

# ST ANDREW'S CATHOLIC PRIMARY SCHOOL



---

Companions on the Journey

# Enrolment Package

**RATIONALE**

Catholic schools exist to further the mission of the Church. By the Bishops' Mandate letter and the Student Enrolment Policy of the Catholic Education Office of Western Australia, St Andrew's Catholic Primary School, Clarkson, must make Catholic School education available to all Catholic children, insofar as this is possible.

**PRINCIPLES**

1. St Andrew's Catholic Primary School recognizes the uniqueness of each student.
2. St Andrew's Catholic Primary School works in partnership with the parents who are the first educators of their children.
3. St Andrew's has a responsibility to fulfil the requirements of the Federal Government, the Government of Western Australia and the City of Wanneroo.
4. St Andrew's will operate, abiding by the policies of the Catholic Education Commission of Western Australia. Any exceptions will be sought from the Director of Catholic Education in Western Australia.
5. St Andrew's will accept all applications for enrolment.
6. The acceptance of an *Application for Enrolment Form* does not guarantee an enrolment interview with the Principal or offer of enrolment at St Andrew's.
7. Enrolment at St Andrew's will be offered where and when there is age-appropriate accommodation and the resources to respond to any specific need of the student.
8. The Principal will be aware of the Catholic/non-Catholic enrolment in the school and mindful of the Bishops' parameters concerning this when offering places for enrolment.
9. Enrolment at St Andrew's does not guarantee enrolment in any other Catholic primary or secondary school.

**PROCEDURES**

1. All applications for enrolment at St Andrew's will be accepted for students born in Australia or covered by an accepted Visa.
2. Anyone inquiring about enrolment at St Andrew's will be offered an *Application for Enrolment Form* (including a Standard Collection Notice) and relevant information covering uniforms, fees schedule and general information.
3. The *Application for Enrolment Form* is to be returned to the school accompanied by a Birth Certificate, Baptism Certificate, Immunisation Record, Parish Priest Reference, Copy of Visa/Australian Citizen Papers, any relevant reports regarding individual needs and a most recent school report, if appropriate. These will be photocopied by the school office. When relevant, a copy of any Family Court order pertaining to the child should be included or presented at the interview.
4. Prior to enrolment, the parents and children (where practical) will be asked to attend an interview with the Principal. This provides the opportunity to outline and discuss, the school's RE & religious practices, educational philosophy and organization, the student's needs, school support and expectations. The Fee schedule is presented and payment options offered. It's an opportunity for parents to further their knowledge of the school and voice their concerns and queries.

5. Interviews for Kindergarten will generally be conducted early in the year preceding the student's entry to St Andrew's. All other applicants will be interviewed when a place is available prior to enrolment being offered.
6. Following the interview an offer of a place may be made. Acceptance of the offer is formalised by parents returning the signed Enrolment Acceptance and paying the required deposit which is credited against the first issued School Account. This deposit is only refundable in exceptional circumstances.
7. On enrolling their children, parents undertake to support fully the Catholic philosophy and ethos of the school. Parents are expected to support the work of the school, follow organisational requests and attend parent information meetings, sacramental meetings and other events which are organised to enhance home and school working together for the student.
8. On enrolment, students are expected to abide by School Rules any time they are on school premises or participating in a school organised activity (i.e., activities held at school in the evening or on weekends) and all excursions/incursions
9. On enrolling their children, parents accept to ensure students wear correct school uniform at all times.
10. Parents/Guardians are not permitted to raise issues via social media platforms or allude to the school in anyway, name the school or name staff. This is not best practice for resolving problems/issues. Any persons bringing the school or staff into disrepute on Social Media will not be operating within the school ethos and will be assisted to move to another school.
11. School Fees are issued at the start of the school year and are expected to be completed in full by the end of November.

**Priority of Enrolment** at St Andrew's based on the *Student Enrolment Policy* of the Catholic Education Commission of Western Australia and in accordance with the directions of the Bishops of Western Australia:

1. Siblings of Catholic Students already in the school with a Parish Priest reference.
2. Catholic Students from the Parish with a Parish Priest reference
3. Catholic Students from outside the Parish with a Parish Priest reference
4. Siblings of Catholic students already in the school without a Parish Priest reference
5. Other Catholic Students
6. Siblings of non-Catholic students already in the school
7. Non-Catholic students from other Christian denominations
8. Other non-Catholic students

The date of original application for enrolment at St Andrew's is considered when offering places at St Andrew's within each section of the Enrolment Criteria.



# St Andrew's Catholic Primary School

Companions on the Journey

## Enrolment Policy

Priority of Enrolment at St Andrew's based on the *Student Enrolment Policy* of the Catholic Education Commission of Western Australia and in accordance with the directions of the Bishops of Western Australia:

1. Siblings of Catholic Students already in the school with a Parish Priest reference.
2. Catholic Students from the Parish with a Parish Priest reference.
3. Catholic Students from outside the Parish with a Parish Priest reference.
4. Siblings of Catholic students already in the school without a Parish Priest reference.
5. Other Catholic Students
6. Siblings of non-Catholic students already in the school.
7. Non-Catholic students from other Christian denominations
8. Other non-Catholic students.

The Parish Priest reference form is available on the school website. [www.standrews.wa.edu.au](http://www.standrews.wa.edu.au)  
You need to download a copy, complete the form and take it to the parish priest for signing.  
Fr Robert Carrillo is the St Andrew's Parish Priest. He can be contacted on - 9407 7512.

The date of original application for enrolment at St Andrew's is considered when offering places at St Andrew's within each section of the Enrolment Criteria.

We have read and understand the Enrolment Policy and Enrolment information for admission to St Andrew's Catholic Primary School.

\_\_\_\_\_ Parent or Guardian's signature

\_\_\_\_\_ (Please print names below in block letters)

\_\_\_\_\_ Parent or Guardian's signature

\_\_\_\_\_ (Please print names below in block letters)

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





# ST ANDREW'S CATHOLIC PRIMARY SCHOOL

60 Victorsen Pde, Clarkson WA 6030 Phone 9407 8000, Fax 9407 8015  
Email: [admin@standrews.wa.edu.au](mailto:admin@standrews.wa.edu.au) Website: [www.standrews.wa.edu.au](http://www.standrews.wa.edu.au)

## APPLICATION FOR ENROLMENT FORM

Companions on the Journey

### STUDENT INFORMATION

Student Surname: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
 Given Names: \_\_\_\_\_ Year Level: KG, PP, 1, 2, 3, 4, 5, 6 For Year 20.....  
 Address: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 \_\_\_\_\_ Birth Certificate Attached: Yes/No  
 Date of Birth: \_\_\_\_\_ Birthplace: \_\_\_\_\_ Aboriginal: Yes/No  
 \_\_\_\_\_ Torres Strait Islander: Yes/No  
 Male \_\_\_\_\_ Female \_\_\_\_\_ Australian Permanent Resident: Yes/No  
 Nationality: \_\_\_\_\_ Language Spoken at Home: \_\_\_\_\_  
 Born outside of Australia. Date of arrival: \_\_\_\_\_ Number of years in Australia: \_\_\_\_\_  
 Country of Citizenship: \_\_\_\_\_ Copy of Visa Attached: Yes/No  
**Present School:** \_\_\_\_\_ Visa No: \_\_\_\_\_ Visa Expiry date: \_\_\_\_\_

Baptised Catholic: Yes/No \_\_\_\_\_ Baptism Certificate Attached: Yes/No \_\_\_\_\_  
 Parish: \_\_\_\_\_ Priest: \_\_\_\_\_ Suburb: \_\_\_\_\_  
 Date of Reception of Sacrament:  
 Baptism \_\_\_\_\_ Reconciliation \_\_\_\_\_ First Communion \_\_\_\_\_ Confirmation \_\_\_\_\_  
 Student's Religious Denomination Other Than Catholic: \_\_\_\_\_

### FAMILY INFORMATION

#### FEMALE PARENT OR GUARDIAN

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Religious Denomination: \_\_\_\_\_ Parish: \_\_\_\_\_  
 Contact Numbers: (hm) \_\_\_\_\_ (wk) \_\_\_\_\_ (Mob) \_\_\_\_\_  
 Marital Status: \_\_\_\_\_ Nationality: \_\_\_\_\_ Language: \_\_\_\_\_  
 Country of Birth: \_\_\_\_\_ Visa No. \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

#### MALE PARENT OR GUARDIAN

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Religious Denomination: \_\_\_\_\_ Parish: \_\_\_\_\_  
 Contact Numbers: (hm) \_\_\_\_\_ (wk) \_\_\_\_\_ (Mob) \_\_\_\_\_  
 Marital Status: \_\_\_\_\_ Nationality: \_\_\_\_\_ Language: \_\_\_\_\_  
 Country of Birth: \_\_\_\_\_ Visa No. \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**CUSTODY/GUARDIANSHIP**

Name of person(s) with legal guardianship of the student: \_\_\_\_\_

If applicable a copy of any Parenting or Restraint Order is attached. \_\_\_\_\_ Yes/No

Any other conditions enforced at law? \_\_\_\_\_

**SIBLINGS CURRENTLY ATTENDING ST ANDREW'S CATHOLIC PRIMARY SCHOOL**

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

\_\_\_\_\_  
\_\_\_\_\_

**SIBLINGS CURRENTLY ATTENDING OTHER SCHOOLS**

Name \_\_\_\_\_ Year Level \_\_\_\_\_ School \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**YOUNGER SIBLINGS NOT YET ATTENDING SCHOOL**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**STUDENT'S INDIVIDUAL NEEDS**

The school *Education Act 1999* requires the provision of:  
"details of any condition of the enrollee that may call for special steps to be taken for the benefit or protection of the enrollee or other persons in the school" (16G)

To assist the school to respond to individual requirements please detail any special needs your child has in the following area(s) that may affect his/her learning, participation or welfare during school hours.

Medical / Health Care \_\_\_\_\_  
\_\_\_\_\_

Medication \_\_\_\_\_  
\_\_\_\_\_

Physical \_\_\_\_\_  
Orthoses/Prostheses \_\_\_\_\_  
\_\_\_\_\_

Psychological/Cognitive \_\_\_\_\_

Sensory (eg Vision/Hearing) \_\_\_\_\_  
\_\_\_\_\_

Behavioural or Safety \_\_\_\_\_  
\_\_\_\_\_

Communication \_\_\_\_\_  
\_\_\_\_\_

Allergies \_\_\_\_\_  
\_\_\_\_\_

If medication or medical/health care services are required during school hours please provide full details, name, contact number and signed authorisation by the relevant practitioner.

\_\_\_\_\_  
\_\_\_\_\_

Medicare Number: \_\_\_\_\_

### EXTERNAL SERVICE PROVISION

Does your child receive any services from an external agency, which may affect educational arrangements?

If so please detail name of Service Provider and Contact No.

Yes/No

Please detail \_\_\_\_\_

Does your child require special Transport arrangements to and from school?

Yes/No

Does your child receive Respite Care on a regular basis?

Yes/No

### EMERGENCY CONTACT DETAILS (OTHER THAN A PARENT/GUARDIAN)

Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

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

Contact Numbers: \_\_\_\_\_

Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

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

Contact Numbers: \_\_\_\_\_

### MEDICAL INFORMATION

#### IMMUNISATION RECORD

F- fully immunised

N - not immunised

I - incomplete immunisation

P - personal objections

Measles  Mumps  Rubella  Diptheria  Tetanus

Hepatitis B  Pertussis  Polio (OPV)  Immunisation Record Attached Yes/No  
(Whooping Cough)

Medical Clinic: \_\_\_\_\_

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

Contact Numbers: \_\_\_\_\_

Dental Clinic: \_\_\_\_\_

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

Contact Numbers: \_\_\_\_\_

Blood Group: \_\_\_\_\_

(If known)

### MEDICAL EMERGENCY AUTHORISATION

*I authorise the school/college to seek medical/dental attention, call an ambulance or to hospitalise my son/daughter when considered necessary. I further authorise the school/college that if an emergency occurs requiring surgery, anaesthetic, oxygen, blood transfusion, medication and I am unable to be contacted within a reasonable time, the school has the authority to agree to medically recommended treatment by an accredited medical practitioner on my behalf.*

Signature of Parent(s)/Guardian(s): \_\_\_\_\_ Date: \_\_\_\_\_

FEMALE PARENT OR GUARDIAN

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

MALE PARENT OR GUARDIAN

### DISCLOSURE

Do you agree that the information supplied on the *Student Information* and *Family Information* sections, can be provided to the relevant Parish Priest

Yes/No



**AGREEMENT**

I/we understand and accept that the completion of this application/enrolment form does not guarantee an enrolment interview. Successful applicants will be determined in accordance with the school’s enrolment criteria.

I/we understand and accept that attendance at an interview does not guarantee an enrolment offer being made.

I/we understand that enrolment of a student in one Catholic school does not guarantee the enrolment of that student in any other Catholic school.

I/we have completed this application form fully and to the best of my/our knowledge. Further, I/we acknowledge and accept that if it can be demonstrated that I/we have withheld information relevant to the application/enrolment process, especially in relation to this student’s individual needs, medical conditions, health care requirements and/or Parenting Orders, then the enrolment may be refused or terminated on this ground.

I/We have read and fully understand and agree that enrolment in a Catholic school means that we and our child will participate fully in all required aspects of the educational program of the school including the Religious Education program of the school.

I / we have read and fully understand and agree to the terms and conditions set out in the school fee collection policy.  
I / we accept that all administration and debt collection costs incurred in recovering outstanding school fees will be at my / our cost.

I/we agree to abide by the policies and directions of the school and the Catholic Education Commission of Western Australia as they are enacted from time to time.

Signature of Parent(s)/Guardian(s): \_\_\_\_\_ Date: \_\_\_\_\_  
FEMALE PARENT OR GUARDIAN

\_\_\_\_\_ Date: \_\_\_\_\_  
MALE PARENT OR GUARDIAN



**ST ANDREW'S  
Catholic Primary School  
CLARKSON**

Companions on the Journey

# Data Collection Form

This information is being collected to enable nationally comparable reporting of students' outcomes against the *National Goals for Schooling in the Twenty-First Century*. This information is collected in accordance with the school's Privacy Policy.

Note: If you need help with this form please telephone  
(Schools to add contact name and phone number for school)

**Name of student:**

First name	Last name	Date of Birth (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Home address of student:**

(No. and street name)	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

**1 Sex**

Male   
Female

**2 Is the student of Aboriginal or Torres Strait Islander origin?**

No	<input type="checkbox"/>	(office use only) 4
Yes, Aboriginal	<input type="checkbox"/>	1
Yes, Torres Strait Islander	<input type="checkbox"/>	2
Yes, both Aboriginal and Torres Strait Islander	<input type="checkbox"/>	3

**3 In which country was the student born?**

Australia	<input type="checkbox"/>	(office use only) 1101
England	<input type="checkbox"/>	2102
South Africa	<input type="checkbox"/>	9225
New Zealand	<input type="checkbox"/>	1201
Singapore	<input type="checkbox"/>	5205
Malaysia	<input type="checkbox"/>	5203
Scotland	<input type="checkbox"/>	2105
Indonesia	<input type="checkbox"/>	5202
United States of America	<input type="checkbox"/>	8104
India	<input type="checkbox"/>	7103
Other – please specify	<input type="text"/>	

**4 Does the student or their female parent/guardian or their male parent/guardian speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

	student	female parent guardian	Male parent guardian	<i>(office use only)</i>
No, English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1201
Yes, Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2401
Yes, Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6302
Yes, Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7101
Yes, Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7104
Yes, Arabic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4202
Yes, Afrikaans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1403
Yes, Indonesian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6504
Yes, Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2303
Yes, Malay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6505
Yes, Other - please specify	<input type="text"/>			

**5 (a) What is the highest year of primary or secondary school the parents/guardians have completed?**

*(For persons who have never attended school, mark 'Year 9 or equivalent or below.')*

	Mark one box only in each column		<i>(office use only)</i>
	female parent/guardian	male parent/guardian	
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	4
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	3
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	2
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>	1

**5 (b) What is the level of the highest qualification the parents/guardians have completed?**

	Mark one box only in each column		<i>(office use only)</i>
	female parent/guardian	male parent/guardian	
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>	7
Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>	6
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>	5
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>	8

**6 (a) What is the occupation group of the female parent/guardian?**

**6 (b) What is the occupation group of the male parent/guardian?**

*Please select the appropriate parental occupation group from the attached list.*

- *If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.*
- *If the person has not been in paid work in the last 12 months, enter '8' in the box above.*

Thank you for your time.  
Please return this form to the school in the enclosed envelope.

## List of Parental Occupation Groups (for question 6)

### **Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.  
**Public service manager** (Section head or above), regional director, health/education/police/fire services administrator  
**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]  
**Defence Forces** Commissioned Officer  
**Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.  
**Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional  
**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]  
**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

### **Group 2: Other business managers, arts/media/sportspersons and associate professionals**

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business  
**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]  
**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]  
**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]  
**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]  
**Associate professionals** generally have diploma/technical qualifications and support managers and professionals.  
**Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional  
**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]  
**Defence Forces** senior Non-Commissioned Officer

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

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.  
**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]  
**Skilled office, sales and service staff.**  
**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]  
**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]  
**Service** [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

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

**Drivers, mobile plant, production/processing machinery and other machinery operators.**  
**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]  
**Office assistants, sales assistants and other assistants.**  
**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]  
**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]  
**Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]  
**Labourers and related workers**  
**Defence Forces** ranks below senior NCO not included above  
**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]  
**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor.



# PARISH PRIEST REFERENCE FORM

Companions on the Journey

**To be completed by parent/guardian**

**To the Parish Priest at:** .....

**Name of Student:** .....

**Address:** .....

**Phone Nos:** (H)..... (Mobile/s): .....

**Mother/Guardian:** ..... **Father/Guardian:** .....

**Current School:** .....

If not a Catholic School, does the child attend Parish Classes out of school hours? **Yes / No**

In a Catholic School, the Parish and the School work in collaboration with parents in fostering the faith development of the students. How do you see yourselves, as parents/guardians, participating in the life of your parish?

.....

.....

.....

**To be completed by Parish Priest or his delegate.**

1. Is the family actively involved in the life of the Church? .....
2. Do you believe the parental attitudes towards the values, beliefs and practices of the catholic Faith are such that the school and home would be able to work successfully in the areas of Faith Education?  
.....  
.....  
.....
3. Are there any pastoral circumstances you consider need to be taken into account in the decision about this student's enrolment in our school?  
.....  
.....  
.....
4. Any other comments:  
.....  
.....  
.....

**Signature of Parish Priest:** ..... **Date:** .....

**To the Parish Priest:** Please Fax or send this completed form to: St Andrew's Catholic Primary School  
Fax: 9407 8015 or 60 Victorsen Pde, Clarkson 6030

**ST ANDREW'S CATHOLIC PRIMARY SCHOOL  
SCHOOL UNIFORM LIST FOR YEARS 1 TO 6**

<b>SUMMER UNIFORM</b>	<b>GIRLS UNIFORM</b>	<b>Prices</b>
Dress	Blue and white check dress (sizes 4–8)	\$55.00
Dress	Blue and white check dress (sizes 10–16)	\$60.00
Sandals or	Brown (leather)	*
Shoes	Black (leather)	*
Socks	Navy and sky blue stripes	\$7.00
<b>WINTER UNIFORM</b>		
Tunic	Blue tartan dress (size 6–10)	\$60.00
Tunic	Blue tartan dress (size 12–18)	\$68.00
Shirt	Sky blue, long or short sleeved may be worn	\$25.00
Tie	Tartan tie to match pinafore (Year 3-7)	\$15.00
Jumper	Navy blue with school name (size 6–8)	\$65.00
Jumper	Navy blue with school name size (10–18)	\$70.00
Socks or	Navy and sky blue stripes	\$7.00
Tights	Navy	\$8.00
Shoes	Black (NO BOOTS)	*
<b>SUMMER UNIFORM</b>		
<b>BOYS UNIFORM</b>		
Shirt	Sky Blue short sleeve shirt with crest	\$25.00
Shorts	Navy blue shorts	\$30.00
Sandals or	Brown (leather)	*
Shoes	Black (leather)	*
Socks	Navy and sky blue stripes	\$7.00
<b>WINTER UNIFORM</b>		
Shirt	Sky blue, long or short sleeved may be worn	\$25.00
Trousers	Grey (double knees)	\$35.00
Or Winter Shorts	Grey	\$50.00
Tie	Tartan tie (Year 3-7)	\$15.00
Jumper	Navy blue with school name (size 6–8)	\$65.00
Jumper	Navy blue with school name(size 10–18)	\$70.00
Socks	Navy and sky blue stripes	\$7.00
Shoes	Black (NO BOOTS)	*
<b>SPORTS UNIFORM</b>		
<b>BOYS AND GIRLS</b>		
<b>Sport Shirt</b>	<b>Sky blue polo shirt with school crest</b>	<b>\$25.00</b>
<b>Shorts</b>	<b>Navy blue rugby knit shorts with school name</b>	<b>\$20.00</b>
<b>Shoes</b>	<b>Predominantly white, with white laces</b>	<b>*</b>
<b>Socks</b>	<b>White with navy and sky blue stripes</b>	<b>\$7.00</b>
<b>Tracksuit jacket</b>	<b>Zip front jacket with crest (size 4-16)</b>	<b>\$30.00</b>
<b>Tracksuit jacket</b>	<b>Zip front jacket, with crest (size 14S Adult)</b>	<b>\$35.00</b>
<b>Tracksuit pants</b>	<b>Track pants (size 4-16)</b>	<b>\$35.00</b>
<b>Tracksuit pants</b>	<b>Track pants (size 14S Adult)</b>	<b>\$40.00</b>
<b>OTHER ITEMS</b>		
Faction Shirt	Red or Green (Blue faction wear the blue sport shirt)	\$10.00
Rimmed Hat	(No hat no play) L, M, S, XS	\$10.00
School Backpack	Navy with school logo (large)	\$40.00
	Navy with school logo (small)	\$30.00
Library Bag	Waterproof Navy with school logo	\$10.00
Kindy Shirt	Size 4, 6 and 8 (not compulsory)	\$18.00
Kindy Windcheater	Size 4, 6 and 8 (not compulsory)	\$20.00
<b>SOCK SIZES</b>	<b>Size 9-12 (5-7yrs), Size 13-3 (7-10Yrs), Size 2-8 (10 +Yrs), Size 8-11 (Large fittings)</b>	



# ST ANDREW'S CATHOLIC PRIMARY SCHOOL ANNUAL FEE SCHEDULE FOR 2017

Companions on the Journey

	<b>TUITION FEES</b>	<b>BUILDING LEVY</b>	<b>AMENITIES</b>	<b>TOTAL</b>	<b>ANNUAL TOTAL FOR FAMILIES</b>
1st child	\$1,251.00	\$330.00	\$195.00	\$1,776.00	<b>\$1,776.00</b>
2nd child	\$1,000.00	-	\$195.00	\$1,195.00	<b>\$2,971.00</b>
3rd child	\$751.00	-	\$195.00	\$946.00	<b>\$3,917.00</b>
4th child	No Charge	-	\$195.00	\$195.00	<b>\$4,112.00</b>

**KINDERGARTEN** Children will pay full insurance cost and approximately 70% of full tuition fees and building levy. Kindergarten children are part of the family discount structure for school fees.

	<b>TUITION FEES</b>	<b>BUILDING LEVY</b>	<b>AMENITIES</b>	<b>TOTAL</b>
1st child	\$876.00	\$330.00	\$155.00	\$1,361.00
2nd child	\$700.00	-	\$155.00	\$855.00
3rd child	\$526.00	-	\$155.00	\$681.00
4th child	No Charge	-	\$155.00	\$150.00

The following charges will also appear on school fee account relevant to the level the student is in:

1	<b>Camp and Graduation (including Tshirt) - Year 6</b>	<b>\$430.00</b>
2	<b>Cooking Levy - KG</b>	<b>\$10.00</b>
3	<b>Diary - Year 2</b>	<b>\$5.00</b>
4	<b>ICT PP - Year 6</b>	<b>\$45.00</b>
5	<b>Insurance - KG - Yr 6</b>	<b>\$15.00</b>
6	<b>Musica Viva PP -Yr 6</b>	<b>\$8.00</b>
7	<b>Language Assessment - KG</b>	<b>\$75.00</b>
8	<b>P &amp; F Levy PP - Year 6</b>	<b>\$100.00</b>
9	<b>P &amp; F Levy KG</b>	<b>\$50.00</b>
10	<b>Site Licences (Mathletics; Reading Eggs; Lexile)</b>	<b>\$40.00</b>
11	<b>Spelling Year 1 - 6</b>	<b>\$5.00</b>
12	<b>Sacramental Programme Year 3, 4, 6</b>	<b>\$10.00</b>

The following charges will be billed separately to families:

1	<b>Swimming - Yr 1 - Yr 5 (Buses and entry to pool)</b>	<b>\$110.00</b>
---	---	-----------------

1. Fees will be issued February
2. Families will receive 5% discount off Tuition Fees if paid within 14 days.

There are a few payment facilities available.

- (i) Cash;
- (ii) Cheque to St Andrew's Catholic Primary School;
- (iii) Direct Debit (forms available from the office);
- (iv) B-Pay;
- (v) EFTPOS (No American Express or Diners Cards);



# ST ANDREW'S CATHOLIC PRIMARY SCHOOL ANNUAL FEE SCHEDULE FOR HEALTH CARE CARD FOR 2017

Companions on the Journey

	TUITION FEES	BUILDING LEVY	AMENITIES	TOTAL	ANNUAL TOTAL FOR FAMILIES
1st child	\$230.00	\$330.00	\$195.00	\$755.00	\$1,776.00
2nd child	\$230.00	-	\$195.00	\$425.00	\$2,971.00
3rd child	\$230.00	-	\$195.00	\$425.00	\$3,917.00
4th child	No Charge	-	\$195.00	\$195.00	\$4,112.00

**KINDERGARTEN** Children will pay full insurance cost and approximately 70% of full tuition fees and building levy. Kindergarten children are part of the family discount structure for school fees.

	TUITION FEES	BUILDING LEVY	AMENITIES	TOTAL
1st child	\$230.00	\$330.00	\$155.00	\$715.00
2nd child	\$230.00	-	\$155.00	\$385.00
3rd child	\$230.00	-	\$155.00	\$385.00
4th child	No Charge	-	\$155.00	\$150.00

The following charges will also appear on school fee account relevant to the level the student is in:

1	<b>Camp and Graduation (including Tshirt) - Year 6</b>	<b>\$430.00</b>
2	<b>Cooking Levy - KG</b>	<b>\$10.00</b>
3	<b>Diary - Year 2</b>	<b>\$5.00</b>
4	<b>ICT PP - Year 6</b>	<b>\$45.00</b>
5	<b>Insurance - KG - Yr 6</b>	<b>\$15.00</b>
6	<b>Musica Viva PP -Yr 6</b>	<b>\$8.00</b>
7	<b>Language Assessment - KG</b>	<b>\$75.00</b>
8	<b>P &amp; F Levy PP - Year 6</b>	<b>\$100.00</b>
9	<b>P &amp; F Levy KG</b>	<b>\$50.00</b>
10	<b>Site Licences (Mathletics; Reading Eggs; Lexile)</b>	<b>\$40.00</b>
11	<b>Spelling Year 1 - 6</b>	<b>\$5.00</b>
12	<b>Sacramental Programme Year 3, 4, 6</b>	<b>\$10.00</b>

The following charges will be billed separately to families:

1	<b>Swimming - Yr 1 - Yr 5 (Buses and entry to pool)</b>	<b>\$110.00</b>
---	---	-----------------

1. Fees will be issued February
2. Families will receive 5% discount off Tuition Fees if paid within 14 days.

There are a few payment facilities available.

- (i) Cash;
- (ii) Cheque to St Andrew's Catholic Primary School;
- (iii) Direct Debit (forms available from the office);
- (iv) B-Pay;
- (v) EFTPOS (No American Express or Diners Cards);





## St Andrew's Catholic Primary School

60 Victorsen Parade, Clarkson WA 6030  
Phone: (08) 9407 8000 Fax: (08) 9407 8015  
[admin@standrews.wa.edu.au](mailto:admin@standrews.wa.edu.au)  
[www.standrews.wa.edu.au](http://www.standrews.wa.edu.au)

Companions on the Journey

### Standard Collection Notice: publicity and the use of student images

Dear Parent/Guardian,

As part of the school's activities there may, on occasion, arise the situation whereby the school, Catholic Education Western Australia (CEWA) or local media will need to take photographs and/or video footage of your child/ren for publication in classrooms, newspapers, school newsletters, CEWA documents, training videos and/or the school/CEWA website. An agreement giving parental permission is required for the publishing of these.

This agreement will apply for the duration of your child's attendance at St Andrew's. Should you wish to alter this agreement at any time, please let the school office know in writing.

Please complete the information below and return it to the school office, via the classroom teacher. Please complete a form for each child.

I, \_\_\_\_\_

Parent/Guardian of

\_\_\_\_\_

Do hereby give / not give (please cross out) permission for the use of my son's/daughter's photo/video image in the above listed activities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Child's class: Year \_\_\_\_\_ Circle: Blue, White or Gold

## **Saint Andrew's Catholic Primary School Code of Conduct**

### **Purpose**

The purpose of the Code of Conduct is to describe minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of students.

### **Application**

The Code applies to staff, students, volunteers, parents and guardians as applicable. The term 'parents' includes guardians.

### **Introduction**

You acknowledge the inherent vulnerability of the students in your care.

You recognise that the safety and well-being of students depends upon your vigilance and diligence and the vigilance and diligence of all adults.

The Code does not give you detailed professional advice on specific behaviour. Rather, it describes the minimum requirements expected of you.

The Guidelines are illustrative and not an exhaustive list of the behaviours covered by the Code.

If your behaviour varies from the standards described in this Code and Guidelines, you should be prepared to explain and justify your decisions and actions.

While mandatory language such as 'must', 'shall' and 'will' is not used throughout the Code, there is a presumption the conduct described is mandatory and therefore not discretionary.

The Principal expects you to conduct yourself personally and professionally in a way that maintains public trust and confidence in your school and the Church.

You have a responsibility to students and their family, other members of the school community and the wider community to provide and support safe and competent education and care of students.

You will do your best to support other members of the school community to comply with the Code.

In cases of conflict between parts of the Code, between the Code and other school policies, or in any decision making choices, you give priority to the outcome that will be in the best interests of the safety and well-being of the child.

### **Breaches**

Breaches of the Code must be notified to the Principal and it is a breach of the Code not to do so.

A breach of the Code may constitute a failure to follow a lawful direction from the Principal and therefore the Principal will have the discretion as to what action to take, which may include counselling, professional development or sanctions under any agreement between you and the Principal. If you are a parent, volunteer or visitor, the Principal may take such action as is appropriate in your circumstances to maintain the safety and well-being of students.

The Principal must notify the appropriate authorities of any breach of the Code that was grooming behaviour: ie. deliberately undertaken with the aim of befriending and establishing an emotional connection with a student, to lower the student's inhibitions in preparation for engaging in sexual activity with the student. Examples include:

- developing relationships that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students)
- being alone with a student in circumstances where you are unseen or unlikely to be randomly interrupted
- initiating unnecessary physical contact with students or doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes
- engaging in personal disclosures (including personal contact details), or exchanges containing sexual content with or in the presence of a student
- organising contact with a student or their family outside of school without the Principal's knowledge and/or consent (e.g. tutoring, sport coaching).
- having any non-curriculum related online contact with a student (including via digital media) or their family
- using any personal digital media account to contact students or their family
- photographing or videoing a student without the consent of the parent
- being in the presence of a student whilst under the influence of alcohol or non-medically prescribed drugs or offering either to a student

The Principal must notify the appropriate authorities of any breach of the Code that was sexual abuse of a child: ie sexual behaviour in circumstances where:

- the student is the subject of bribery, coercion, a threat, exploitation or violence;
- the student has less power than another person involved in the behaviour; or
- there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.

## **Conduct Statements**

1. You act safely and competently.
2. You give priority to students' safety and well-being in all your behaviour and decision making.
3. You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
4. You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.
5. You respect the dignity, culture, values and beliefs of each member of the school community.
6. You treat personal information about members of the school community as private and confidential.
7. You give impartial, honest and accurate information about the education, safety and well-being of students.
8. You support all members of the school community in making informed decisions about students.
9. You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.
10. You maintain and build on the community's trust and confidence in Catholic schools and the Church.
11. You act reflectively and ethically.
12. You allow students to have a voice in their education, safety and well-being.

## **Conduct Statement 1**

### **You act safely and competently.**

#### **Guidelines**

1. You are expected to put the safety of students ahead of every other relevant but secondary consideration.
2. In doing so, you are expected to act within the scope of your expertise and role within the school community.
3. If the safety and well-being of a student requires skills and experience outside your core competency, you must refer the student to the appropriate expert.
4. You are personally responsible within the context of your position in the school community for the provision of safe and competent student education. It is your responsibility to maintain the competence necessary to fulfil your role. Maintenance of competence includes participation in ongoing professional development to maintain and improve knowledge, skills and attitudes relevant to your role in your school.
5. You recognise that the Principal, staff, parents and students assess your ability to act safely and competently based on your behaviour and decision making, and you do likewise in your assessment of them. You are responsible for conducting yourself in all things such that there is no speculation, doubt or ambiguity that you do so in the best interests of students. You must take reasonable steps to avoid situations where your decisions or behaviour could be interpreted as putting students at risk. You must also notify the Principal as soon as possible if you found yourself in such a position of ambiguity so that you can explain the circumstances.
6. You recognise each student's and their parents' right to receive accurate information; be protected against foreseeable risk of harm; and be involved in and informed about decisions in relation to their education.
7. You perform your role in the school within your professional or industry competency and according to school policies and any standards or codes applicable to your profession or industry.
8. You notify an appropriate person or the Principal of any information relevant to maintaining student safety and well-being, or any observation of questionable, unethical or unlawful behaviour, including breaches of this Code, and intervene to safeguard the student if the circumstances require it.
9. You ensure that any information you receive relevant to the safety and well-being of students is either acted upon by you in the best interests of the student if you are the relevant decision maker, or passed to the relevant decision maker for them to act.
10. You perform your work in a safe and competent manner that is not compromised by personal health limitations, including the use of alcohol or other substances that may alter your capacity to act safely. If your health threatens your ability to work safely and competently, you have a responsibility to seek assistance to address your health needs. This may include making a confidential report to an appropriate authority.

11. You perform duties in partnership with parents and school staff and in accordance with the standards of your profession or industry (e.g. Teachers Registration Board).
  12. You perform duties in accordance with wider standards relating to safety and quality in education and student care and responsibility for a safe school, such as those relating to occupational health and safety, mandatory and critical incident reporting, and participation in incident analysis and formal open disclosure procedures.
  13. You make decisions about students based on their age, ability, and in the best interests of the student's sense of security, and physical, social, emotional and mental safety.
  14. You seek advice, assistance and second opinions from experts and Principal as necessary.
-

## **Conduct statement 2**

**You give priority to students' safety and well-being in all your behaviour and decision making.**

### **Guidelines**

1. You accept that you and all adults have individual and joint responsibility for the safety and well-being of students.
2. You ensure the safety and well-being of students are the primary focus of your actions and decisions and take precedence over any other considerations including the reputation of the school and your own needs.
3. You support the safety, health and well-being of each student, promoting and supporting decisions and behaviour that contribute to the student's self-confidence, safety and well-being.
4. You do not behave in any way that risks creating ambiguity about whether you are acting in the best interests of a student.
5. You respectfully communicate in plain language and in a way the student and those supporting their education can understand so they may fully participate in that education.
6. You support informed decision making by advising the student as appropriate and those supporting their education about education options, and assist the student and their supporters to make informed decisions about that education.
7. You endeavour to ensure the voice of the student is heard as appropriate, taking into account age and circumstances.
8. You seek out, welcome, and learn from information relevant to the safety and well-being of students in any form, including advice, disclosures, complaints, criticisms, feedback and performance reviews. You look for opportunities to engage in formal and informal group and self-reflection and professional development about your own and others' decisions so that you and the school can learn and continuously improve.
9. You recognise that all information about students collected by school staff is done so on behalf of the Principal and for the benefit of the student. Therefore, all information is disclosed to and accessible by all who have a need to know it in order to support the education, safety and well-being of the student.
10. You respectfully advocate for the safety and well-being of students above all other considerations.
11. You recognise the importance that students' education continues without interruption or disturbance.
12. You disclose to the Principal any information that a reasonable person would recognise may be relevant to the safety and well-being of students so that the Principal may make appropriate decisions to manage any risk to them. This includes any relationship with any person who may have been accused of harming children or acting unsafely towards them.
13. You recognise that students and their parents are entitled to assume that the sole focus of your engagements with students is to educate them within a safe environment that puts their well-being

above all else. You understand that this trust by parents and students puts the onus on you to use your relationship with students solely for their education. You use all engagements with students and their parents, whether in person, through a third party, or via digital media for the purpose of teaching the curriculum.

14. You do not accept gifts or benefits that could be viewed as a means of influencing your objective decision making.

---



### **Conduct statement 3**

#### **3. You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.**

##### **Guidelines**

1. You are mindful that your decisions and behaviour are opportunities for students and others to see Gospel values in action and how faith integrates with life. Therefore you are responsible for educating yourself and anyone you lead on the content of those values, and their practical application in your decision making.

2. You acknowledge that as a member of a Catholic school community, you are required to strive to develop and live out your relationships with all people in a manner that is based on Gospel values as defined in the CECWA Code of Ethical Conduct.

3. You accept that as a member of a Catholic school community, your conduct reflects on Catholic Education and the Church, and therefore you must strive to uphold the letter and spirit of the Code of Ethical Conduct.

4. You are called upon by the Code of Ethical Conduct act in a manner that is:

- Based on Christian ethics
- Professional
- Timely
- Contextually appropriate

5. The Code of Ethical Conduct requires you to take an ethical approach based on the living out of Gospel values which find expression in:

- Respect for the dignity of each person
- Acknowledgment of the giftedness of each person
- Commitment to building positive relationships
- Confidentiality
- Accountability

6. Respecting dignity is based on:

- A conscious appreciation of the sacredness of the individual's creation
- A sensitivity to the fact that each individual has emotions, fears, hopes and an innate goodness which flows from creation in the image of God

7. Recognising the giftedness of others involves:

- Discerning these gifts
- Naming and acknowledging these gifts
- Empowering individuals and groups to use their gifts

8. Fostering positive relationships which flow from being:

- Welcoming and open
- Honest and loyal
- Trusting and trustworthy
- Willing to share knowledge, skills, resources and insights

9. Committing to appropriate confidentiality based on:

- Respect for others
- Professionalism

10. Committing to:

- The Mandate of the Bishops of Western Australia
  - The acceptance of responsibility for any action or initiative at a personal and professional level.
-

## **Conduct statement 4**

**You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.**

### **Guidelines**

1. Your relationship with other members of the school community is defined by whatever written or verbal agreement has given rise to that relationship. If you are a member of staff, it is your employment agreement. If you are a parent or acting in a parental capacity, it is the student's enrolment agreement. If you are a member of the school board, it is your school board constitution. If you are a visitor, it is in accordance with the permission of the Principal to be on school grounds on condition that you act safely and competently.
  2. If you witness the unlawful or unsafe conduct of any other member of the school community, or breaches of policy or this Code, whether in teaching, administration, school support services, or while engaging with students in person or via digital or other media, you have both a responsibility and an obligation to notify such conduct to the Principal or an appropriate authority and take other action as necessary to protect students.
  3. Where you notify the Principal or a delegate of unsafe conduct, including breaches of this Code, and that notification fails to produce an appropriate response in the circumstances, you may take the matter to an appropriate external authority.
  4. You respect both the person and property of students and their families, and of other members of the school community, and the property and finances of the school.
  5. You use school property and resources responsibly and for the purposes of the school.
-

## **Conduct statement 5**

**You respect the dignity, culture, values and beliefs of each member of the school community.**

### **Guidelines**

1. You respect both the person and capacity of each member of the school community, treat them with dignity, show respect for their culture, values, and beliefs.
  2. You interact with members of your school community in an honest and respectful manner.
  3. You perform your duties and conduct your relations with students and members of the school community with fairness and justice. This includes taking appropriate action to ensure the safety and quality of the education and care of students are not compromised because of harmful or prejudicial attitudes about culture, ethnicity, gender, sexuality, age, religion, disability, spirituality, political, social or health status.
  4. In planning and providing education and school support services, you uphold the standards of culturally safe and competent care. This includes according due respect and consideration to the cultural knowledge, values, beliefs, personal wishes and decisions of each member of the school community. You acknowledge the changing nature of families and recognise that families can be constituted in a variety of ways.
  5. You do not express racist, sexist, homophobic, ageist and other prejudicial and discriminatory attitudes and behaviours toward any member of the school community. You take appropriate action when observing any such prejudicial and discriminatory attitudes and behaviours.
  6. In making professional judgements in relation to the interests and rights of a member of the school community, you do not contravene the law or breach the human rights of any person.
-

## **Conduct statement 6**

**You treat personal information about members of the school community as private and confidential.**

### **Guidelines**

1. You use personal information in accordance with your school Privacy Policy.
  2. You have ethical and legal obligations to treat personal information as confidential. You protect the privacy of each member of the school community by treating the information gained in the relationship as confidential, restricting its use and disclosure to the purposes defined in your school Privacy Policy.
  3. If a third party asks for access to personal information, you must take reasonable steps to confirm the identity of the third party, and that it is lawful to disclose the information to them. You must inform the member of the school community that you have disclosed their personal information unless you are satisfied that there are legal reasons for not doing so.
  4. You seek advice if you identify a conflict between protecting personal information and any resulting risk to the safety and well-being of a student.
  5. You create and keep accurate records of conversations about significant decisions involving the safety and well-being of students.
-

## **Conduct statement 7**

**You give and seek the best, honest and most accurate information about the education and care of students.**

### **Guidelines**

1. You give and seek accurate advice relevant to the education, safety and well-being of students, based on primary rather than secondary sources.
  2. You fully explain the advantages and disadvantages of any options so all involved can participate constructively in decision making to deliver the best results for the student.
  3. You accurately represent the role you play in the education, safety and well-being of students.
  4. Where the education, safety or well-being of a student requires expert knowledge or experience, you seek these out for the benefit of the student.
  5. You seek out first hand sources of information directly from parents, colleagues and experts, or in documents and policies when making decisions or giving advice rather than relying on hearsay, opinion, rumour or assumptions.
-

## **Conduct Statement 8**

**You support all members of the school community in making informed decisions about students.**

### **Guidelines**

1. You recognise that parents are the first educators of their children and equal partners in the education of students.
  2. You understand that each member of the school community has skills, experience and knowledge that may be a unique resource that can be directed to towards the safety and well-being of students.
  3. You actively share information about students with their parents and the Principal so that they may make informed decisions about students. You listen to everyone with courtesy and respect.
  4. You treat the opinions of parents and school staff about the education and well-being of students with respect and dignity, even if you do not agree with it or believe it is misinformed or misguided.
  5. You use plain language with appropriate style, tone and level in your written or verbal communication, particularly when expressing technical or expert advice, and you actively seek confirmation that you have been understood.
  6. You engage with all parents equally and fairly, regardless of their relationship status, mindful that, in the absence of court orders to the contrary, each parent has equal and joint parental responsibility for their child. You do not allow your opinion about the behaviour of parents to prevent you from engaging openly and honestly with each of them about their child's education.
  7. You continue to inform and engage with a parent about the education and well-being of their child on the assumption that it is in the student's best interests to do so, regardless of the parent's level of engagement with you or the child. You respect any decision by a parent to disengage with you or their child, and you remain open to re-engage in the future.
  8. You act to strengthen, preserve, restore and promote positive relationships between the student and their parents, family members, and those significant to the student, regardless of any breakdown in these relationships.
  9. You do not use the behaviour of either parent as a reason for denying them or their child access to information or support from the school that are in the best interests of the student, unless doing so would place the student or school community at risk of harm.
-

## **Conduct statement 9**

**You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.**

### **Guidelines**

1. You promote and preserve the trust inherent in your relationship with students and with their parents.
2. You recognise that an inherent power imbalance exists within your relationship with students that may make the students and their family vulnerable and open to exploitation. You actively preserve the dignity of all people through practised kindness and by recognising the potential vulnerability and powerlessness of each student and their family. You recognise that the power relativities between you and a student can be significant, particularly where the student is very young, has a disability, a difficult family background, has cultural differences, or experiencing emotional turmoil. This vulnerability creates a power differential in your relationship with students that must be recognised and managed with care.
3. You take reasonable measures to establish a sense of trust to protect the physical, psychological, emotional, social and cultural well-being of each student. You protect students who are vulnerable, including but not limited to students with disability, from exploitation and harm.
4. You have a responsibility to maintain appropriate boundaries with students and to actively support other adults to do likewise, including bringing to their attention any failure to do so.
5. You may have personal or recreational relationships outside your school role with students' families and friends, or with school staff. You are aware that dual relationships may compromise student care and well-being. In cases of overlap or conflict between your dual relationships, you act with the primary intent of the safety and well-being of the student, which may require you to withdraw from a social relationship.
6. You do not engage in any behaviour with a student that could be interpreted by a reasonable person as being a friendship.
7. You do not engage in any behaviour with a student that a reasonable person could interpret as creating an opportunity to engage in emotional, physical or sexual intimacy with a student.
8. You recognise that the power imbalance between you and students means that the onus is on you to avoid any ambiguity or misunderstanding by a student or third party about your intent in your behaviour towards them.
9. You understand that the power imbalance between you and students means a student is unable to give their consent to engaging in emotional, physical or sexual intimacy with you, regardless of the legal age of consent, or the student's age or maturity. You must therefore not seek nor rely on such express or implied consent from a student to engage in an intimate relationship.
10. You understand that the power imbalance between you and students may continue to influence students' choices beyond the date when they cease to be students at your school. You must therefore not engage in emotional, physical or sexual intimacy with a former student within two years of them ceasing enrolment at your school, or them turning 21, whichever occurs latest.



11. You take all reasonable steps to ensure the safety and security of the possessions and property of students and their families that are in your care.

12. You do not knowingly mislead parents or make misrepresenting statements to them, or withhold information relevant to their ability to make informed decisions about their children unless required by law.

13. You recognise that there may be rare exceptions to full disclosure to parents. Such disclosure of information may compromise law enforcement or other risk management processes, or the privacy and reputation of those involved. You seek legal or other expert advice in resolving such situations, recognising that parents have the right to know about any risk to their children.

---

## **Conduct statement 10**

**You maintain and build on the community's trust and confidence in Catholic schools and the Church.**

### **Guidelines**

1. Your conduct maintains and builds public trust and confidence in your school, other members of the school community, and the Church.
  2. Any unlawful and unethical actions in your personal life risk adversely affecting both your own and the school's reputation in the eyes of the public. If the good standing of either you or the school was to diminish, this might jeopardise the inherent trust between the school and parents, as well as the community more generally, necessary for effective relationships and the best education of students.
  3. You notify the Principal of your involvement in any criminal investigation or other legal process that may undermine trust and confidence in your judgement or care of students.
  4. You consider the interests of the school and the Church when exercising your right to freedom of speech and participating in public, political and academic debate, including publication.
  5. You never place the reputation of the school above the safety and well-being of students.
-

## **Conduct statement 11**

### **You act reflectively and ethically.**

#### **Guidelines**

1. You engage with the school reflectively and ethically to ensure that you consciously put student safety and well-being at the forefront of your behaviour and decisions.
  2. You develop and maintain appropriate and best practice advice, support and care for each student and their family.
  3. You evaluate your conduct and competency according to this Code, the terms and conditions of your relationship with the school, and school policies.
  4. You contribute to the professional development of school staff as appropriate.
  5. You contribute to continuous improvement by supporting opportunities to record, assess and learn from incidents involving student safety and well-being.
  6. You advise the Principal of any reduction in your capacity to act in the best interests of the safety and well-being of students due to health, social or other factors, while you seek ways of addressing the deficiency.
  7. You take care of the safety and well-being of all members of the school community so that you all may fully contribute and cooperate in providing for the safety and well-being of students.
-

## **Conduct Statement 12**

**You allow students to have a voice in their education, safety and well-being.**

### **Guidelines**

1. You recognise that while you and all adults have responsibility for the safety and well-being of students, students have opinions and ideas about their education and well-being.
  2. You allow age-appropriate opportunities and forums for students to reflect on and express their opinions and ideas and you treat those expressions with respect and care.
  3. You regularly invite students to participate in decision making about their education and well-being and offer them constructive feedback on their ideas and opinions.
  4. You encourage students to inform you or the Principal of any concerns they have about their own or other students' education, safety or well-being. You follow up those concerns and keep students informed of how they are resolved.
-

Specifically, to follow this Code of Conduct at St Andrew’s School as a staff member, parent, visitor or student, you need to abide by everything outlined in this document, particularly the following points:

- 1. The safety and protection of students in every way is the ultimate purpose of this Code.
- 2. Parent volunteers need to respect confidentiality. For example, if you listen to a child read, you should not be commenting on their reading level to other parents. Each child’s academic achievement will be at their own rate. Privacy and respect is paramount.
- 3. Parents/Guardians are not permitted to raise issues via social media platforms or allude to the school in any way, name the school or name staff. This is not best practise for resolving problems/issues. Any persons bringing the school/staff into disrepute on Social media will not be operating within the school ethos or this Code of Conduct and will be assisted to move to another school.

**Staff/ Volunteer/ Tutor Declaration** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I have read and understood all 20 pages of this Code of Conduct and agree to uphold the intentions of this Code.**

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Class volunteering in ( if applicable):** \_\_\_\_\_

# St Andrew's Catholic Primary School



---

Companions on the Journey



## Information and Communication Technology Years PP - 6

All parents need to read and sign this.

## **St Andrew's Catholic Primary School Information and Communication Technology (ICT) Acceptable Use Parent Agreement**

*Information and Communication Technology (ICT) includes the use of computers and iPads, the school network, the internet, digital/video cameras, scanners and interactive whiteboards.*

Dear Parents/Carers

To develop in students a responsible attitude when using computers and electronic equipment, an agreement outlining some basic rules has been created. This agreement is a promise, on behalf of the student, to behave appropriately, courteously and cooperatively in all situations when using electronic equipment.

Teachers will discuss the rules outlined but we would appreciate your support in discussing them further with your child. Students and parents may then sign the agreement and return it to school. Students will be permitted to use computers in the school once this agreement has been signed and returned.

We have a Bring Your Own Device program in Years 4-6 whereby all students are requested to bring a tablet, such as an iPad, to school each day. While this program is not compulsory, to facilitate better learning, nearly all children participate. A student will have access to a shared device if one is not provided by the family.

Please note that, while every reasonable effort is made by St Andrew's Catholic Primary School to prevent student exposure to inappropriate online content while using the internet, it is not possible to completely eliminate the risk of such exposure. Our school cannot filter internet content accessed by your child at home or in locations away from school so we recommend the use of appropriate internet filtering software.

*I declare that my child/children and I have read, understood and accepted the St Andrew's Catholic Primary School Policy on Acceptable Use of ICT.*

*We understand that disciplinary action may include, but is not limited to, the loss of computer privileges, suspension or notifying the Police in serious cases.*

Student Name (please print) \_\_\_\_\_ Class: \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please add names and classes of students if you have more than one child at St Andrew's

Student Name (please print) \_\_\_\_\_ Class: \_\_\_\_\_

Student Name (please print) \_\_\_\_\_ Class: \_\_\_\_\_

Student Name (please print) \_\_\_\_\_ Class: \_\_\_\_\_

Student Name (please print) \_\_\_\_\_ Class: \_\_\_\_\_

All Years PP - 3 students need to read and talk about this.  
They are welcome to sign.

## **St Andrew's Catholic Primary School Access and Use Agreement (PP-3)**

*These rules will help you stay safe when using ICT at school*

Priority of Enrolment at St Andrew's based on the *Student Enrolment Policy* of the Catholic Education Commission of Western Australia and in accordance with the directions of the Bishops of Western Australia:

1. I cannot use school ICT equipment until my parent/s have signed my use agreement form and the completed form has been returned to school.
2. I can only use the computers and other ICT equipment for my school work and only with the teacher's permission.
3. I can only go online or use the Internet at school when a teacher gives permission and an adult is present.
4. If there is something I'm not sure about I will ask a teacher.
5. I will not tell anyone my password.
6. I will ask a teacher's permission before I put personal information online.
7. I will not use the Internet, email, mobile phones or any other ICT equipment to be mean, rude or unkind about other people.
8. If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will turn off the monitor and tell a teacher straight away.
9. I will be careful and will look after all our school ICT equipment.
10. I understand that if I break these rules the school may need to tell my parents and I will not be allowed to use ICT equipment for a period of time decided by the Principal or ICT Administrator.

Student Name (please print) \_\_\_\_\_

Year and Group: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_



All students from Years 4 – 6 need to read and sign.

## **St Andrew's Catholic Primary School Access and Use Agreement (4 - 6)**

*These rules will help you stay safe when using ICT at school*

Priority of Enrolment at St Andrew's based on the *Student Enrolment Policy* of the Catholic Education Commission of Western Australia and in accordance with the directions of the Bishops of Western Australia:

1. I cannot use school ICT equipment until my parent/s have signed my use agreement form and the completed form has been returned to school.
2. I can only use the computers and other ICT equipment for my school work and only with the teacher's permission.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. I will not tell anyone my password.
5. I will never publish my name or personal details on the internet.
6. I will not print anything without first obtaining teacher approval.
7. I can only go online or access the internet at school when a teacher gives permission and an adult is present.
8. I understand that I must not, at any time, use the internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass or, in any way, harm anyone else connected to our school, or the school itself, even if it is meant in a 'joke'.
9. While at school, I will not attempt to search for things online I know are not acceptable at our school or make any attempt to get around or bypass security, monitoring and filtering that is in place at our school.
10. If I find anything that upsets me, is mean or rude, or things I know are unacceptable at our school, I will turn off the monitor and get a teacher straight away.
11. I understand that I must not download or copy any files such as music, videos, games or programmes without the permission of a teacher, in accordance with copyright laws.
12. I will not connect any device (such as a USB, camera or phone) to school ICT or run any software without a teacher's permission. The only USBs allowed must be school approved and will only store related data on it.
13. I will take care of all ICT equipment which includes not changing the settings and reporting any breakages or damage to a staff member.
14. I understand that if I break these rules the school may need to tell my parents and access will be removed for a period of time. In serious cases where the breach is illegal, the Police will be contacted.

Student Name (please print) \_\_\_\_\_

Year and Group: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

All students Years 4 – 6 need to read and sign.

## **St Andrew's Catholic Primary School**

### **BYOD Student Electronic Device Agreement – Year 4 - 6**

St Andrew's Catholic Primary School has approved an Electronic Device policy which permits the use of electronic devices in our school for educational purpose. The purpose of the policy is to recognise the value of these tools in an educational environment and to allow teachers the flexibility to make use of student personal devices for educational work in the classroom. Teachers will control how and when the devices will be used in individual classrooms.

By signing this agreement which allows your child/ren to bring a device to school, you are agreeing to abide by the following requirements. Any violation of this agreement may result in suspension of this privilege and/or disciplinary action.

Please read the student agreement with your child and make sure he/she understands our expectations. This agreement is to be signed and returned to the classroom teacher.

By signing at the bottom of this page students agree to the following behaviours:

1. I agree that my use of the internet will be only for learning.
2. I agree to only use my own log in details and NEVER share those with others.
3. I agree to not hack or bypass any hardware and software security implemented by the school.
4. I agree to not use my own device to knowingly search for, link to, access or send anything that is inappropriate.
5. I agree to stay safe by not giving out my personal information to anyone.
6. I understand that my activity on the internet is recorded and these records may be used in investigations, court proceedings or for other legal reasons.
7. I acknowledge that the school cannot be held responsible for any damage, to loss or theft of my device.
8. I agree that use of my device during school activities is at the direction and discretion of the teacher. This may mean that the device will be permitted for some instructional activities but not for all.
9. I agree to comply with school policies and procedures.
10. Any games or content purchased by me will be appropriate for school use and or housed in a folder on a separate home screen. (No need to remove games etc., you own – just place them in a separate folder).
11. I agree to take care of my device and keep it charged and labelled for identification. The school is not responsible for any technical maintenance or issues beyond connecting the device to the network.
12. If you change your device you must let the school know.

My child and I have reviewed and consent to the Electronic Device information and policies above:

Student Name (please print) \_\_\_\_\_ Year \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Make and model of device: \_\_\_\_\_

Serial Number: \_\_\_\_\_