



ENROLMENT NOTES BOOKLET

Thank you for your interest in applying to our college.

If you would like to fill out Application for Student Enrolment on line, it is available as a writable PDF on the school's website: www.columba.catholic.edu.au.

This form must still be printed, signed and returned to the school.

Columba Catholic College, Charters Towers (ABN 40 456 915 826) is part of Catholic education in the Diocese of Townsville and an agency of The Roman Catholic Trust Corporation for the Diocese of Townsville. A Catholic school is a community of faith values based on the teachings and deeds of Jesus, and Gospel values. These are essential to the life of our colleges. All students are equally important and the curriculum is directed at the total formation of the individual and the college community.

At all stages of the process, please note:

- Students and parents/guardians/carers at Catholic schools are expected to comply with our codes of conduct and accept the Catholic education we provide.
- We respect your privacy and have outlined why we collect your personal information, what it is used for and how it is stored and disclosed.
- Part of the enrolment process is a financial agreement between you and the college. Please contact the college principal if your financial situation changes. No child will be denied a Catholic education because of financial incapacity or difficulty.
- It is important that you inform us during this process if anything changes, such as personal information, medical details, or legal guardianship.

Who should complete the *Application for Student Enrolment*?

This form should be completed by parents/guardians/carers of students seeking to enroll, or an independent student seeking to enrol. If you require assistance completing this form, including translation services, please contact the college.

About this *Enrolment Notes Booklet*

The *Application for Student Enrolment* allows us to collect information about the student and your family. This information assists us to provide a learning and teaching service to our students, exercise our duty of care, and perform necessary associated administrative activities, which promotes participation by students in the activities of the college. To provide the best experience for the student, and ensure efficient processing of your application, it is important that you thoroughly read this *Enrolment Notes Booklet*, as you fill out the *Application for Student Enrolment*.

Steps in completing the *Application for Student Enrolment*

1. Read the Information Collection Notice (page 10), the Enrolment Agreement Terms (page 7) and Financial Terms (Page 9) in this *Enrolment Notes Booklet*.
2. Fill in the *Application for Student Enrolment* in its entirety, referring to this *Enrolment Notes Booklet*.
3. Use blue or black pen.
4. PRINT CLEARLY in the designated boxes and in the spaces on the form and TICK checkboxes as applicable.
5. Complete the DOCUMENT CHECKLIST and add copies of all documents.
6. **ALL** parents/guardians/carers or the independent student seeking to enrol must sign and date the last page.
7. Submit the completed *Application for Student Enrolment*, including required copies of documents, to the school by post, in person, or scan and email.

Student Enrolment Process

Parent/guardian/carer/independent student fills out an *Application for Student Enrolment*, which is completed in association with the *Enrolment Notes Booklet*.

Application for Student Enrolment is delivered/posted or scanned/mailed to the college.

The school will respond (by letter or email) to confirm receipt of the *Application for Student Enrolment*. The college may need to contact you if more information is required to gain an understanding of the student's learning needs.

The college will arrange an interview with parent/guardian/carer and the student.

If the application is successful, an offer of a place at the college will be sent with the *Student Enrolment Agreement*.

The enrolment offer will be accepted and become legally binding when the college receives a signed *Student Enrolment Agreement*.

A copy of the signed *Student Enrolment Agreement* will be sent to the parent/guardian/carer/independent student and should be kept for record-keeping

If the application is not successful, you will be notified.

Parents/guardians/carer/independent student should update the student's enrolment information when there are changes.

Parents/guardians/carers/independent student will be notified of changes to the *Student Enrolment Agreement* terms and consents as they occur.

STUDENT PERSONAL DETAILS

This section collects basic information about the student. A prospective student should be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred family and/or given name. The preferred name will be noted on some internal college documents. However, the legal name will appear on semester reports and other external documents.



A legible copy of the student's Birth Certificate (and a Change of Name Certificate, if applicable) is to be provided with the form for the college to retain on file.

STUDENT CULTURAL BACKGROUND

This section collects information about the cultural heritage of the student, which can be helpful in supporting our students and determining any additional support requirements.



Australian Citizenship documentation needs to be provided to support the application for enrolment where the student is claiming Australian Citizenship and:

- **the student was not born in Australia; or**
- **the student was born in Australia and neither of the parents were born in Australia or held Australian Citizenship at the time of the student's birth; or**
- **the student holds Australian Citizenship documentation because of other circumstances (i.e. by descent, adoption, conferral or resumption).**

INTERNATIONAL STUDENTS

This section is to be completed for all students who are NOT Australian citizens.

- Responses provided on the form are required to be identical to the data recorded on the documentation (e.g. the visa, passport).
- International students are required to obtain Overseas Student Health Cover (OSHC) for the proposed duration of their student visit.
- All documentation provided is to be current and is required to be kept up-to-date (e.g. if a new visa is issued).



Passport/ travel documents to be attached (if applicable)

STUDENT RELIGIOUS BACKGROUND

Our college enrolls students from Catholic and other faith traditions whose families demonstrate that they share the expressed values of the college. Each college community is guided by Catholic Church teachings in showing deep respect for and supporting the faith journey of each individual within the religious dimension of college life.



Where the student has been baptised in the Catholic faith, legible copies of the student's Baptismal Certificate and/or Sacramental Certificates are required

DETAILS OF STUDENT'S PREVIOUS SCHOOLS

This section collects information about any educational environment that the student currently attends or has previously attended.

- Where a student has attended multiple schools in the past, please list these. If the student has attended more than six schools, please attach this information on an additional page.



Transfer documents from previous school (if applicable) Year 3, 5, 7 or 9 NAPLAN results as applicable Latest school report and/or reference from previous school

SPECIALIST ASSESSMENT

This section collects information concerning further supports the student has/is receiving. Examples of such reports include those from a speech pathologist, psychologist, occupational therapist, paediatrician or the NDIS.

This section provides the opportunity for parents/carers/guardians/independent students to identify and describe the particular educational support required to assist the student to access the curriculum.



Documentation relating to student support (reports, action plans, assessments)

MEDICAL DETAILS FOR STUDENTS

This section collects information concerning medical information about the student, the condition and its treatment, and identifies the requirement for medication to be administered and for a Medical Action Plan to be in place.

- Note that if any medication is required to be administered to the student during college time or if the student has a Medical Action Plan, additional information will need to be provided upon enrolment and retained on the student's file.

- College staff will not administer any drugs or other medication except those prescribed by a doctor and supplied in a container bearing a pharmacist's label stating the student's name, dosage and time/s for administration. The request for administration of the medication must be accompanied by a Medication Consent Form.

IMMUNISATIONS

Under the Queensland *Public Health Act 2005, Chapter 5*, legislation is in place to protect all students against contagious conditions that are preventable by vaccine. Immunisation is not compulsory in Australia, however it is recommended that staff, students and others be immunised according to the National Health and Medical Research Council's (NHMRC) [Recommended Immunisation Schedules](#). Parents/carers/guardians/independent students are asked to supply an *Immunisation History Statement* during the enrolment process. Children who are not fully immunised can be enrolled in TCE schools, however principals must follow the Queensland Health Timeout guidelines for exclusion periods for infectious conditions (refer to the [Timeout Poster](#)). This poster specifies minimum periods of removal from school for some medical conditions.



Medical Action Plan and Medication Consent Form (if applicable) Immunisation History Statement

RELATED PERSONS INFORMATION

The term 'Related Person' in the context of this *Application for Student Enrolment*, refers to any adult person associated with the student. This includes a mother, father, step-parent, grandparent or any other person nominated on the basis of having responsibility for, or providing some degree of care for the student. Provision has been made for two persons to be nominated on the form. If your application is successful, you will have an opportunity to nominate additional Related Persons at a later date.

COLLECTION OF DATA ON PARENT BACKGROUNDS - The Federal Government requires schools to collect information from parents/guardians/carers in relation to their educational background and occupation. The information collected is used in the reporting of student outcomes against the 'National Goals for schooling in the 21st Century', including the reporting of outcomes of the Year 9 NAPLAN.

LIST OF PARENTAL OCCUPATION GROUPS

Group 1: Senior management in large business organisation, government administration and defense, 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, 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, sportsperson, 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: Tradespeople, clerks and skilled office, sales and service staff

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

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

- Drivers, mobile plant, production/processing machinery and other machinery operators
- Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper)
- Office assistants, sales assistants and other assistants
- Office (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 stocker)
- 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, nursery attendant, 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)

SPECIAL CIRCUMSTANCES

This section collects information about current Court proceedings, Court orders and undertakings and agreements (such as parenting plans) concerning the welfare, safety or parenting arrangements in respect of the student. Schools, as part of their duty of care responsibility, require copies of such legal documentation before they can implement any request.

A Court order may include orders of the Family Court or Federal Circuit Court identifying who has parental responsibility and the people with whom the student lives or spends time with. Court orders may also include orders about the safety of the student or the student's family and may take the form of an Apprehended Violence Order, Domestic Violence Protection Order or Child Protection Order.

An undertaking is a promise made by a party to a Court to do or refrain from doing an act of breach which may result in contempt of Court. An agreement is an informal agreement between parents about matters affecting the student's welfare, safety and parenting arrangements for example, a Parenting Plan.

Parenting orders may include a court order authorising publication of the parenting orders to schools. In cases where this does not apply, please provide only the court documents (or the part of the court documents) required by the college, and exclude irrelevant court documents (or parts of those documents). (This may include irrelevant Court orders, affidavits, Court reports or reasons for judgment). Please also provide full information about the any parent/guardian/carers not living with the student.



Court orders or undertakings, agreements and parenting plans (if applicable)

ADDITIONAL INFORMATION

This section enables the provision of any personal or other information that may be pertinent to the application. Please indicate any other physical, social/emotional or intellectual conditions which may affect learning or other college activities or which may require additional or emergency attention at school.

SIGNATURES

Each parents/guardians/carers of the student, or the independent student seeking to enrol must sign the *Application for Student Enrolment*. This section contains reference to the Enrolment Agreement Terms (See Appendix I of this Enrolment Notes Booklet) and the Financial Terms (See Appendix 2 of this Enrolment Notes Booklet) which, if you accept an enrolment offer made by the college, will form part of the terms of the *Student Enrolment Agreement*.

DOCUMENT CHECKLIST

Please note: Processing and assessment of this *Application for Student Enrolment* will not proceed until a copy of all required documentation is provided to the college.

DOCUMENT CHECKLIST

- ☐ Birth certificate or extract or identity documents
- ☐ Australian Citizenship documentation (if required)
- ☐ Sacramental certificates
- ☐ Transfer documents from previous school (if applicable)
- ☐ Year 3, 5, 7 or 9 NAPLAN results as applicable
- ☐ Latest school report and/or reference from previous school
- ☐ Documentation relating to student support (reports, action plans, assessments)
- ☐ Medical Action Plan and Medication Consent Form (if required)
- ☐ Immunisation History Statement
- ☐ Court orders or undertakings, agreements and parenting plans (if applicable)

If the student is NOT an Australian Citizen:

- ☐ Passport or travel documents and current visa and previous visas (if applicable)

In addition, if the student is a temporary visa holder you will also need to provide:

- ☐ Authority to Enrol or evidence of permission to transfer provided by the International Student Centre (if holding an International full fee student visa, sub-class 571P)
- ☐ Authority to Enrol for visitor and temporary resident holders may be required (other than sub-class 571P referred to above) issued by the Temporary Visa Holders Program Unit
- ☐ Evidence of the visa the student has applied for (if the student holds a bridging visa)

APPENDIX 1 – ENROLMENT AGREEMENT TERMS

In this Agreement, 'Principal' includes any person from time to time acting, delegated or nominated as Principal, carrying out the duties or exercising the authority of the Principal.

1. I seek a Catholic education for the student and wish for the student to be educated in an environment that has the Gospel values and a Catholic ethos as its base. I acknowledge and support the college offering a formation that actively promotes Christian values through its Religious Education program and the rituals, liturgies, celebrations and college initiatives. I understand that the student is expected to take part in and support these faith activities; respect the Catholic religious principles and practices of the college, and failure to do so may lead to termination of enrolment.
2. While the college will use reasonable care in the delivery of educational services to the student, the college does not warrant that doing so will achieve any particular outcome in respect of the student nor does the college warrant that it can control the behaviour of other students or parents in the college community.
3. This Agreement applies for the entire duration of the student's enrolment at the college and does not constitute a series of annual or other periodic contracts.
4. I accept that the student is admitted to the college on the condition that the student will comply with the college rules, codes of behaviour, policies, procedures and guidelines, and I will support these in the interest of the wellbeing of the whole college community. I acknowledge the role of the college as an educator and will support its educational initiatives for the student.
5. I agree that the rules, codes of behaviour, policies, procedures and guidelines of the college, the Catholic Diocese of Townsville and the Townsville Catholic Education Office are terms of the *Student Enrolment Agreement* and may be changed, at any time in the college's absolute discretion, by notifying me of the relevant change. On notification of the change, the changed college rule, code of behaviour, procedure or guideline will become a term of the *Student Enrolment Agreement*.
6. The Principal, or his or her delegate, has authority to apply whatever disciplinary measures are appropriate or necessary in relation to the conduct of the student, both inside the college and at college-related events that take place away from college. This includes behaviour that might bring the college's name into disrepute and disciplinary measures may extend to decisions to suspend/exclude/terminate the enrolment of the student for lawful cause. State legislation and the [Diocesan Education Council Student Protection Policy](#) require the college to contact State Authorities in cases of actual or suspected harm to or sexual abuse of students.
7. I accept that a positive and supportive relationship between the college and the parents/guardians/carers of the child, is a fundamental term of this Agreement. I have read and understood the [Townsville Catholic Education Code of Conduct for Parents and Volunteers](#) and will observe and perform the rights, responsibilities and principles outlined in that document, which can be found on the college website.
8. I will indemnify and keep the college indemnified against any claim, liability, loss or damage caused or contributed to by any failure of the student to observe the college rules, codes of behavior, policies, procedures and guidelines.
9. Neither the college nor its employees will be liable for any damage, loss or theft of the student's property of any description which is at the sole risk of the student. The college does not insure against the risk of damage, loss or theft of student property.
10. I accept that during the time the student attends the college the student will live in the care and control of the student's family or such other living arrangement described in the *Application for Student Enrolment* and any proposed changes must be promptly notified in writing to the college.
11. I have fully and accurately disclosed any information required by the college in the enrolment process. I will keep the college informed about any changes that may affect the student's college life. If the student's enrolment is to cease, I will give written notice to the college of the proposed termination of the student's enrolment at the earliest opportunity.
12. In the event of any medical or other emergency arising in which the college considers it impossible or impracticable to communicate with the parents/guardians/carers or emergency contacts, I accept and give consent to the college taking all reasonable care of my child at my cost. I acknowledge and agree that the college will not be responsible for and I will pay the costs of any medical or dental or other consultation or treatment administered to the student. The college will not be

- responsible directly or indirectly for any act or omission (whether negligent or otherwise) of any medical or dental practitioner or other external treatment provider attending or treating my child.
13. The consent in clause 12 above is valid at all times while the student is in the care and control of the college, including but not limited to, when the student is on campus, at college camps or attending or participating in a work experience program (including structured work placements, traineeships or apprenticeships) or sporting events, excursions, functions or other college-related activity.
 14. I acknowledge that college staff will not administer any drugs or other medication (including Panadol) except as prescribed by a doctor and supplied in a container bearing a pharmacist's label stating the student's name, dosage and time/s for administration. The request for administration of the medication must be accompanied by a Medication Consent Form or letter from a parent/guardian/carer.
 15. I consent to the student participating in all regular short duration (not overnight) events/activities. I understand that I will be given notice of any such activities in advance. If the student is unable to participate, I will contact the college. I accept that this consent lasts for the period the student is enrolled at the college and that, apart from being given advance notice of events/activities, no further consent need be sought by the college for the student's participation in regular short duration (not overnight) events/activities (e.g. curricular, sporting and other extra-curricular activities, conducted with the approval of the Principal, including day trips, excursions and functions.) I understand that for extended activities/excursions specific consent will be sought from us. Examples of such activities include:
 - Activities lasting overnight and longer.
 - Activities involving long distance or expensive travel.
 - Activities which may have higher than average inherent risk e.g. camps.
 - Activities requiring payment in addition to normal college fees and charges.
 16. I consent to the student travelling on college and/or public transport to participate in all regular short duration (not overnight) events/activities as outlined in clause 15 above.
 17. If the student has a parent who does not reside with the student, I consent and authorise the college to release any personal information about the student to that parent provided the student (having regard to the student's circumstances, age and maturity) would reasonably expect that the student's personal information would be released and disclosure of the student's personal information to that parent is otherwise lawful.
 18. I acknowledge my statutory duty to ensure that the student (if the student is of compulsory school age) complies with the college's requirements about attending college at particular times, premises and places. If the student is unable to attend college as required during the education program, I will promptly notify the student's absence and otherwise comply with the college's attendance and absentee notification procedure.
 19. It is essential that the student attend college in accordance with the college's requirements about attending at particular times, premises and places unless there is a reasonable excuse for non-attendance. If the student fails to attend college and no reasonable excuse is communicated to the college, the college may:
 - a) make reasonable attempts to contact the parents/guardians/carers/independent student, within a period of one month from the first date of absence of the student; and
 - b) subject to clause 19 (a) terminate the student's enrolment at the college and the *Student Enrolment Agreement* by written notice to the residential address and email address (if any) of the parent/guardian/carer/independent student in the *Student Enrolment Agreement*.
 20. The college does not have a responsibility to provide work for my child to do during a period of avoidable absence from the college. If the absence is a result of a choice by students/parents/guardians/carers/independent student, the college may, in its absolute discretion, provide catch-up lessons or assessment. If the student is absent without good reason the student may forfeit credit for assessments missed during the student's absence.
 21. I agree that the student will use computing resources connected to the internet and that the student will comply with the college's conditions of use of this resource.
 22. I agree that a material breach of a fundamental term of this Agreement may result in termination of enrolment.

APPENDIX 2 – FINANCIAL TERMS

In these Financial Terms a “school” or “college” refers to The Roman Catholic Trust Corporation for the Diocese of Townsville trading as Columba Catholic College, Charters Towers (ABN 40 456 915 826). This section records my/our financial obligations arising from the student’s enrolment and attendance at the college.

Payment of Previous Debts to Schools in the Catholic Diocese of Townsville

1. Prior to my/our acceptance of an offer of enrolment of the student at the college, I/we:
 - (a) authorise the Principal to seek a clearance from any school previously attended by the student in the Catholic Diocese of Townsville to determine if school fees, levies, charges and other contributions have been paid in full;
 - (b) if I/we have not paid, in full, school fees, levies, charges and building fund contributions to that previous school, I/we will:
 - i. pay any outstanding school fees, levies, charges and building fund contributions to the previous school; or
 - ii. enter into a repayment arrangement satisfactory to the Principal of the previous school and comply with the terms of that arrangement,as a condition of the student commencing and continuing enrolment at the college.

Payment Terms

2. As an essential term, and subject to clauses 5 and 6 below, I/we will pay, as a debt due and owing to the college, college fees, levies, charges and building fund contributions invoiced by the college to me/us at the prevailing rates set by the college from time to time.
3. Except where a direct debit facility acceptable to the college is in place, I/we will pay the college fees, levies, charges and building fund contributions within the timeframe specified on the college’s invoice.
4. I/we acknowledge that my/our obligation to pay college fees, levies, charges and building fund contributions is:
 - (a) without deduction, set-off or counterclaim;
 - (b) effective from the date on which the student is first enrolled at the college to the date on which the student’s enrolment ceases for any reason;
 - (c) does not constitute a series of annual or other periodic contracts.

Inability to Pay and Remissions

5. I/we am aware that the college may provide payment remissions for families experiencing genuine financial hardship.
6. If I/we are unable to comply with my/our obligations in clauses 2 or 3 above, I/we will:
 - (a) notify the Principal of the college as soon as possible; and
 - (b) if required, attend an interview with the Principal (or nominee) to determine any payment remission, temporary or other variation to these Financial Terms or other assistance.

Refunds

7. Should the student leave the college part-way through a term or is otherwise unable to attend college for any reason, any refund of college fees, levies, charges or building fund contributions will be in the absolute discretion of the college.

Non-Compliance

8. I/we acknowledge that if I/we do not comply with these Financial Terms:
 - a) college academic reports for the student may be withheld until I/we comply; and
 - b) the college may terminate the Enrolment Agreement and the enrolment of the student at the college after taking reasonable steps to consult with me/us.

Debt Collection Costs

9. In the event that the college takes legal action (including court action) to recover college fees, levies, charges or building fund contributions, I/we will pay on a full indemnity basis, costs or fees charged to the college for such recovery by any collection agency or legal practitioner.

Law of the Contract

10. I/we acknowledge that the law of Queensland applies to the *Student Enrolment Agreement* (including the Financial Terms). I/we submit to the non-exclusive jurisdiction of courts at Townsville, Queensland and waive any right I/we may have to object to that jurisdiction or forum because it is inconvenient or otherwise.

Joint and Several Liability and Account Holders

11. I/we acknowledge that parents/guardians/carers who sign this *Student Enrolment Agreement* are jointly and severally liable for complying with these Financial Terms.

APPENDIX 3 - STANDARD COLLECTION NOTICE FOR THE TOWNSVILLE CATHOLIC EDUCATION OFFICE AND SYSTEMIC SCHOOLS IN THE CATHOLIC DIOCESE OF TOWNSVILLE

Townsville Catholic Education (TCE) schools and the Townsville Catholic Education Office (TCEO) collect personal information, including sensitive information, about pupils and parents or guardians before and during the course of a pupil's enrolment. This may be in writing, through technology systems or in the course of conversations.

The primary purpose of collecting this information is to enable TCEO/schools to provide schooling to pupils enrolled at TCE schools, exercise their duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all the activities of the school. Some of the information collected is to satisfy legal obligations.

Laws governing or relating to the operation of schools and TCEO require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. TCE schools may ask you to provide medical reports about pupils from time to time. Personal information collected from pupils is regularly disclosed to their parents or guardians.

A student's enrolment may be delayed or prevented if a school cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.

TCEO and schools may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:

- other schools and teachers at those schools, including a new school to facilitate the transfer of the student
- government departments
- TCEO, the Queensland Catholic Education Commission and National Catholic Education Commission, the Townsville Diocese and the local parish, other related church agencies/entities (e.g. Mary MacKillop Childcare NQ) and schools within other dioceses.
- medical practitioners
- people providing educational, support and health services to schools, including specialist visiting teachers, coaches, volunteers, counsellors and providers of learning and assessment tools

- providers of specialist advisory services and assistance to schools, including in the area of Human Resources, child protection and students with additional needs
- assessment and educational authorities, including the Australian Curriculum Assessment and Reporting Authority (ACARA), and NAPLAN Testing Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
- agencies and organisations to whom we are required to disclose personal information for education and research purposes
- people and organisations providing administrative, technology and financial services to the organisation
- recipients of publications, such as newsletters and magazines
- pupils' parents/carers or guardians
- anyone you authorise the organisation to disclose information to
- anyone to whom we are required or authorised to disclose the information by law, including child protection laws.

If an enrolment application is made to two (or more) schools in the same diocese, the personal information provided during the application stage may be shared between the schools, and may include health information and is used for the purpose of considering and administering the enrolment of the student.

TCEO and schools use online or 'cloud' service providers to store personal information and to provide services to schools that involve the use of personal information. This information may be stored in the 'cloud' which may be situated outside Australia. Further details are contained in the [Diocesan Education Council \(DEC\) Privacy Policy](#), accessible on the TCEO and schools' websites.

The [DEC Privacy Policy](#) sets out how parents or pupils may seek access to and correction of their personal information which TCEO/schools have collected and hold. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the TCEO/school duty of care to the pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

The [DEC Privacy Policy](#) also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.

TCE schools may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in a school's fundraising activities solely for that purpose. TCEO and schools will not disclose your personal information to third parties for their own marketing purposes without your consent.

On occasion, information such as academic and sporting achievements, pupil activities and similar news is published in TCEO and school newsletters and magazines, intranet, social media pages, websites or otherwise shared with the Townsville Catholic Education/school community. This may include photographs and videos of pupil activities such as

sporting events, concerts, masses, assemblies, school camps and school excursions. The school will obtain permissions from the pupil's parent or guardian (and from the student if appropriate) if the school would like to include such photographs, videos or other identifying material in promotional material or otherwise make this material available to the public such as on the internet.

A school may include pupils' and pupils' parents' contact details in a class list and school directory. If you provide TCEO/schools with the personal information of others, we encourage you to inform them that you are disclosing that information to the school and why.

More information

Contact us if you would like to know more about information privacy.

MT CARMEL SENIOR CAMPUS
P (07) 4787 1744
6-8 HACKETT TERRACE
CHARTERS TOWERS QLD 4820

ST MARY'S JUNIOR CAMPUS
P (07) 4754 6333
59-69 MARY STREET
CHARTERS TOWERS QLD 4820



COLUMBA CATHOLIC COLLEGE
CHARTERS TOWERS
Shine at Columba

E office@columba.catholic.edu.au
columba.catholic.edu.au