead to suspension of the Student and/or termination of the enrolment of the Student.
- 10.10. The Applicant is expected to support the Student's participation in the religious life of the College (e.g. school liturgies, retreat programs);

11. Terms of enrolment regarding conformity with principles of the Catholic faith

- 11.1. As a provider of Catholic education, the principal will take into account the need for the College community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of College administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at the College. However, the College reserves the right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

12. Enrolment for children with a disability

- 12.1. Where information obtained by the College indicates that a Student has a disability, the Principal, or their delegate, will consult with the Applicant and the Student 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.
- 12.2. Should the Principal's delegate conduct the consultation, they will make a recommendation to the Principal if an offer of enrolment should be made to the Applicant. Following the consultation and any recommendation from the Principal's nominee, the College will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.
- 12.3. 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 or her 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.
- 12.4. The Principal may require the Applicant 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).
- 12.5. If reasonable adjustments are necessary to enable a 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;
 - (iii) the effect of the disability of the Student;
 - (iv) the College's financial circumstances and the estimated amount of expenditure required to be made by the Community - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
 - (v) the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
 - (vi) 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
 - (vii) the nature of the Student's disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.
- 12.6. 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.
- 12.7. If the Principal is satisfied that it has sufficiently consulted the Student and the Applicant (as appropriate), and adjustments required are not reasonable, would cause unjustifiable hardship or the College, may decline to offer the Student a position or may defer the offer.
- 12.8. As every Student 's educational needs can change over time, it will often be necessary for the College to review any additional assistance that is being provided to the Student, in consultation with Applicants and the Student's treating medical/allied health professionals, in

order to assess whether:

- (a) the reasonable adjustments remain necessary and/or appropriate to the Student's needs;
- (b) the reasonable adjustments are having the anticipated positive effect on the Student's individual physical, functional, emotional or educational goals; and
- (c) it remains within the College's ability to continue to provide the reasonable adjustments given any limitations that may exist.

13. Assessment and updates

- 13.1. Various opportunities are provided to keep you up to date with the Student's progress. You will receive two comprehensive written reports each year and arrangements will be made for at least one interview where you can discuss the Student's development with their teacher. In addition, you can always contact the College to arrange a meeting if you have any concerns or wish to receive an update on progress.
- 13.2. Applicants must attend parent/teacher and information evenings which relate to the Student.
- 13.3. In the event I have any concerns, Applicants will raise them initially with the relevant teacher or the Principal.

14. Health and Medical Treatment

- 14.1. The College will notify the Applicant of any injury or illness the Student may suffer at the College, which warrants staff intervention or a visit to the school sick bay.
- 14.2. If, during the period of enrolment, the physical and/or mental health of the Student changes at any time, the Applicant will notify the College and provide any relevant medical 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 Applicant to provide the College with information as requested.
- 14.3. In the event the Student is involved in a medical emergency and the Applicant 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 Applicant will indemnify the College for the cost of any such treatment or action taken, for example ambulance expenses.
- 14.4. The Student is permitted to access College specialists including the school nurse and school counsellors. The Applicant consents to those services being provided to the Student and understand there is confidentiality between the Student and specialist, if the specialist deems that to be appropriate in accordance with his/her obligations.
- 14.5. It is the responsibility of the Applicant to provide appropriate insurance cover should the Student be injured or taken ill at the College. It is recommended that families take out Ambulance Victoria membership in the event of an emergency situation occurring at College.

15. Personal Possessions

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

16. Attendance

- 16.1. Unless the Student is not able to attend the College the Student must:
 - (a) attend the College on the dates and between the hours advised by the College; and

- (b) participate in all co-curricular activities including sporting activities, camps, excursions, evening events, music rehearsals, orientation sessions and Mass and other religious services which may be held on the weekend or before or after normal school hours.
- 16.2. The Applicant will encourage the Student to take full advantage of the curricular and co-curricular opportunities provided to further their education.
- 16.3. Students are expected to fulfil sports training commitments as required and to represent the College in teams or competitions for which they are chosen.
- 16.4. If the Student is not able to attend class at the College, or any other activities in connection to the College, for any reason (including illness or injury) it is the responsibility of the Applicant to inform Student Services by 9.00am and confirm in writing upon the first day of the Student's return to the College the reason for the Student's absence.
- 16.5. 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 or their delegate.
- 16.6. 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 or their delegate.
- 16.7. The Applicant must submit a request for leave at least four weeks prior to the proposed absence.
- 16.8. The Student will not be able to attend the 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.
- 16.9. The Applicant authorises the College to take the Student on excursions which are within walking distance of the College grounds, within usual school hours, do not require transport, and do not involve adventure-type activities.

17. Termination

- 17.1. 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.

18. Communication and Privacy

- 18.1. The Applicant is required to provide copies of all existing court or parenting orders or parenting plan at the time of enrolment and during the period of enrolment.
- 18.2. The provision of any misleading representation in relation to the guardianship of the Student may result in the College suspending or terminating the enrolment of the Student. Misleading representation includes any circumstances where the Student is discovered to be living other than with responsible adults of good character, and circumstances where guardianship or living arrangements change and the Applicant does not notify the College within a reasonable time of the change, even if the change involves the Student living with different members of the Applicant's wider family.
- 18.3. 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 the College community. The Applicant 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.

- 18.4. The Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.
- 18.5. The College will not disclose any information in relation to the Student to any party other than the Applicant, subject to the Privacy Policy and its other legislative obligations.
- 18.6. The Applicant consents to the College using their personal information and the Student's personal information for the purposes of receiving marketing communication. The Applicant may at any time opt out of receiving any marketing communication by notifying the College in accordance with the Privacy Policy. There is no charge or penalty for opting out from any marketing communication.
- 18.7. All information pertaining to the Student and the College will be provided to the Applicant in accordance with the Privacy Policy which is available on the College's website.
- 18.8. In order to ensure the ongoing health, wellbeing and enrolment of the Student at the College, the Applicant agrees to keep the College informed and maintain open communication in regard to all relevant information and issues relating to the Student.



Parents and Carers Code of Conduct

Preamble

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all College staff, including employees, Board members, committee members, contractors, volunteers and clergy (**College Staff**), act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment.

If any person believes a child is in immediate risk of abuse, telephone 000.

Purpose

St Bede's College is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the College. All staff, contractors and volunteers are entitled to a safe and enjoyable work environment. Every effort is made by the College to maintain a safe and supportive work and learning environment for all within our school community.

This Parent and Carers Code of Conduct outlines the way in which the College requires parents and carers to conduct themselves when visiting the College campus, participating in College activities and communicating with members of the school community, including students, staff, contractors, volunteers, visitors and other parents. It has been developed for parents and carers to meet the College's expectations with regard to their interaction with other members of the school community. It also specifies the College position with regard to unacceptable behaviours that breach the College culture of respect.

Scope

This Code of Conduct applies to all parents, family members and/or carers of a student enrolled at the College. The application of this Code is not limited to the College site and school hours; it extends to all activities and events that are school-related and when visiting or representing the College, within and outside official hours. The Code also requires that parents and carers actions do not bring the College into disrepute at any time regardless of whether the action occurs within or outside of school activities.

This Code is designed to guide parents and carers in their dealings with students, staff, contractors, volunteers, visitors and other parents/carers. Parents'/carers' concerns are regulated by the "Complaints and Grievance Resolution Policy".

This Code does not exclude or replace the rights and obligations of individuals under common law.

Statement of Policy

Parents and carers Rights

St Bede's College believes that the development of successful partnerships with parents and carers assists in the development of the students. The following parents and carers' rights are important elements to maintaining a positive relationship with the College:

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the College, in regard to your son's education and development
- To have confidentiality over sensitive issues respected by staff, students and other parents/carers
- To be treated in a caring and polite manner
To be treated with professionalism by all staff members
- To be treated as a partner in your son's education.

Expected Behaviour

Parents and carers are required to:

- Support and encourage the values, activities, traditions and ethos of the College
- Behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
- Comply with all safety policies and procedures in place, including the College's Child Safe Policies
- Comply with relevant legal obligations under applicable legislation and court orders
- Act with integrity and treat all members of the St Bede's College community with courtesy and respect, including other parents/carers, staff, contractors, volunteers, visitors and students (including your own)
- Sign-in at the front office on entry to the College and only enter a classroom or attend a College related activity with permission from a staff member
- Listen respectfully when attending any kind of College assembly, activity, presentation, class, event, or public meeting
- Ensure the integrity of confidential, private and sensitive information of staff, contractors, volunteers, students and other parents/carers
- Contribute to a positive and friendly culture within the College community, communicating with staff, contractors and volunteers in a clear, friendly and open manner
- Respect a person's professional and personal environment
- Respect and protect College property and the property of staff, contractors, volunteers and students.

Unacceptable Conduct

A school is a place of work and as such, staff, students, volunteers, contractors and other parents/carers should be treated with respect at all times. St Bede's College has a zero tolerance for violence, aggressive and disrespectful behaviour of any kind. Parents must not:

- Act in a manner which is disrespectful or contradictory to the College's Guiding Principles
- Engage in violent behaviour at any time
- Interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place
- Speak to staff, students, contractors, volunteers or other parents/carers in a derogatory or offensive manner, inclusive of aggressive hand gestures, raising of the voice or interrupt a staff member, other parents, contractor or volunteers that is speaking or trying to speak
- Assault, bully, harass, intimidate, undermine or threaten staff, contractors, volunteers, students, visitors or other parents/carers
- Abuse, threaten or intimidate umpires, referees, coaches, players or school representatives during sporting events
- Discipline or reprimand a student if he is not their son
- Take a photo or video recording of a student if that student is not their child, unless the parent of the student is present at the time and consents to the photo or video recording being taken
- Take a photo, video recording or audio recording of a staff member, students, contractor, other parents or volunteers without prior consent
- Post a comment, photo, video recording or audio recording of a staff member, student, contractor, volunteers or other parent/carers on social media without prior consent
- Post on social media rude, defamatory, offensive, racist, sexually inappropriate, or other material that may damage the reputation of the College
- Disclose the personal details of a student or parent or another person without consent
- Reveal confidential information relating to the College, staff members, contractors, volunteers, students or other parents/carers
- Attend the College whilst intoxicated by alcohol, illicit drugs or other substances harmful to health
- Smoke on the College grounds or where school activities are taking place

Social Media

Parents and carers must 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. Parents and carers must value the College community and its reputation, including when engaging in social media.

When using social media, parents and carers must:

- Respect a person's professional and personal environment and must not harass other people online
- Act with integrity
- Make reasonable efforts to ensure that their children comply with the College ICT policy and protocols
- Be respectful to staff, students, contractors, volunteers, and/or other parents

- Never reveal confidential information relating to the College, staff members, contractors, volunteers and/or other parents
- Refrain from any form of cyber bullying or cyber abuse.

Parents and carers must not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the College or staff.

Court Orders

Whilst the College will make reasonable attempts to comply with court orders and will observe these in relation to students and communications with parents, the College's priority is the wellbeing of the students. The College prefers not to become involved in family law proceedings and domestic disputes.

Consequences of Policy Breach

Any person may notify the Principal of a possible breach of this Code. The Principal or their representative will investigate the situation to determine whether there has been a breach of this Code and, if satisfied that a breach has occurred, the Principal or their nominee may implement disciplinary action against the respondent, such as:

- Warning
- Direction to provide an apology
- Limit access to teacher/s
- Temporary or permanent ban of the parent/guardian from entering the College premises
- and/or from attending school events
- Negotiated transfer of son
- Contact Police

In accordance with applicable legislation and the College Child Safe Policies, the Police and/or Department of Human and Health Services will be informed of any unlawful breaches of this Code.

Related Policies and Procedures

- List Child Safe Policies
- Pastoral Care Policy
- Occupational Health and Safety Policy
- Parents-School Relationships Code of Conduct Policy
- Privacy Policy
- Information and Communication Technology Policy
- Complaints and Grievance Resolution Policy
- Enrolment Policy
- Enrolment Terms and Conditions
- Visitors Policy
- Workplace Anti-Bullying Policy

ACKNOWLEDGEMENT

By enrolling my son in the College, I confirm I have read, understood and agree to uphold the above Parent and Carers Code of Conduct.

Document Authorisation



Mr John Finn

St Bede's College Principal

Evaluation

This policy will be reviewed as part of the Colleges' three-year review cycle.

Reviewed: October 2019

Board Chair: Anthony Brinkley

Principal: John Finn

Next Review Date: October 2022



Student Behaviour Management Policy

Preamble

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all College staff, including employees, Board members, committee members, contractors, volunteers and clergy (**College Staff**), act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment.

If any person believes a child is in immediate risk of abuse, telephone 000.

- **God** is our focus. God is spoken about and we give time and energy to worship and social action.
- We are **brothers/sisters** to each other. We always take care of each other. The older students will guide and care for the younger students. The Lasallian spirit of brotherhood/sisterhood will underpin all our actions.
- We must always be **honest** –no lying or cheating. The value of honesty is at the heart of relationships at St Bede's College
- **Respect** for self, others and property. These are gifts and are sacred.
- **Achievement** is valued. In the cultural, academic and sporting fields we strive to give our best effort.

Policy operation

St Bede's College reserves the right to intervene in response to incidents of inappropriate student behaviour. Students are not permitted to act in a way that puts any other member of the St Bede's College community at risk of harm or has a negative impact on the learning environment. In order to address any incident the Principal has delegated the responsibility to investigate matters to appropriate members of the College staff. These staff members have the right to speak with and question students regarding any incidents that occur at the College or may impact on the College's reputation. The College's response to inappropriate student behaviour is aimed at helping students develop self-discipline, build resilience, learn from their mistakes and take responsibility for their actions. All student incidents, detentions and suspensions will be recorded on the student's record. Any parent communications will also form part of this record.

This Policy operates in conjunction with the St Bede's College Guidelines for Student Behaviour Management and the St Bede's College Pastoral Care and Child Safety Policies.

Behaviour Management at St Bede's College

Classroom and school yard misdemeanours

Students are expected to comply with any reasonable request made by a teacher. Teachers may ask students to correct their appearance in accordance with the College Uniform Policy, tidy up their mess in the yard or ask students to move to another table in the classroom. Students in Years 7 – 9 carry a 'behaviour card' which teachers will use to warn students of inappropriate behaviour or to reward students for behaviour that shows commitment to the guiding principles.

Students who are defiant or fail to comply with a reasonable teacher request will have the incident recorded on the College's administration system and the matter will be referred to the appropriate Co-ordinator. Repeated poor behaviour will result in an after school detention and parents will be notified. Continual inappropriate behaviour may require a Student Behaviour Management Contract. (See appendix).

Further examples of behaviour that will result in parent contact and an after school detention include:-

- Absenteeism / truancy
- Continued unexplained lateness
- Leaving the College property without permission
- Continued disruptions to class and the learning environment
- Repeated breaches of the College Uniform Policy
- Graffiti or damage to property
- Misbehaviour on public transport or in local shopping areas.
- Student incidents involving bullying. *See St Bede's College Bullying Policy*
- Student incidents involving misuse of Phones and ICT devices. *See St Bede's College Policy on Mobile Phones and St Bede's College ICT Policy*

Incidents involving harm or potential harm to other members of the College Community.

Student and Staff safety is paramount at St Bede's College.

Where inappropriate student behaviours result in more serious incidents, the students/s will be excluded from class for a period of time allowing for the College to conduct a thorough investigation of the incident and ensure that any further disruptions resulting from the incident can be minimised. Suspension of students may be considered by the College. In this case parents will be contacted prior to their son being suspended. During this time away from school parents may be required to seek external assistance for their son and demonstrate that they are working towards addressing these more serious behaviours.

Examples of behaviour falling into this category would include:-

- Involvement in fighting
- Violent acts against property or persons
- Serious physical or verbal assault
- Possession of dangerous items such as weapons or illicit substances
- Making threats of a violent and dangerous nature

The student will only be permitted to return to the College after a meeting with parents to determine a co-ordinated approach to modifying the student's behaviour has been undertaken. This will include the student and parents agreeing to the student being placed on a Behaviour Management Contract.

In accordance with the St Bede's College Drug Policy, Police will be contacted to report student possession, dealing or use of illicit substances on the College property or in St Bede's College uniform.

Termination of enrolment

All enrolments at St Bede's College are at the discretion of the College Principal. Parents will be asked to withdraw their son if he:

- repeatedly demonstrates that he is not willing or able to meet the conditions of his Behaviour Management Contract.
- continues to demonstrate behaviour that prevents the College fulfilling its Child Safety and Workplace Safety obligations.
- is involved in a breach of the St. Bede's College Drug Policy.

Appendix 1. Behaviour Management Contract



STUDENT CONTRACT –CONDITION OF ENROLMENT

STUDENT: _____

YEAR LEVEL: _____

CO-ORDINATOR: _____

DATE: _____

In order to remain enrolled at St Bede's College, I agree to the following conditions.

1. My classroom and school yard behaviour must reflect self-discipline, respect for others, co-operation and a willingness to learn. I will make every effort to be honest and truthful in my dealings with members of the school community.
1. I will satisfactorily complete and submit on time, all work requirements, assessment tasks and homework assignments, as required by each of my subject teachers. I will make every effort to work to my full potential.
1. I will make every effort to arrive at school before 8:40 am. If I am unable to arrive on time, my parents will either ring the school or provide a written explanation for my lateness. I understand that I will be expected to make up any unexplained missed school time, through detentions. If I am unable to attend school for a whole day, my parents will notify the College Absentee office.
1. I will remember that I am a student of St Bede's College and, as such will wear my College Uniform in a neat, appropriate manner and maintain a well groomed appearance.
1. I will do my best to abide by all College Rules as set out in the Student Handbook.

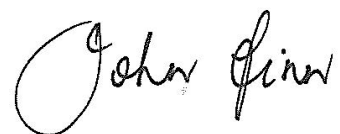
Finally, I understand that my academic performance and attendance record will be closely monitored throughout the contract period and that non-compliance to any of the conditions stated above will lead to my enrolment at St Bede's College to be terminated.

Student's signature: _____

I agree to the conditions stated above, and understand that non-compliance will lead to my son's enrolment at St Bede's College to be terminated.

- Parent's signature: _____
- Co-ordinator's signature: _____
- Deputy Principal College Operations: _____
- Principal's signature: _____

Document Authorisation

A handwritten signature in black ink that reads "John Finn". The signature is written in a cursive style with a large, looping initial 'J'.

Mr John Finn
St Bede's College Principal

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

Reviewed: September 2020

Principal: Mr John Finn

*Next Review Date: September 2023



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Bentleigh East Campus

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