



ALL SAINTS CATHOLIC BOYS COLLEGE AND CEO POLICY STATEMENTS AND PROTOCOLS

Please note: These policies are to be read
and agreed to by acknowledgement on page 7 of
Enrolment Application..

Further information is available on CEO website:
www.ceo.syd.catholic.edu.au

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SYDNEY ARCHDIOCESAN CATHOLIC SCHOOLS BOARD ENROLMENT POLICY/ SCHOOL ENROLMENT POLICY

ENROLMENT POLICY for schools within the Sydney Archdiocesan System

This Policy Statement has been developed in the context of government and system requirements. It accommodates the provisions of, and draws policy implications from:

- The Sydney Catholic Schools “Towards 2010” Strategic Leadership and Management Plan
- The Sydney Archdiocesan Catholic Schools Board’s “Vision Statement”, 2002
- The Commonwealth Disability Discrimination Act, 1992 (including the Disability Standards for Education 2005)
- The NSW Anti-discrimination Act, 1977.
- Education Legislation Amendment Bill 2006

This document was adopted by the SACS Board at its meeting on 27 August, 1997 and published on 20 November 1997. It supersedes:

- Enrolment Policy for schools within the Archdiocesan system (28 February 1990)
- Policy on the Enrolment and Ongoing Education of Students with Special Educational Needs (1 December 1993).

Sydney Archdiocesan Catholic Schools Board
Amended August 2008

2.

GUIDING PRINCIPLES

- 2.1. The Catholic school is a precious instrument for education in the faith and for the integration of faith and culture in the development of each child.
- 2.2. The Australian Catholic community has contributed to the establishment and maintenance of its schools with the specific intention that they promote the continuance of that community and the development of each child through an active process of catechesis.
- 2.3. The Archdiocese of Sydney, within its saving mission, develops Catholic schools which are founded on the person of Jesus Christ and enlivened by Gospel values in order to highlight the relevance of our faith to life and contemporary culture.
- 2.4. The Archdiocese of Sydney, through the Sydney Archdiocesan Catholic Schools (SACS) Board, encourages parish communities to establish Catholic schools which are committed to the development of the whole person and embedded within the community of believers, and share in the evangelizing Mission of the Church.
- 2.5. The SACS Board acknowledges the Church's exhortation to Catholic parents to send their children to Catholic schools whenever it is possible. It accepts a concomitant responsibility on the part of Catholic education authorities to ensure that quality Catholic education, which caters for all enrolled students, is provided in each school.
- 2.6. The responsibility for admitting children to a systemic Catholic school is one that is ultimately shared by the whole Catholic community. While immediate responsibility is delegated to individual school communities, their decisions must be:
 - a) informed by the Gospel values of inclusiveness and equity;
 - b) in accord with Archdiocesan policy as well as Commonwealth and State legislation; and
 - c) subject to an appeals procedure.
- 2.7. The Catholic systemic school strives to cater for the needs of all students at each level, and to meet individual needs over a wide range of learning abilities. These objectives must be equitably achieved within the constraints of the available teaching and material resources and recognise the rights of all students to educational opportunities which expand life choices.
- 2.8. SACS Board acknowledges circumstances may arise subsequent to enrolment (such as a student suffering deterioration in health or behaviour) which compromise a school's capacity to adequately cater for the altered learning needs of a particular student.

3.

MANDATORY PROVISIONS

- 3.1. All parents seeking to enrol children in Catholic schools should be assisted to understand the ideals and principles, upon which the Catholic school is based, in accordance with the "Vision Statement" SACS Board in September, 1988.
- 3.2. Each school within the Archdiocesan system shall formulate an enrolment policy which is consistent with the Archdiocesan policy. A school may adapt the Archdiocesan Enrolment policy to cover specific local circumstances, provided that such adaptations have the approval of the Regional Director. A School Enrolment Policy shall not come into force until it has been approved by the Regional Director.
- 3.3. All duly completed applications for enrolment received before the official closing date shall be treated equally in accordance with the School Enrolment Policy. Where an application indicates that a student has a special educational need², it will be referred to the Regional Consultant responsible for the particular school, who will assess whether or not the school can provide the facilities, resources and suitably trained personnel to support the educational needs of the applicant. The Regional Consultant will then meet with the Principal and the applicant's parents/caregivers to discuss the prospective enrolment prior to the application being considered, along with all other applications, by the School Enrolment Committee.
- 3.4. The formulation, implementation and ongoing evaluation of the School Enrolment Policy shall be the responsibility of the School Enrolment Committee.

Parish Primary Schools

- 3.5. The School Enrolment Committee for each parish Primary school shall consist of:
 - 3.5.1. The Principal;
 - 3.5.2. The Parish Priest;
 - 3.5.3. A representative of the Parish community on which the school depends. The Parish Priest and Principal shall together arrange for the selection of the Parish representative.

The Committee shall be convened by the Principal and instructed as to its duties under Commonwealth and State Anti-Discrimination Legislation.

Regional Schools

- 3.6. The School Enrolment Committee for each school dealing with clusters of parishes shall consist of:
 - 3.6.1. The Principal;
 - 3.6.2. The Principal, or Assistant Principal of one Feeder School as invited by the Regional Director;
 - 3.6.3. One Parish Priest elected by the Parish Priests of the designated Feeder Parishes;
 - 3.6.4. Two parents, one elected by the Parish Priest (as in 2.6.3 above) and one elected by the Principals of the Feeder Schools;
 - 3.6.5. One nominee of the Regional Director.

The Committee shall be convened by the Principal of the regional school and instructed as to its duties under Commonwealth and State anti-discrimination legislation.

In addition, the Regional Director has the discretionary power to require Chairpersons of School Enrolment Committees whose enrolments overlap to attend a meeting chaired by the Regional Director in order to resolve enrolment conflicts across the cluster.

- 3.7. Children from all families who are prepared to support Catholic ideals and principles may be considered eligible for enrolment. Priority in enrolment is to be given in the following order, except in special circumstances (see Bases of Discretion 3.1):

Children of Catholic families, such families being actively involved in the parish community or communities on which the school depends;

Children of Catholic families residing in other parishes, such families being actively involved in their home parishes;

Children of families affiliated to churches in communion with the Roman Catholic Church who, for reasons deemed sufficient, seek enrolment in the school;

Children of Catholic families residing within the parish/parishes on which the school depends;

Children of Catholic families residing in other parishes;

Children of Orthodox or other Christian families;

Children of families with other religious convictions.

- 3.8. In cases of poverty, disability⁴ or special needs a child may, and if possible should, be given a higher position in the priorities listed in Provision 2.7 than would otherwise apply.
- 3.9. It is expected that normally, Catholic students shall make up approximately 90% or more of the enrolment of the school. Permission to allow any significant departure from this norm would have to be sought from the SACS Board through the Executive Director of Schools.
- 3.10. Appeals against the decision of the School Enrolment Committee shall be made, in the first instance, to the School Enrolment Committee, then to the appropriate Regional Director.
- 3.11. The Executive Director of Schools shall determine, as part of the effective operation of the system, the minimum age for enrolment in the first year of Primary schools, and shall determine and publish dates for the enrolment period in all schools within the Archdiocesan system.

4.

BASES OF DISCRETION

- 4.1. With regard to the criteria for enrolment as outlined in 2.7 above, special considerations may be given to individual cases, as determined by local circumstances, for the following reasons:
 - 4.1.1. Parents' intentions with regard to their own and their children's search for education in the faith';
 - 4.1.2. Family situations necessitating a pastoral approach or requiring the exercise of compassion;
 - 4.1.3. The enrolment of siblings of children already attending the school;
 - 4.1.4. Family circumstances regarding mobility;
 - 4.1.5. The desire to balance the enrolment of boys and girls in a co-educational school.
- 4.2. It is recognised that the provision of appropriate educational opportunities for all students, but especially for those students with special educational needs, involves a partnership between school staff and parents/caregivers. In keeping with this principle, the educational progress of students with special educational needs will be regularly evaluated by the school staff in consultation with the parents/caregivers. In conjunction with Regional Office staff, the school staff will periodically review the school's continuing capacity to provide quality educational opportunities to particular students with special educational needs. Where it is determined that, despite a school's best attempts to accommodate a child's special educational needs, the continued enrolment of that child compromises both his/her right to appropriate educational opportunities, and the school's human and material resources, then the Principal may request approval from the Regional Consultant to notify the parents/caregivers of the situation. The Principal, Regional Consultant and other specialist staff will then consult with the student's parents/caregivers as to what course of action should be taken in order to best meet the altered educational needs of the student.

* **These sections have been amended with regard to students with special needs.**

Notes:

1. For the purpose of this document, quality Catholic education is defined as education that conforms to the NSW Education Reform Act (1990) and the requirements of the Catholic Education Office, Sydney.
2. A student may be deemed as having special educational needs if, in endeavouring to offer the student equitable access to educational opportunities, modifications need to be made to curricula, assessment procedures, school premises or modes of course delivery, or, if the provision of special equipment or suitably trained staff is required.
3. Catholic families are defined as families in which at least one parent is a Catholic or in which the children have been baptised Catholics. This presupposes that there will be no discrimination against Catholic children of marriages of mixed faiths or single supporting parent families, and poses a challenge to schools to take into account the particular needs of such children.
4. For the purposes of this document, the term “disability” has the meaning ascribed to it under the New South Wales Anti-Discrimination Act, 1977 and the Commonwealth Disability Discrimination Act, 1992.

SCHOOL PASTORAL CARE POLICY

RATIONALE

Quality Pastoral Care is central to the mission and philosophy of All Saints Catholic Boys. While the school exists to prepare students academically and provide the best possible education, it is also seen that the school has a vital role to play in the development of the whole person, especially in their social, emotional, moral, artistic and spiritual development.

At the heart of the Pastoral Care of students at All Saints Catholic Boys is the fostering of a school climate where there is:

- respect for the dignity of each person
- the creation of a caring, safe and secure environment
- the development of quality relationships
- support for the growth of the individual
- the existence of an effective care network
- good discipline
- quality teaching and learning
- high expectations of students
- procedural fairness

Pastoral Care is also an expression of the ethos of All Saints Catholic Boys in the way that the school especially endorses the gospel values of justice, love, reconciliation, forgiveness, respect and hope in caring for each person. In this way All Saints Catholic Boys promotes the need for all people to live these values in their dealings with others.

Pastoral Care is therefore a comprehensive concept that embraces the whole life of the school. In co-operation with students, parents, church and community groups, the school seeks to be a partner in nurturing the growth and realising the potential of each person.

STATEMENT OF PURPOSE

This policy identifies and expresses a common vision about the pastoral care of students. It seeks to:

- Provide a framework within which the school community can maintain consistency of decisions and actions related to pastoral care.
- Enhance stability and continuity of Pastoral Care initiatives.
- Provide a clear basis for the development and implementation of related school policies, such as the College's discipline policy and policies related to student's with special needs.
- Reflect diocesan requirements and State and Commonwealth legislation in relation to the education and welfare needs of students.

GUIDELINES

The underlying principles that guide and shape the policies and approaches to pastoral care at All Saints Catholic Boys are:

- Pastoral Care is the responsibility of all members of the school community including staff, students, parents and other family members.
- Pastoral Care is integral to all teaching and learning in the daily interaction that occurs between staff and students and is fundamental to maintaining a quality learning atmosphere.
- Professional development of staff is essential to assist and support staff in Pastoral Care.
- The role of the Pastoral Care teacher is integral to the implementation of College policy.
- The Year Coordinator and Pastoral team are responsible for the delivery of a Pastoral Program that exists at each Year level to assist the growth and development of each student.
- Quality Pastoral Care is founded on relationship, not just the movement from teacher to student and parent but student to student, parent to teacher, student to teacher.
- College Centacare counsellor (3 days per. week) is available to provide personal counselling for students and staff.
- A network link exists with other Church and community support groups where specialist counselling is required.
- The confidentiality of student and family information is to be respected at all times.
- Students with special needs are to be always considered whether they be:
 - suffering from disability, ill health, abuse or neglect
 - of non-English speaking background
 - of aboriginal or native heritage
 - from dysfunctional families
 - gifted students .
- Teachers will show interest and concern for their students in the quality of teaching and care that they display both within and outside the classroom.
- Designating one lesson per cycle for a pastoral care lesson and another lesson for a whole form gathering.

Pastoral Care Policy Discipline (Revised 2006)

RATIONALE

“Good discipline in a Catholic school community is the product of a community of people working together to build quality human relationships. Our Pastoral Care policies are founded upon a consistent framework and an agreed upon code of behaviour where mutual respect and the dignity of the human person is recognized at all times. Each member of the All Saints community has the individual responsibility then to support and endorse this code of behaviour”

- The All Saints student Code of Behaviour employs a discipline model founded on the principles of ‘Restorative Justice’ in that human relationships are integral to College life
- There is acceptance by all members of our school community of the fact that young people will make mistakes and from time to time *they will breach College procedures and expectations*
- We instill in our students an acceptance that people and relationships are harmed or affected by their actions and mistakes
- Students at All Saints must accept that there will be consequences for mistakes or harm done to others and that they must gain learning and wisdom from their mistakes
- Each student then must be involved in the ‘restorative phase’ of repairing the harm done to others
- At all times – students will be provided with opportunity with a range of self management strategies to redeem themselves and move forward after consequences have been enforced

As self discipline demands responsibility and accountability, there is a demand on students to reflect on their behaviour, take ownership of it and take responsibility for this when their performance is less than satisfactory.

STATEMENT OF PURPOSE

In attempting to assist students develop self discipline, a discipline system has been developed which :

- Is integral to the Pastoral Care policy.
- Shows an appreciation of basic Christian values of respect, fairness, acceptance, justice and forgiveness.
- Reflects the rights and responsibilities of students.
- Has clearly established guidelines and procedures that are to be followed where breaches of school rules and “Expectations” occurs to correct student behaviour.

GUIDELINES

In the operation of this policy it is acknowledged that:

- Positive reinforcement is one of the most powerful tools to influence behaviour and every effort should be made to encourage, praise, affirm and recognise students for their efforts and achievements. The College Diary system provides constant opportunity for this to occur.
- Staff, in dealing with students will ensure that their rights, fundamental freedom and personal dignity will be maintained.
- Each teacher is responsible for encouraging that good discipline is maintained in their classroom and in the playground at all times.
- Corporal punishment of any form is not to be practised.

Teachers will consistently apply the following Student Behaviour Management Policy

Classroom Teacher Expectations

Teacher expectations include;

- Lining up in two lines outside the classroom
- Being punctual to class and having the correct materials
- Arrival at class with the full correct College uniform neatly presented
- Standing behind desks to await the teachers greeting
- Diary placed on desk at the beginning of the lesson
- Completion of set homework and classroom tasks to the best of your ability
- Being actively involved in lesson activities
- Not interrupting the learning of other students and respecting the rights and property of other students
- Being respectful to teachers by obeying any instruction given during the lesson
- Respecting College property by not placing 'graffiti' on desks, chairs, books, diaries or personal property.
- All of the above expectations apply to casual relief staff as well. Failure to fulfil these expectations may result in an afternoon detention.

Student Diary Communication

The College Diary is the fundamental communication link between school and home;

- Students must take their diary (or Diary Replacement sheet) to every lesson
- Teachers will communicate either 'Commendations' to reinforce positive behaviour OR 'Matters of Concern' to notify negative behaviours. **Parents/Carers must sign diary entries daily**
- This communication will be noted in the 'Weekly Diary Grid'
- A 'points system' operates whereby *Commendations* = +1 point and *Matters of Concern* = - 1 point
- **Commendation points CANCEL Matter of Concern points**
- For every +4 points from the *weekly diary check* earn a College Merit Certificate is awarded
- For every - 4 points from the *weekly diary check* an Afternoon Detention is issued
- A student may be placed on Detention at the discretion of the Pastoral Coordinator
- Unexplained lateness to school will incur – 2 points
- **No diary may incur an Afternoon Detention**
- Weekly points return to zero for each new week.
- All Diaries must be sighted and signed by a Parent/Carer weekly.
- A student who fails to have their diary signed will incur a double matter of concern.
- Repeat offenders will be referred to the Pastoral Coordinator
- **Student refusal to hand their Diary to a teacher will carry a serious consequence**

Pastoral Coordinator Intervention

The Pastoral Teacher will take an integral role in referral of student concerns or for the distribution or Merit awards from the Diary system:

- In the event of excessive negative diary comments, the Pastoral teacher will notify the Year group Pastoral Coordinator.
- Intervention may involve a Teacher progress report, student interview or parent/carer interview and placement on a College Conduct Booklet or Subject Booklet to monitor behaviour daily for a nominated period of time.
- Subject specific problems will also involve KLA Coordinator intervention
- Students may also be placed on Playground Community Service for repeated or excessive Diary entries.

Serious or repeated breaches of College policy

In the event of a serious student incident or repeated behaviour concerns, Pastoral Coordinator and/or Assistant Principal intervention

- A 'Yellow' Student Incident Report will be completed and presented to the Pastoral Coordinator or Assistant Principal
- The matter will be investigated by the Pastoral Coordinator and consequences for the behaviour will be determined in accordance with College policy
- Parents/ Carers may need to be contacted following the investigation of the incident or repeated behaviour concerns
- Consequences may involve Playground Community Service, Afternoon Detention, College Conduct Booklets, Subject Booklets or referral to the Assistant Principal
- **A student will incur a one day suspension from the College if they incur three 'Afternoon Detentions' in any school term**

The Pastoral Coordinator will liaise weekly with Pastoral class teachers and KLA Coordinators to monitor student behaviour and progress

Assistant Principal Intervention

Intervention by the Assistant Principal will occur in the case of more serious or constant breaches of College policy and expectations

- The Assistant Principal will communicate with the Pastoral Coordinator and decide on the appropriate consequence for more serious breaches of College policy and expectations.
- Parent/Carer notification and *Suspension* from school may be the consequence for a student following Pastoral Coordinator investigations.
- Student 'contract letters' may be required at this level to assist student behaviour management
- A Parent/Carer interview with the Assistant Principal and Year Coordinator may be required as a means developing strategies for restoration and behaviour management for the student following any investigation and suspension.

All investigations around student incidents will be in accordance with the Catholic Education Office Pastoral Care Policy guidelines relating to 'Procedural Fairness'

Principal notification and intervention

In the case of repeated serious student breaches, incidents involving illegal items or incidents requiring mandatory referral, the Principal will be notified and will determine the appropriate action.

- The Principal will be kept informed of student management issues at all times by the Assistant Principal.
- Consequences and strategies are at the Principal's discretion in accordance with the Catholic Education Office Pastoral Care Policy.

HOMWORK

RATIONALE:

Homework at All Saints Catholic Boys College is seen as being an integral component of the learning process across all year groups.

As not all students learn at the same rate, the setting of homework allows for all students to achieve desired lesson outcomes by completing those tasks not finished during the school day. Just as importantly, it can serve to reinforce and consolidate what has previously been learnt.

Homework also serves to develop self discipline by fostering long term habits of learning, study and planning, which together enable students to develop responsibility for their own learning.

Tasks set for completion outside of normal lesson time have an important role in providing the opportunity for students to develop their research skills and to undertake and/or complete tasks that are not possible in the classroom. In this way homework serves to complement and reinforce what is done in the classroom and add to the overall enrichment of student learning.

STATEMENT OF PURPOSE

This policy seeks to:

- Provide guidelines for teachers, parents and students concerning the setting and completion of homework.
- Assist students to learn more effectively.
- Assist students develop a positive attitude towards schoolwork and take responsibility for their learning both at school and at home.

GUIDELINES



Nature of Tasks

As well as Assessment Tasks that are set for completion by teachers, each student should also be encouraged to allocate time each night to other important aspects of learning, including revision and study for class tests, major exams, research etc. In support of our Literacy Policy, students are expected to allocate a minimum of 15 minutes each night to reading.

Time Allocation

Students may need more or less time to complete tasks depending on how quickly they work.

Where assignments or research tasks are set, it is expected that students may need to devote an additional amount of time to their completion.

As a general guide, students should be devoting the following amount of time to homework:

Year Group	Amt/Night	Weekly	Amt/Subject	Weekend
Years 7& 8	1½hrs	7hrs	15mins	1hr
Years 9&10	2hrs	10hrs	20mins	2hrs

GUIDELINES FOR THE SETTING AND COMPLETION OF HOMEWORK

(i) For Teachers

In setting homework, teachers should:

- Ensure that the amount set is able to be completed within the prescribed time.
- Regularly check students work to ensure that it is being completed to a satisfactory level.
- Use the Student Diary 'Matter of Concern' Grid to communicate non-completion to parents.
- Vary tasks so that they are interesting and challenging.
- Take into account that students often have involvement in a variety of after school activities.

(ii) For Students

In completing tasks set for homework, students should:

- Record details in their school diary.
- Develop a routine of homework completion.
- Complete work in an environment free from all other distractions.
- Ensure that all work is completed to the best of their ability.
- Organise themselves so as to allow sufficient time for the completion of homework.
- Ensure that tasks are completed by the due date.
- Attempt all set tasks even though difficulty may be experienced.
- In the case of absence, take responsibility for missed work and ensure that it is completed on time.
- Ask Parents to write in the diary to communicate if there are Homework concerns

(iii) For Parents

In monitoring their son's homework, parents should:

- Check to ensure that the amount of time spent on homework is not regularly in excess of the amount prescribed.
- Ensure that an adequate proportion of time is devoted to homework as well as to out of school activities.
- Provide a pleasant work area for the student.
- Sign the Student Diary and note any teacher comments.
- Encourage and commend the receipt of 'Commendations' and discuss 'Matter of Concern' notifications
- Send a note to the teacher/s if it is not possible for homework to be completed.

RIGHTS AND RESPONSIBILITIES

All members of the All Saints Catholic Boys College Community have rights.

All members have the responsibility to respect the rights of each person.

When all rights are respected and responsibilities are carried out, our college will be truly Christian and create an atmosphere of respect where students are encouraged to develop fully.

The following shows the rights of each member of the college community, their responsibilities in living out these rights and the behaviours expected of students as representatives of the college community.

RIGHT	RESPONSIBILITY	RESPONSIBLE BEHAVIOUR
<p>I have the right to:</p> <p>1. Practise my faith</p>	<p>I have the responsibility to:</p> <ul style="list-style-type: none"> • respect the Church and its teachings • participate in expressions of faith, Mass, paraliturgies, prayer, the Sacraments, retreats, community service, etc. • respect others right to practice their faith 	<p>I will show this by:</p> <ul style="list-style-type: none"> • being involved in a respectful manner • following liturgy attentively and prayerfully • making an effort to be involved • not distracting other from their religious practice
<p>2. Be happy and to be treated with understanding</p>	<ul style="list-style-type: none"> • treat others with understanding • respect other's feelings • be a good example to others 	<ul style="list-style-type: none"> • being courteous and respectful at all times • avoiding harsh language and teasing others • showing pride in my college, my family and myself
<p>3. Be treated with respect and politeness</p>	<ul style="list-style-type: none"> • treat others with respect and politeness, especially new students to the college, visitors and the ladies working in the office and canteen 	<ul style="list-style-type: none"> • saying please and thank you • avoiding bad language and improper materials • respecting my elders
<p>4. Be an individual</p>	<ul style="list-style-type: none"> • treat others as I would like to be treated • care for myself • not do things just to be "one of the group" • speak out against any wrong 	<ul style="list-style-type: none"> • allowing myself to be an individual • wearing my uniform proudly and properly • leading others away from trouble

RIGHT	RESPONSIBILITY	RESPONSIBLE BEHAVIOUR
5. Learn all I can	<ul style="list-style-type: none"> • cooperate with teachers and other students to make sure that lessons proceed • following teachers instructions with respect • do all that I can in each subject to the best of my ability • not interfere with other students' right learn • helping those students that are less able • be punctual • attend the college regularly 	<ul style="list-style-type: none"> • getting to class on time • being well-prepared for class • bring the necessary equipment for all lessons • leaving others equipment alone • handing in all work on time • being helpful in class • complete all set homework and assignments • asking good questions
6. Show my respect for the college	<ul style="list-style-type: none"> • participate whenever I can, to volunteer, join in • be a good ambassador for the college, at all times behave responsibly while travelling to and from the college represent the college well in sporting and cultural activities • support the college's fund raising activities • play fairly at sport • welcome visitors to the college • wear my uniform with pride • be supportive of fellow students 	<ul style="list-style-type: none"> • speaking well of the college in public • seeking ways to be involved • following directions from authorities when using public transport • giving up a seat to adults on public transport • setting an example for fair play and sportsmanship • helping visitors find their way around the college • following the uniform rules at all times • assisting younger students with their behaviour
7. Be trusted	<ul style="list-style-type: none"> • respect the truth • be honest in all matters • learn to trust others 	<ul style="list-style-type: none"> • never telling lies • never making excuses for poor behaviour • accepting others that may have problems
8. To be protected against threats to my health	<ul style="list-style-type: none"> • not smoke, take alcoholic drinks or drugs, or influence others students to do so at the college, at any college function, or travelling to or from the college or any function organised by the college 	<ul style="list-style-type: none"> • never smoking • finding out as much information as possible about the negative effects of drugs • reporting any worrying incidents

RIGHT	RESPONSIBILITY	RESPONSIBLE BEHAVIOUR
9. Be safe	<ul style="list-style-type: none"> • observe safety regulations while travelling, at the college, or participating in college activities • respect fellow students and avoid hurting them in any way • be in the right place at the right time • staying in-bounds • tell teachers about defective buildings or fittings 	<ul style="list-style-type: none"> • avoiding crowding or blocking others' access • following all safety directions • obeying the 'hands off' rule • not causing offensive noise or damage to property • reporting accidents and broken things promptly
10. Expect my property to be safe	<ul style="list-style-type: none"> • respect the property of others • care for own property • making sure that I do not misplace my property 	<ul style="list-style-type: none"> • never interfering with others property • carefully marking my own property
11. Have a pleasant environment for work and play	<ul style="list-style-type: none"> • care for the college grounds • keep my college neat and tidy • encourage other students to be cooperative 	<ul style="list-style-type: none"> • not littering or spitting • keeping my Home Room and personal locker tidy • not getting involved in graffiti
12. To be taught well	<ul style="list-style-type: none"> • follow teachers' instructions • address the teachers politely • show respect at all times • seek the teachers' help in learning 	<ul style="list-style-type: none"> • asking questions respectfully to clarify instructions • approaching teachers in a respectful manner
13. To make decisions for myself	<ul style="list-style-type: none"> • make sensible decisions and to face the consequences of my decisions • allow others the right to make their own decisions 	<ul style="list-style-type: none"> • not letting others make my decisions • thinking before acting • not influencing others to go wrong

UNDERTAKING BY PARENTS/CARERS

In being enrolled at All Saints Catholic Boys College, parents understand and accept that their son will be required to:

- Be actively involved in College Religious Practices and the Religious Education Program. (including attendance at College Retreats)
- Show pride in the College and conduct himself to bring credit to his family and to preserve and enhance the good name of the College.
- Follow and respect the rules of our College community.
- Apply himself to learning the subjects and skills that allow him to develop fully.
- Be part of College excursions, sports carnivals, fund raising and other organised activities.
- Be active in the full life of the College by supporting community service activities.
- Participate in sports where physically able and be keen to represent the College in representative sports.

It is a requirement of the College that a parent or guardian attend all parent teacher evenings.

SCHEDULE OF FEES AND CHARGES

- For over one hundred and eighty years Catholic schools have provided education for young Australians and have supported parents and carers in their role as the first educators of their children. In choosing a Catholic school for their children parents are very conscious that this will involve making a significant financial contribution towards the cost of providing that education.
- The schools of the Archdiocese have been established over many years by the generosity of parents, parishioners and the religious and staff in our Catholic schools.
- This school is one of one hundred and forty eight primary and secondary schools that form the Sydney Archdiocesan system of Catholic schools. There are over 62,000 students enrolled in these schools. The Catholic Education Office has the responsibility of leading and managing the system of schools.
- The funding of these schools is a shared responsibility between Commonwealth and State Governments, parents and parishes.
- The Australian Government provides about 55% and the State Government about 22% of the income needed to fund the system of schools. The contribution of Governments to the running costs of our schools needs to be recognised, appreciated and also guarded.
- Parents contribute over 20% to the funding of the parish primary schools and regional secondary schools of the Archdiocese. This financial contribution is essential to providing the best possible educational opportunities for the students. The continuing support of parents is greatly appreciated.
- The fees charged at this school are made up of:
 - **The Archdiocesan Tuition Fee.** This fee level is set each year by the Sydney Archdiocesan Catholic Schools Board. The school retains a portion of this fee to assist with operating costs. The balance is returned to the Catholic Education Office to assist with the payment of salaries, workers compensation, public liability, student accident insurances and other operating costs.
 - **The Parish School Levy.** The income from the levy assists in the repayment of loans for school buildings, repairs and maintenance and building insurance.
 - **Local fees and charges.** These are set by the school finance committee and are used to pay for school resources, educational activities, subject charges and other operational costs such as electricity, water, council charges and contents insurance

For families with more than one child, or with children attending other Catholic schools within the Archdiocesan system of schools, sibling and family discounts apply to the Archdiocesan Tuition Fee and to the Parish School Levy.

Year 7/8 COLLEGE FEES 2009

	TERM 1	TERM 2	TERM 3	TERM 4
Tuition Fee				
1st Child	\$390.00	\$390.00	\$390.00	
2nd Child	\$292.50	\$292.50	\$292.50	
3rd Child	\$195.00	\$195.00	\$195.00	
Resource Fee	\$320.00			
Fundraising	\$ 30.00	Billed to eldest child		
IT Fee	\$ 70.00			
Sport Fee	\$ 85.00	\$ 85.00	\$ 85.00	
Excursion Fee	\$ 45.00	\$ 45.00	\$ 45.00	
Building Levy	\$123.00	\$123.00	\$123.00	
Year 7 Camp	To be advised			
School Year Book	\$ 35.00			

Families who already have three children attending a Catholic Systemic School in the Sydney Archdiocese, will not be charged School Fees for their fourth and subsequent children. Fees may be paid by instalments if preferred.

The Archdiocesan Tuition Fees will also provide for student accident insurance cover through Catholic Church Insurances Limited. This 24-hour cover is for college activities only i.e. during college hours and other approved college activities such as college camps, college sports, work experience and travelling to and from the college.

Enrolment Fee per student in Years 7 and 8 is \$100.00 non-refundable.

Resource Fee (Yearly Charge)

The Resource Fee offsets costs associated with providing diaries, printing, library services, maintenance, photocopying, text books, other materials and resources.

ALL SAINTS SCHOOLS' BUILDING LEVY \$369.00 PER FAMILY PER YEAR

The levy is \$333.00 a year per family billed to the eldest child's fees of any student in an All Saints School. Any family, which has a child in more than one systemic Catholic school will only be charged a pro rata single levy. These funds are used to finance new buildings and major refurbishment in the Catholic schools in Liverpool.

College uniform and sports uniform are all available from Lowes.

College bag \$65.00, art book \$6.00 & calculator \$22.00 all available from the College office.

Year 9/10 COLLEGE FEES 2009

	TERM 1	TERM 2	TERM 3	TERM 4
Tuition Fee				
1st Child	\$432.00	\$432.00	\$432.00	
2nd Child	\$324.00	\$324.00	\$324.00	
3rd Child	\$216.00	\$216.00	\$216.00	
Resource Fee	\$320.00			
Fundraising Levy	\$ 30.00 Billed to eldest child			
IT Fee	\$120.00			
Sport Fee	\$ 85.00	\$ 85.00	\$ 85.00	
Excursion Fee	\$ 45.00	\$ 45.00	\$ 45.00	
Building Levy	\$123.00	\$123.00		\$123.00
School Year Book	\$ 35.00			
SUBJECT LEVIES:	Visual Arts \$35.00*, Music \$35.00*, Drama \$30.00*, Lote \$35.00*, * Food Technology \$35.00, Technics (Metal) \$35.00, Technics (Wood) \$35.00, GRT (Graphics Technology) \$25.00 - * (includes excursion). Engineering \$35.00			

Physical Activity and Sports Studies (PAS) Year 9 Camp \$175.00 (Approx Term 4)

Families who already have three children attending a Catholic Systemic School in the Sydney Archdiocese, will not be charged School Fees for their fourth and subsequent children. Fees may be paid by instalments if preferred. The Archdiocesan Tuition Fees will also provide for student accident insurance cover through Catholic Church Insurances Limited. This 24-hour cover is for college activities only i.e. during college hours and other approved college activities such as college camps, college sports, work experience and travelling to and from the College.

Enrolment Fee per student in Years 9 and 10 is \$100.00 non-refundable.

Resource Fee (Yearly Charge)

The Resource Fee offsets costs associated with providing diaries, printing, library services, maintenance, photocopying, text books, other materials and resources.

ALL SAINTS SCHOOLS' BUILDING LEVY \$369.00 PER FAMILY PER YEAR

The levy is \$333.00 a year per family billed to the eldest child's fees of any student in an All Saints School. Any family, which has a child in more than one systemic Catholic school will only be

charged a pro rata single levy. These funds are used to finance new buildings and major refurbishment in the Catholic schools in Liverpool.

College uniform and sports uniform are all available from Lowes.

College bag \$65.00 large, calculators \$22.00 and art books \$6.00 all available from the College office.

- Accounts for School Tuition Fees, Parish School Levy/School Building Levy and other local fees and charges are issued early in each of Terms 1, 2 and 3.
- It is expected that accounts will be paid within 28 days of issue of the statement.
- Accounts may be paid by cash, cheque, money order, credit card or EFTPOS.
- In any family is experiencing genuine financial difficulty in meeting any of the fees please contact the school to seek an appointment with the Principal.

SPECIAL NEEDS ENROLMENT PROTOCOLS

- Copies of all information relative to the specific learning needs of the student applying for enrolment must be disclosed to the school. Examples include any of the following:
 - paediatric reports related to medical and other conditions
 - behavioural assessments
 - therapeutic interventions
 - psychometric assessments
 - speech and language clinical reports
 - occupational therapy reports

If the enrolment application is successful-

- The above documentation must be updated as further assessments occur or as additional information becomes available.
- It is essential that parents/carers co-operate when the school Principal or delegated teacher when they may need to discuss the educational support of the student with the relevant practitioner.
- In the case of Kindergarten enrolments the Principal or delegated teacher may visit the preschool of the student applying for enrolment to collect information relevant to the educational support of the student.
- This information may be forwarded to the Catholic Education Office in order to ascertain possible additional education support.
- Any information supplied during the course of enrolment within a Catholic school that pertains to the student posing a risk of any type to students or staff is required to be forwarded to another school, if enrolment is sought at that school (eg when moving from Primary to Secondary school or moving from one primary to another etc.).
- Special needs information supplied during the course of enrolment within a Catholic school that does not pertain to the student posing any risk to students or staff may be forwarded to another school if enrolment is sought at that school.
- It is essential that parents/carers co-operate with the Principal in obtaining appropriate medical /educational/behavioural assessments or advice in relation to the student's educational progress.

STUDENT ACCEPTABLE USE AGREEMENT FORM

(RE: electronic devices (eg laptops, mobile phones etc) and services – including cybersafety expectations)

POLICY STATEMENT

The use of electronic devices and access to e-mail and internet services (school devices and services) in Catholic Education Office (CEO) Sydney schools are provided to students in order to support their educational and administrative needs. These school devices and services are necessary educational tools and **must be used in a responsible manner**. This policy can never anticipate all possible advances and uses of technology and therefore students who are unsure about their usage should seek clarification from a teacher as soon as possible.

This Policy is intended to inform parents and students of **our school's expectations when students are using the devices and services provided by the school and when using their personal equipment to communicate to or about members of the school community**. If a student acts in a way that is against the contents of the policy, he or she will be subject to consequences according to the school's Pastoral Care Policy and if necessary offending material may be supplied to the police. **The school reserves the right to capture, store and review all internet browsing and emails across our school network. Devices may be taken or accessed if it is believed that:**

- **There has been or may be a breach of the school rules or policy**
- **There may be a threat of harm to a student or others or system security.**

STUDENTS ISSUED WITH SCHOOL OWNED LAPTOP COMPUTERS

The Australian Government has funded schools to purchase laptop computers for the personal educational use of some secondary students while enrolled at the school. Students and their families who receive a laptop computer have the following additional responsibilities:

- To care for the laptop to the best of their ability
- To keep the laptop secure and protect it from any malicious damage.
- To bring the laptop to school each day in readiness for use in the classroom – this includes having the battery charged and electronic files effectively managed.
- To replace or repair any damaged, lost or stolen laptop at their own cost
- To return the laptop computer (and any inclusions such as power cords and carry case) in good order when leaving the school

CYBERSAFETY REQUIREMENTS

This policy addresses the particular use of these technologies that has come to be referred to as 'Cyberbullying' (See No 4 below). The school will investigate and take action where this kind of bullying occurs in school and outside of school when it causes significant harm to the relationships between students and or teachers, or is criminal in nature.

1. When using the school devices and services students will:
 - ensure that communication through internet and email services is related to learning.
 - keep passwords confidential, and change them when prompted, or when known by another user.
 - use passwords that are not obvious or easily guessed.
 - log off at the end of each session to ensure that nobody else can use their e-learning account.

- promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- ensure that copyright permission is gained before electronically publishing the works or drawings of others.
- Always acknowledge the creator or author of any material published.
- keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others, private.
- ensure that school services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

2. When using the school services or personal mobile phones (or similar personal equipment) **students will not**

- disable settings for virus protection, spam and filtering that have been applied by the school and not attempt to evade them through use of proxy sites.
- allow others to use their personal accounts.
- deliberately use the electronic identity of another person to send messages to others or for any other purposes.
- enter 'chat' or 'social networking' internet sites without the permission of a teacher.
- use unauthorised programs or intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member.
- damage or disable computers, computer systems or networks.
- disclose personal information about another person (including name, address, photos, phone numbers)
- distribute or use information which is copyrighted without proper permission.
- take photos or video of members of the school community without their consent.

3. When using school services **students will never knowingly** initiate or forward emails or other messages containing:

- a message that was sent to them in confidence.
- a computer virus or attachment that is capable of damaging recipients' computers.
- chain letters and hoax emails.
- spam, eg unsolicited advertising material.

4. When using school services or non school services students will never send or publish either through internet sites, e-mail or mobile phone messages:

- unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
- threatening, bullying or harassing material or make unreasonable demands.
- sexually explicit or sexually suggestive material or correspondence.
- false or defamatory information about a person or organisation.
- the school name or crest without the written permission of the Principal.

Students need to be aware that all use of internet and email services can be monitored and traced to the accounts of specific users.

The misuse of school services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Policy Update

This policy will be updated as necessary. All attempts will be made to adhere to the above policy, but particular circumstances (such as technological advancements) may require the Principal to depart from the stated policy.

AGREEMENT

I/we have discussed this policy with my/our child and we agree to uphold the expectations of the school in relation to the use of electronic devices and services both at school and, where relevant, outside of school. We understand that a breach of this policy will incur consequences according to the school's Pastoral Care Policy and that we will be responsible for replacing or repairing a school issued laptop computer that may be damaged, lost or stolen.

SCHOOL PRIVACY POLICY/STANDARD COLLECTION NOTICE/ USE OF STUDENT IMAGES POLICY

COMMONWEALTH PRIVACY AMENDMENT (PRIVATE SECTOR) ACT 2000

Standard Collection Notice- This statement is provided to you by the school and specifically itemises the reasons for collecting information about students and their families and the way in which that information will be used by the school. Please refer to the Parent Information Brochure for further explanation.

1. This School (the Diocese both independently and through its Schools) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
6. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes disclosure to other schools, government departments, (Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, Schools within other Dioceses/other Dioceses)* medical practitioners, and people providing services to the School, including specialist visiting teachers, (sports) coaches, volunteers and counsellors.
7. The School from time to time may also collect and disclose personal and sensitive information about current or prospective students to others if it is required to satisfy the School's legal obligations under Part5A of the Education Act 1990 (NSW).
8. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions personal information disclosed to a School counsellor may be disclosed to others if the School considers it appropriate for the well-being or development of the pupil who is counselled or other pupils at the School.
9. Schools may also disclose personal information under Public Health and Child Protection laws or in circumstances where there is a serious threat to an individual's life, health and safety.
10. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.
11. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.

12. As you may know, the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may be disclosed to organisations that assist in the School's fundraising solely for the purpose. We will not disclose your personal information to third parties for their own marketing purpose without your consent.
13. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not actually disclose the information to third parties.

USE OF STUDENT PHOTOS AND VIDEO IMAGES

Photos and video footage of students are used regularly by schools for a number of purposes and under current legislation this practice can continue.

Situations covered by the Standard Collection Notice. The Standard Collection Notice covers schools for the use of photo images in school or system-based publications. In the following cases the school is NOT required to collect any permission from students/families for the use of students images :

- the school magazine
- school newsletters
- *About Catholic Schools*
- school notice boards
- photos taken by an authorised member of the press e.g. when a local politician visits the school and brings a press photographer along.
- photo or video images taken by families at school functions.

These situations are generally for the purpose of praising or promoting the efforts of the student or the school, are not for the purpose of direct marketing and are a reasonably expected use of students images when enrolling at a school. **However, any photos or video taken by families must be for personal use only and not posted in any public places outside of the school.**

Principals will :

- inform the school community of the impending use of photo or video via the newsletter
- afford families the right to inform the school of any issue that would negate the use of their child's image in such a way.

Situations requiring specific permission. Any use of photos or video for the direct marketing of the school or system or for use in the public domain, require the school to obtain specific permission from families. Some examples include:

- paid advertisements in local newspapers
- any images that could be accessed via the world wide web.

These situations are, in most instances, for the purpose of directly marketing the school or for another purpose for which the school is required to obtain permission.

Parents/carers should notify the Principal immediately if any circumstance arises that would prevent the school from using their child's photo or video images as outlined above.

CHILD PROTECTION POLICY

- This school complies with all requirements of the NSW Child Protection Legislative Reform Package 1998. This includes:
 - Requirements to collect declarations from all paid employees and volunteer helpers who undertake tasks on behalf of the school that may involve unsupervised contact with students. If you wish to volunteer for such tasks at this school you will be required to sign such a declaration.
 - Undertaking the Working with Children Check (employment screening) for paid employees of the school.
 - Making notifications of 'risk of harm' or abuse to students to the Department of Community Services as per mandatory reporting laws (see attached brochure).
 - Managing allegations of child abuse against employees of the school according to the requirements of the NSW Ombudsman and the Commission for Children and Young People.
 - Ensuring that all paid employees or volunteers are appropriately informed of their obligations under the legislation.
- This school also applies curriculum and pastoral practice to ensure the safety and well being of students attending the school.

VOLUNTEERS

- Child Protection legislation requires that all those who undertake volunteer tasks on behalf of the school, where those tasks may involve unsupervised contact with students, must sign a Prohibited Employment Declaration.
- This means that the volunteer must not be a prohibited person (i.e. have been convicted of a serious sex crime) and must sign the declaration accordingly.
- This school will require you to sign the declaration if you are intending to volunteer to undertake tasks on behalf of the school where unsupervised contact with students is possible.

See Child Protection Information for Parents brochure attached.

EXCURSION POLICY

- From time to time educational excursions, sporting carnivals, camps and retreats are organised for the students at this school.
- The school aims to keep the costs of these experiences to a minimum and no student should miss out as a result of financial hardship. Parents/carers are asked to contact the Principal to discuss this on a confidential case-by-case basis.
- When excursions, sporting carnivals, camps or retreats are organised by this school, students will be expected to participate as part of fulfilling the curriculum and pastoral requirements of the educational program.
- When these experiences are arranged parents/ carers can expect due notice in writing detailing the venue, dates, times, nature, cost, transport, requirements etc of the specific experience. This will be in the form of an information/consent form and individual consent must be provided by the due date for the student to participate.
- This school fully considers the Occupational Health and Safety implications when taking students off the school site and any necessary details are included in the parent/ carer information/consent form.
- This school will take all reasonable care in the event of a student suffering accident or illness. However, it does not accept responsibility for the costs of any medical or dental attention or treatment administered to the student, nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer treating the student.
- This school is in an Ambulance Fund, which provides full ambulance service from the school to the nearest Public Hospital.
- In any incident of accident or illness (either on excursion or at school) a parent/ carer, or if unavailable a nominated emergency contact, will be informed as soon as possible.
- This school provides some personal and accident insurance coverage to students for accidents that may occur during school time and on authorised school activities such as excursions, camps, retreats and work experience. More information is available at the Catholic Church Insurance Ltd. Website:

https://www.ccinsurances.com.au/church_ins/school-care.asp

- Information about additional student insurance that can be purchased is also available on the website.