

Application for Enrolment



ST PATRICK'S COLLEGE
TOWNSVILLE

Dare to imagine

CRICOS No. 03317K



Our Enrolment Process

Parents/guardians of the student seeking enrolment should complete this document in full and return to the College along with the following documents:

- ☐ A copy of your child's birth certificate.
- ☐ A copy of your child's school results from the previous two consecutive semesters.
- ☐ A copy of your child's most recent NAPLAN results.
- ☐ A copy of your child's sacramental reports (if applicable).
- ☐ Copies of any relevant health care or mental health care reports or Individual Education Plans/Learning Support from external professionals as outlined in the STUDENT MEDICAL INFORMATION section of this form.
- ☐ Copies of family court orders or protection orders relating to the student, (if applicable).

It is important that parents/guardians inform the College if the student has any additional needs such as medical, physical, learning (including giftedness) or social/emotional which requires specialised and professional attention, above and beyond the level of individual attention normally offered to students at St Patrick's College Townsville. Please provide all relevant information in the STUDENT MEDICAL SECTION of this application and provide supporting documentation where relevant. The College reserves the right to determine its ability to meet the needs of students with additional needs.

THE ENROLMENT PROCESS

Once we have received your completed application we will arrange an enrolment interview with the Principal or delegate.

A non-refundable enrolment application fee of \$350 is payable at the time of your enrolment interview.

You will be advised of the outcome of the application following the enrolment interview. If the application progresses you will be sent a letter of offer.

CONTINUOUS DISCLOSURE - KEEPING STUDENT RECORDS UP TO DATE

Please inform the College whenever information provided on this form (addresses, contact details, medical etc.) changes so that our records are up to date.

RESPECTING YOUR PRIVACY

The College respects your privacy and is bound by relevant legislation.

For more information on our Privacy Policy please visit www.stpatscollege.qld.edu.au/our-college/college-policies/.

ASSISTANCE WITH COMPLETING THIS FORM

If you should require assistance completing this form, please contact the College.

Please note, submission of this document does not guarantee enrolment.

Rationale

St Patrick's College Townsville is a community of faith, based on belief in God and the following of Christ as expressed in the charism of Mercy. This faith is made explicit in the Christian spirit and values of the College.

The focus of the school is the development and integration of faith and learning. In the Boarding College, the Christian spirit and values are the focus of communal life.

The College welcomes girls wishing to undertake a secondary education, provided that students and their parents/guardians understand and support the College's policies and that the Catholicity of the College is maintained.

Enrolment Guidelines

Priority is given to Catholic students, sisters of past or present students.

1. The following documents must be submitted with the enrolment application:
 - Birth certificate (copy)
 - School reports from two consecutive semesters, including the current year
 - Most recent NAPLAN report
 - Sacramental certificates (copies), if applicable
 - NZ students who are residents of Australia – refer section 3 below.
 - International students (Refer to the International Student Enrolment Application & Policies)
2. **Boarding students** will be required to provide evidence that they are medically fit and healthy at the start of the school year. If students are unable to provide a medical certificate regarding the state of their health, the College will organise for the student to undergo a medical check in Term 1.
3. **Students who hold New Zealand citizenship** and who are residents of Australia are required to provide a copy of the personal details of their passports and a copy of the page with the Immigration Department stamp which confirms their entry date for the purpose of living in Australia. This information is requested to enable the submission by the College of various government census/statistical returns which require reporting on the subclasses of visas for students who do not hold Australian citizenship. Students' names are not provided in these returns.
4. **An enrolment fee** of \$350 is due at the time of the enrolment interview. This is a non-refundable administration fee. International students should refer to the International Enrolment Application Form & Policies.
5. Parents/guardians and the student must sign the Application for Enrolment, Enrolment Agreement, Student Code of Conduct and Acceptable use of ICT Services and Personal Devices Policies.
6. An enrolment interview will be arranged with the College Principal or delegate. Your daughter is required to attend this interview with at least one enrolling parent/guardian. Following the interview, you will be notified in writing regarding the outcome of the application. The College Principal reserves the right to enrol students at his/her discretion.
7. If your daughter is offered a place at the College, her enrolment will not be confirmed until receipt of the signed Acceptance Form, signed by at least one enrolling parent/guardian.

Tuition and Boarding Fees

Your obligations under this contract are joint and several which means that all fees and charges are payable by all persons who have signed this contract and you authorise us to act on the direction of any one of you. You understand that this means that if one of you fails to pay fees and charges, the other is fully responsible to pay, irrespective of any arrangement between you and any other person. We will not enter disputes arising from disagreements between you over the responsibility for paying fees and charges. You understand that we do not have a practice of splitting the bill for fees and charges.

All tuition and boarding fees are to be paid by semester in advance. Fortnightly, monthly or termly payment plans may be arranged by contacting the Director of Business Operations, provided that all tuition fees and levies are finalised by the end of the academic year. Agreed payment plans will only be accepted once a completed and authorised direct debit form has been received.

You are liable to pay fees and charges even if there has been disruption to the student's education, such as illness or allegations of bullying. You understand that no remission of fees and charges, either in whole or in part, will be made if the student is absent due to illness, leave or suspension, or if the education provided by us is delivered, in part or whole, by online or remote learning.

Fee invoices are issued in February for Semester 1 and in July for Semester 2 each year. Fees are due for payment within the first fortnight of each semester as detailed on the Fee Statement.

Parents/guardians who are unable to pay in full by the due date should contact the Finance Team promptly on the receipt of their fee notice to arrange a suitable payment plan.

Fees may be pre-paid before the student commences at the College. Tuition and boarding fees may be paid by credit card (Visa/Mastercard), electronic transfer, direct debit or BPAY. Arrangements may be made with the Finance Team. The College reserves the right to rescind discounts in the event of late payment.

Discounts (tuition fees only)

- 6% discount if tuition fees are paid in advance for the full year by the first Friday in February.
- Discounts are available on presentation of a current Health Care card or an Australian Defence Force Card.

Family Rebate

A family rebate is available and applies to the tuition fee only of families who have more than one daughter attending St Patrick's College Townsville. All other fees and levies are payable in full.

- 1st student Fees and levies are payable in full
- 2nd student 10% discount on tuition fees only for the 2nd student
- 3rd student 25% discount on tuition fees only for the 3rd student

Where discounts are applied, the greater concession will apply. A student will not be granted more than one concession (including sibling discount) at any one time. The College reserves the right to review all discounts annually, in accordance with its budgetary processes.

Non Payment of Fees by Due Date

The College will follow up on overdue fee accounts. The College will follow generally accepted procedures to collect any outstanding fees. If families default on payment arrangements, the College will refer the account for collection to our Debt Collection Agents. Where tuition fees and levies are outstanding, students may be excluded from participating in additional fee-paying activities. These include, but are not limited to: rowing, the Instrumental Music Program, and College-organised trips. The payment of tuition fees and levies must take priority over all other optional activities.

Notice of Withdrawal of Student

It is the policy of the College that if you plan to cancel your child's enrolment, you must give the College written notice at least one full term in advance. This must be sent to the Enrolment Registrar or Principal.

If notice of cancellation of enrolment is not received by the following dates, the College reserves their rights to charge fees for the next Term after notification **the student** is no longer enrolled at **the College** is received.

- First day of Term 1 – if leaving in Term 2 or later
- First day of Term 2 – if leaving in Term 3 or later
- First day of Term 3 – if leaving in Term 4
- By 31 October if not returning the following year

Please note: Fees will not be reduced or refunded for students who return late from holidays or are absent during the term.



Application for Enrolment

Student Details

CALENDAR YEAR OF COMMENCEMENT: _____ YEAR LEVEL: _____

ENROLLING AS: (please circle) DAY STUDENT BOARDING STUDENT

SURNAME: (As recorded on birth certificate) _____

FIRST AND MIDDLE NAMES: (as recorded on birth certificate) _____

PREFERRED NAME: (If different to above) _____

DATE OF BIRTH: _____ COUNTRY OF BIRTH: _____

NATIONALITY: _____ RELIGION: _____

WHAT IS THE STUDENT'S RESIDENCY STATUS? (please tick)

☐ AUSTRALIAN CITIZEN ☐ PERMANENT RESIDENT ☐ TEMPORARY VISA HOLDER (visa number) _____

IF BORN OVERSEAS, WHAT DATE DID THE STUDENT ARRIVE IN AUSTRALIA? _____

COUNTRY OF CITIZENSHIP: _____

INDIGENOUS STATUS: (please tick)

☐ ABORIGINAL ☐ TORRES STRAIT ISLANDER ☐ BOTH ABORIGINAL & TORRES STRAIT ISLANDER ☐ NEITHER

CURRENT SCHOOL ATTENDING: _____

PREVIOUS SCHOOLS ATTENDED: _____

IS THE STUDENT REPEATING? (please circle) Yes / No

HAS THE STUDENT BEEN SUSPENDED OR EXCLUDED FROM ANOTHER SCHOOL? (please circle) Yes / No

If so, please provide the reason _____

STUDENT'S POSITION IN THE FAMILY: _____

NAME/S OF SIBLING/S WHO ATTEND THE COLLEGE: _____

WHO DOES THE STUDENT LIVE WITH? _____

STUDENT'S RESIDENTIAL ADDRESS: _____

STUDENT'S MOBILE NUMBER: _____

IS THE STUDENT OF A DEFENCE FORCE FAMILY? (please circle) Yes / No

IS THE STUDENT A CHILD IN THE CARE OF THE STATE? (please circle) Yes / No

ARE THERE ANY CULTURAL REQUIREMENTS OF WHICH THE COLLEGE SHOULD BE AWARE? Yes / No

If yes, please specify _____

STUDENT'S INTENDED MODE OF TRANSPORT TO AND FROM SCHOOL: _____

Please note, students who intend driving to school are asked to complete a Student Driver form, available from the College Office on request.

Sacraments

| | RECEIVED (please tick) | DATE | CHURCH/PARISH/TOWN |
|----------------|---|-------|--------------------|
| Baptism | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | _____ | _____ |
| Reconciliation | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | _____ | _____ |
| Eucharist | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | _____ | _____ |
| Confirmation | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | _____ | _____ |

Education History

We are committed to providing inclusive education and supporting the participation of all students at our college. To assist us in planning a successful transition, we invite you to share relevant information about your child's educational history, disability or additional needs.

HAS YOUR CHILD PARTICIPATED IN ENRICHMENT PROGRAMS TO EXTEND HER LEARNING?

☐ Yes ☐ No

If yes, please attach documentation

HAS YOUR CHILD EVER BEEN ACCELERATED? (Skipped a year)

☐ Yes ☐ No

If yes, please state the year level that was skipped: _____

HAS YOUR CHILD EVER RECEIVED LEARNING SUPPORT?

☐ Yes ☐ No

HAS YOUR CHILD EVER REPEATED A SCHOOL YEAR?

☐ Yes ☐ No

If yes, please state the year level that was repeated: _____

DOES YOUR CHILD HAVE A DIAGNOSED DISABILITY, DEVELOPMENTAL DELAY, MEDICAL CONDITION, OR ADDITIONAL SUPPORT NEED THAT MAY IMPACT ON HER PARTICIPATION IN SCHOOL ACTIVITIES?

☐ Yes ☐ No
☐ In process of diagnosis

PLEASE INDICATE THE RELEVANT AREA/S OF NEED OR DIAGNOSIS FOR YOUR CHILD
 (Tick all that apply)

- ☐ Cognitive/ Intellectual Disability
- ☐ Autism Spectrum Disorder
- ☐ Attention Deficit/ Hyperactivity Disorder
- ☐ Physical Disability/ Mobility Impairment
- ☐ Vision Impairment
- ☐ Hearing Impairment
- ☐ Speech, Language or Communication Disorder
- ☐ Social-Emotional or Mental Health Condition
- ☐ Chronic Medical Condition (eg. Epilepsy, diabetes)
- ☐ Other (Please specify): _____

DOES YOUR CHILD ACCESS ANY OF THE FOLLOWING SUPPORTS OR SERVICES AT HER CURRENT EDUCATIONAL SETTING? (Tick all that apply)

- ☐ Mobility or assistive technology (e.g. wheelchair, communication device)
- ☐ Personal care or health management support (please attach current plan)
- ☐ Adjusted curriculum or individual learning plan (please attach current plan)
- ☐ Behaviour support plan (please attach current plan)
- ☐ Pastoral support
- ☐ Other (please specify): _____

IS YOUR DAUGHTER CURRENTLY ACCESSING ANY OF THE FOLLOWING SPECIALIST SERVICES?

| SERVICE | YES/NO | NAME OF CENTRE /PRACTITIONER | FREQUENCY OF VISITS |
|-----------------------------|--|------------------------------|---------------------|
| Child Guidance | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Speech Pathologist | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Occupational Therapist | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Physiotherapist | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Psychiatrist | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Psychologist | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Specialist Clinic | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Audiology Clinic | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Paediatrician | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Optometrist | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Education Guidance Officer | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Other, please specify _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

DOES YOUR CHILD SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME?

☐ Yes ☐ No

If yes, what language/s? _____

WHAT IS THE MAIN LANGUAGE SPOKEN BY YOUR CHILD AT HOME? _____

WHAT IS YOUR DAUGHTER'S LEVEL OF ENGLISH UNDERSTANDING?

- ☐ Beginner
☐ Developing
☐ Competent
☐ Fluent

DOES YOUR CHILD NEED SUPPORT WITH ENGLISH LANGUAGE LEARNING?

☐ Yes ☐ No ☐ Not sure

If yes, please describe any previous EAL/D support received:

ADDITIONAL INFORMATION:

PLEASE INDICATE ANY OTHER INFORMATION REGARDING YOUR DAUGHTER'S EDUCATION HISTORY WHICH MAY AFFECT HER LEARNING OR OTHER SCHOOL ACTIVITIES. *If none, write Nil or N/A.*

The College is committed to being an inclusive and supportive learning environment. The information requested below helps us better understand and meet the individual needs of our students.

It is important that all information provided is accurate at the time of application. Misrepresentation or non-disclosure of relevant information known at the time of application may impact the support we can provide and could be grounds for exclusion.

Parent 1 or Guardian 1

(please tick) ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Cr ☐ Prof ☐ Other _____

SURNAME: _____

FIRST AND MIDDLE NAMES: _____

RELATIONSHIP TO THE STUDENT: _____

RESIDENTIAL ADDRESS: _____

POSTAL ADDRESS: _____

MOBILE PHONE NUMBER/S: _____

WORK PHONE NUMBER: _____ HOME PHONE NUMBER: _____

EMAIL: _____

OCCUPATION: _____

EMPLOYER: _____

HEALTH CARE CARD? ☐ Yes ☐ No Card Number: _____ Expiry: _____ (please provide copy)

DEFENCE CARD? ☐ Yes ☐ No Card Number: _____ Expiry: _____ (please provide copy)

COUNTRY OF BIRTH: _____ NATIONALITY: _____

INDIGENOUS STATUS: (please tick)

☐ ABORIGINAL ☐ TORRES STRAIT ISLANDER ☐ BOTH ABORIGINAL & TORRES STRAIT ISLANDER ☐ NEITHER

LANGUAGES OTHER THAN ENGLISH SPOKEN AT HOME (INCLUDES INDIGENOUS DIALECT): _____

RELIGION: _____

ARE YOU A PAST STUDENT OF THE COLLEGE? (please tick) ☐ Yes ☐ No

If yes, what House were you in? (please tick) ☐ Principalities ☐ Thrones ☐ Powers ☐ Dominations

If yes, what year did you finish school or leave the College? _____

If yes, would you like to join our Alumni Database? ☐ Yes ☐ No

Parent 2 or Guardian 2

(please tick) ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Cr ☐ Prof ☐ Other _____

SURNAME: _____

FIRST AND MIDDLE NAMES: _____

RELATIONSHIP TO THE STUDENT: _____

RESIDENTIAL ADDRESS: _____

POSTAL ADDRESS: _____

MOBILE PHONE NUMBER/S: _____

WORK PHONE NUMBER: _____ HOME PHONE NUMBER: _____

EMAIL: _____

OCCUPATION: _____

EMPLOYER: _____

HEALTH CARE CARD? ☐ Yes ☐ No Card Number: _____ Expiry: _____ (please provide copy)

DEFENCE CARD? ☐ Yes ☐ No Card Number: _____ Expiry: _____ (please provide copy)

COUNTRY OF BIRTH: _____ NATIONALITY: _____

INDIGENOUS STATUS: (please tick)

☐ ABORIGINAL ☐ TORRES STRAIT ISLANDER ☐ BOTH ABORIGINAL & TORRES STRAIT ISLANDER ☐ NEITHER

LANGUAGES OTHER THAN ENGLISH SPOKEN AT HOME (INCLUDES INDIGENOUS DIALECT): _____

RELIGION: _____

ARE YOU A PAST STUDENT OF THE COLLEGE? (please tick) ☐ Yes ☐ No

If yes, what House were you in? (please tick) ☐ Principalities ☐ Thrones ☐ Powers ☐ Dominations

If yes, what year did you finish school or leave the College? _____

If yes, would you like to join our Alumni Database? ☐ Yes ☐ No

Non-Identifiable Data Collection

The College is required to seek the information as outlined below. This information will be used to enable nationally comparable reporting of students' outcomes against the Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA) National Goals for Schooling in the 21st Century. The background information will be reported at an aggregated level.

NO individual student or parent/guardian will be identifiable.

DOES THE STUDENT OR PARENTS/GUARDIANS SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME?

(If more than one language other than English is spoken at home, please indicate the language that is most often spoken).

| | STUDENT | PARENT 1/GUARDIAN 1 | PARENT 2/GUARDIAN 2 |
|---------------------------------------|--------------------------|--------------------------|--------------------------|
| English only | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Indigenous (<i>Kriol or Creole</i>) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Italian | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| French | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| German | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cantonese | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Arabic (<i>including Lebanese</i>) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Greek | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vietnamese | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mandarin | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tagalog (<i>Filipino</i>) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Spanish | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Japanese | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other, please state | <hr/> | | |

WHAT IS THE HIGHEST YEAR OF PRIMARY OR SECONDARY SCHOOL THE PARENTS/GUARDIANS HAVE COMPLETED?

(For persons who have never attended secondary school, please tick Year 9 or equivalent or below)

| | PARENT 1/GUARDIAN 1 | PARENT 2/GUARDIAN 2 |
|-------------------------------|--------------------------|--------------------------|
| Year 12 or equivalent | <input type="checkbox"/> | <input type="checkbox"/> |
| Year 11 or equivalent | <input type="checkbox"/> | <input type="checkbox"/> |
| Year 10 or equivalent | <input type="checkbox"/> | <input type="checkbox"/> |
| Year 9 or equivalent or below | <input type="checkbox"/> | <input type="checkbox"/> |

WHAT IS THE LEVEL OF THE HIGHEST QUALIFICATIONS THE PARENTS/GUARDIANS HAVE COMPLETED?

| | PARENT 1/GUARDIAN 1 | PARENT 2/GUARDIAN 2 |
|--------------------------------------|--------------------------|--------------------------|
| Bachelor Degree or above | <input type="checkbox"/> | <input type="checkbox"/> |
| Advanced Diploma/Diploma | <input type="checkbox"/> | <input type="checkbox"/> |
| Certificate I - IV (including Trade) | <input type="checkbox"/> | <input type="checkbox"/> |
| Other qualifications (please list) | <hr/> | <hr/> |

Occupation (Please select the appropriate parental occupation group from the list below)

OCCUPATION GROUP OF PARENT 1/GUARDIAN 1: _____

OCCUPATION GROUP OF PARENT 2/GUARDIAN 2: _____

- If the person is not currently in paid work, but had a job in the last 12 months or has retired within the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, please list number "8" in the space above.

List of Occupation Groups

GROUP 1: Senior management in large business organisations, government administration and defence, and qualified professionals.

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (section head or above), regional director, health/education/police/fire services administrator.

Other administrator - college principal, faculty head/dean, library/museum/gallery director, research facility director.

Defence Forces - Commissioned Officer.

Professionals - generally have a 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 captain/officer/pilot, flight officer, flying instructor, air traffic controller.

GROUP 2: Other business managers, arts/media/sportspersons and associate professionals.

Owner/manager of a 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 a 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, research analyst, technical sales representative, retail buyer, office/project manager.

Defence Forces - Senior Non-Commissioned Officer.

GROUP 3: Tradesmen/women, clerks and skilled office, sales and service staff.

Tradespersons - generally have completed a four-year trade certificate, usually by apprenticeship.

All tradespersons are included in this group.

Clerks - bookkeeper, bank/Post Office 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 - typist, work processing/data entry/business machine operator, receptionist, office assistant.

Sales - sales assistant, motor vehicle/caravan/parts sales person, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker.

Assistant/aide - trades' assistant, college/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 included in Groups 1 and 2 above

Agriculture, horticulture, forestry, fishing, mining worker - farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nursery attendant, greenkeeper, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand.

Other workers - labourer, factory hand, store person, guard, cleaner, laundry worker, trolley collector, car park attendant, crossing supervisor.

INFORMATION COLLECTION

St Patrick's College Townsville collects and records personal, sensitive and health information from students and parents/guardians before and during the course of the student's enrolment at the College.

PURPOSE OF COLLECTION

The primary purpose of collecting and recording this information is to enable the provision of quality Catholic education. In addition, some of the information we collect and record is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care to students and parents/guardians.

DISCLOSURE OF INFORMATION

This information may be disclosed by the College for administrative and educational purposes to others, including, but not limited to, State and Federal government departments such as Education Queensland, Townsville Catholic Education Office, Queensland Curriculum & Assessment Authority, Non-State Schools Accreditation Board, Department of Education, Employment and Workplace Relations, Department of Immigration and Citizenship (for international students), other systemic schools, medical practitioners and persons providing services such as visiting teachers and consultants.

PRIVACY

St Patrick's College Townsville is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. A copy of the College Privacy Policy is available online at www.stpatscollege.qld.edu.au/our-college/college-policies/.

INFORMATION REQUIRED

If we do not obtain the personal, sensitive or health information referred to above, we may not be able to enrol the student.

ADDITIONAL INFORMATION REQUESTED BY THE TOWNSVILLE CATHOLIC DIOCESE

For all students, both Catholic and non-Catholic.

Catholic schools have a long history of a pastoral relationship between the school and the local diocesan parish. In fact, Catholic schools are agencies of the diocese, and as such, seek to be an integral part of the life of their parish. This sometimes requires an exchange of information (eg: for sacramental preparation) between the school and the parish/diocese. This would include names and contact details of families, the religion of students and parents/guardians, and whether or not students described as Catholic have celebrated the sacraments of Baptism, Reconciliation, Eucharist and Confirmation. Relevant parish/diocesan staff will treat this information with the same confidentiality as do school staff.

Please acknowledge, by ticking YES and signing below, that you have read and accept that the school may provide contact details and some other relevant information to the parish and diocesan office if required, to assist their pastoral work.

If you believe there is a good reason for your family's information not to be passed on as described, please tick NO.

- ☐ Yes I/We am/are willing for the family's information to be supplied to the parish/diocesan office
- ☐ No I/We am/are not willing for the family's information to be supplied to the parish/diocesan office

By completing and submitting this Enrolment Application Form, you have confirmed your understanding of, and agreement to the above.

NAME OF PARENT 1 OR GUARDIAN 1: _____

SIGNATURE: _____ DATE: _____

NAME OF PARENT 2 OR GUARDIAN 2: _____

SIGNATURE: _____ DATE: _____



Enrolment Agreement

Student Details

STUDENT NAME: _____

YEAR OF ENTRY: _____

YEAR LEVEL (GRADE) OF ENTRY: _____

The parties to this agreement are: St Patrick's College Townsville ("**the College**") and the parent/parents/legal guardian/legal guardians ("**I/We**") of the named student AND, to the extent permitted by law, the named student ("**the student**").

In this agreement, the expression "**College Principal**" includes any person from time to time acting as Principal, or any staff members for the time being carrying out the duties or exercising the authority of the Principal.

Conditions

☐ **I/We** accept the following conditions on which the offer of enrolment was made:

1. The **College Principal** represents the College in all matters concerning this agreement and has made this offer of enrolment, subject to the conditions herein for and on behalf of, and with the authority of the College.
2. A breach of any one of the conditions of this agreement constitutes a breach of this agreement and may result in the cancellation of the student's enrolment.
3. The **College Principal** or her/his nominee has authority to apply whatever disciplinary measures are appropriate or necessary in relation to any breach of this agreement. "Disciplinary measures" includes a decision to suspend and/or to exclude a student for any cause or breach judged by the **College Principal**, in her/his absolute discretion, to be sufficient. If the student is excluded, this agreement is at an end.

Attendance at compulsory events in the college calendar

4. The College Principal or her/his nominee has authority to act on the direction of any one of the Students' Parents who have signed this agreement with respect to matters concerning the Student including cancellation of enrolment with **the College**.
5. **The student** must attend and participate in, to the extent applicable, the following compulsory College events:
 - Beginning of Year Mass
 - St Patrick's Day Mass
 - Mercy Day Mass
 - End of Year Mass
 - Subject Selection Evenings
 - College sports carnivals including swimming, athletics and cross country
 - Retreats, camps and pastoral days
 - Awards Evening

Compliance with College Rules and Policies

6. **The Student** must comply with the College rules, Student Code of Conduct, uniform regulations and policies for the time being in force and **I/We** will keep the College indemnified against any loss or damage caused by any failure of **the student** to observe the aforesaid. **I/We** also understand that **the student** is expected to act at all times in accordance with the values and rules of the College and that breaches in this regard could lead to a cancellation of an enrolment.

I/We agree that the College rules, Student Code of Conduct, uniform regulations and policies may be amended at any time upon notification being given by the College of such amendments.

I/We agree that by accepting this offer, **I/We** have read and understood the College rules, Student Code of Conduct, uniform regulations and policies of the College as in force and can be found via the adjacent QR code and that **I/We** have provided the College with an email address to which the College may notify me/us and the student of any amendment to the College rules, Student Code of Conduct, uniform regulations and policies.



Participation in College Life and Attendance

7. The College is a Catholic school. **The student** must participate in the spiritual and religious life of the College, irrespective of whether **the student** is non-Catholic.
8. In the absence of any medical conditions (which is required to be substantiated by written documentation from a duly qualified medical practitioner) which prohibits or potentially will affect the health of **the student**, participation in all curricular sporting and extra-curricular activities conducted with the approval of the College, including but not limited to College camps, excursions, retreats and functions, is required. If **the student** does not, without sufficient cause, participate in such activities, the **College Principal**, may in her/his absolute discretion, cancel the student's enrolment.
9. Attendance at all classes is compulsory. If **the student** is absent from any class or classes due to illness or family emergency, a written explanation from the parent/s/guardian/s must be provided immediately upon the student's return to the College. For Years 10-12, in the case of absence due to illness, unless otherwise agreed with the Deputy Principal Academic, a medical certificate must be provided to the Deputy Principal Academic immediately upon **the student's** return to the College.

Bullying: Prohibited

10. The College has policies in place that outline responses and processes in regards to bullying and forms part of this agreement.

Use of Drugs, Tobacco, e-cigarettes or Alcohol: Prohibited

11. The College prohibits the use of drugs, tobacco, e-cigarettes or alcohol and forms part of this agreement.

Academic Dishonesty

12. The College has policies in place to address academic dishonesty and forms part of this agreement

ICT Services and Personal Devices Policies

13. The College has policies in place for ICT Services and personal device usage and forms part of this agreement.

Payment of Fees

14. **I/We** acknowledge that, unless otherwise agreed in writing with the College, **I/We**, as parent/s / legal guardian/s are jointly and severally liable for the payment of fees and levies. Should any fees or levies not be paid by the due date, then the **College Principal** may, in her/his absolute discretion, suspend or cancel **the student's** enrolment at the College and **the College** may take legal action to recover outstanding fees and levies. If fees and levies are outstanding, students may not be permitted involvement in additional fee paying activities.
15. If **the student** is to leave the College, **I/We** will give written notice, addressed to the **College Principal**:
 - a) First day of Term 1 – if leaving in Term 2 or later
 - b) First day of Term 2 – if leaving in Term 3 or later
 - c) First day of Term 3 – if leaving in Term 4
 - d) By 31 October if not returning the following year

If **I/We** fail to provide notice in accordance with the aforesaid requirements, **the College** reserves the right to invoice me/us for one term's fees.

16. Absence due to illness, leave or suspension, or if the education provided by us is delivered, in part or whole, by online or remote learning does not constitute a claim for exemption from payment of fees and/or a refund of a payment of fees.

Medical Emergencies

17. In the event of any medical or other emergency arising in which the **College Principal** considers it impossible or impractical to communicate with the undersigned parents/guardians, **the College** will take all reasonable care of **the student**, but will not be responsible for the costs of any ambulance, medical or dental attention or treatment administered to **the student** in such an event, nor will it be responsible for any omission of any medical or dental practitioner or medical officer attending or treating **the student**, including attention provided at the College Health Student Centre.

Consent and Obligations: Welfare of Students – Sporting & Extracurricular Activities

18. I/We consent that in respect of any decision to be made by the **College Principal** concerning the welfare of the student, including but not limited to the enrolment and/or termination of enrolment of **the student** where **the student** has more than one parent/guardian with legal authority in relation to the welfare of **the student**, the **College Principal**, subject to any Court Order to the contrary, is authorised to accept any direction or consent from any one parent or guardian as the case may be, and thereupon, any decision made or action taken by the **College Principal** is deemed to be with the express authority of all parents or guardians, as the case may be.
19. I/We consent to **the student** participating in all normal curricular, sporting and extra-curricular activities conducted with the approval of **the College**, such as work experience, camps and retreats, excursions and functions and I/We consent to **the student** travelling by College bus, or on any form of public or private transport, where such transport is deemed in the reasonable opinion of the **College Principal** to be necessary or desirable.
20. The consent I/We have given is valid at all times while **the student** is in the custody of **the College**, including but not limited to, such times as **the student** is on the school grounds, is present at school camps or is attending or participating in a work experience program, excursion or function..
21. I/We will keep **the College** informed of any changes to **the student's** life and circumstances that could affect or impact upon her school life/ participation. I/We acknowledge this obligation to be ongoing.

Warranty of Full Disclosure

22. I/We have made full and frank disclosure of all information requested by **the College** for the purposes of **the College** offering enrolment to **the student**. I/We have not withheld any information in respect of behaviour (including past conduct at any previous school), or concerning the welfare, health (mental and physical) or academic performance of **the student**, from **the College**.

Miscellaneous

WAIVERS

23. a) Rights in favour of **the College** under this agreement, subject to any express provision of this agreement to the contrary, may be waived prospectively or retrospectively in writing, signed by the **College Principal**.
- b) No other act, omission or delay by **the College** will constitute a waiver of a right.

EXERCISE RIGHTS

24. A single or partial exercise or waiver by **the College** of any right relating to this agreement will not prevent any other exercise of that right or the exercise of any other right.

REMEDIES CUMULATIVE

25. The rights provided under this agreement are cumulative and not exclusive of any rights provided by law.

TIME

26. Time is of the essence in respect of any obligation of the parent/s/guardian/s, and to the extent permitted by law, **the student**.

WHOLE AGREEMENT

27. a) This agreement supersedes all prior representations, arrangements, understandings and agreements between the parties and represents the entire complete and exclusive understanding and agreement between the parties relating to the subject matter of this agreement.
- b) The parties acknowledge and agree that they have not relied on any written or oral representation, arrangement, understanding or agreement not expressly set out or referred to in this agreement.
- c) In the event of any inconsistency between any material published by **the College** from time to time (for example the College Prospectus or College Policies) and this agreement, the agreement will prevail.

SEVERANCE

28. If any provision of this agreement shall be, or be determined to be illegal, invalid, void or voidable, the legality of validity or the remainder of this agreement will not be affected and will continue in full force and effect.

GOVERNING LAW

29. a. This agreement shall be governed by and construed in accordance with the laws of Queensland.
- b. The parties each irrevocably and unconditionally submit to the non-exclusive jurisdiction of the Courts of Queensland, whether State or Federal, and each waives any immunity or any objection it may have to any action in those Courts and to a claim that any action has been brought in an inconvenient forum or to those Courts not having jurisdiction.

BINDING FORCE OF AGREEMENT

30. This agreement will be binding and will remain in force for the duration of **the student's** enrolment at the College.

Agreement

☐ I/We the undersigned agree to the conditions as set out in this Enrolment Agreement.

STUDENT NAME: _____

STUDENT SIGNATURE: _____

NAME OF PARENT 1 OR GUARDIAN 1: _____

SIGNATURE: _____ DATE: _____

NAME OF PARENT 2 OR GUARDIAN 2: _____

SIGNATURE: _____ DATE: _____

ST PATRICK'S COLLEGE TOWNSVILLE

NAME: _____

POSITION: _____

SIGNATURE: _____ DATE: _____

Please note The College requires, where possible, both parents/guardians to sign. However, if only one parent/guardian is available to sign, this agreement is, in such event, deemed to be binding.



Student Code of Conduct

The Student Code of Conduct at St Patrick's College Townsville is based on the values of the Mercy tradition, and promotes the fullness of life and nurtures excellence in learning for all young women in a joyful environment. In accordance with the Christian spirit and values, students are expected to demonstrate:

- Respect for themselves
- A sensitivity to the needs of others
- Respect for the reputation of the College

We work in partnership with each student's family in developing a Christian basis for social behaviour and expect our families to support the Code of Behaviour and other College policies. It is the responsibility of each student to behave in accordance with this Code.

Guidelines

We also set specific guidelines in a number of areas which affect College life:

1. All students are expected to take responsibility for their own learning and to work diligently, participate fully and prepare carefully for all classes. Irresponsible behaviour at the College or defiance of the authority of a staff member will not be tolerated.
2. Students must take pride in their appearance, and to this end, their uniforms are expected to be clean and in good condition. All students are required to wear the correct College uniform to all College functions and for sporting fixtures. Hair is to be tied back when it reaches the collar and colour is to remain true to its natural tone. Jewellery is to be kept to a minimum as per the College Handbook and Uniform Policy. Students must be in full school uniform from home to home and must not wear the uniform with non-uniform items at any time.
3. Drugs, including tobacco and alcohol are not permitted at school. Alcohol should not be offered to young people and parents/guardians are reminded that the purchase of alcohol is illegal for those under the age of eighteen (18).
4. Students will behave at all times in a manner which will not detract from the fine reputation enjoyed by that student being a member of this College. Offensive behaviour, including the use of offensive language, smoking, drinking of alcohol, taking drugs, stealing or bullying will not be tolerated. A student committing such an offence may be asked to leave the College.
5. While the College encourages students' freedom of speech, students must be mindful of the way they publish their thoughts to ensure they are not offensive or hurtful to members of the College community. Student-published communication, in print or any electronic form, must value the dignity of each person and strengthen our College community.
6. Mistreatment of property reveals a lack of concern for the owner of that property, whether the owner is an individual, the College or the community, and as such, this behaviour is strictly forbidden.
7. All students are strongly encouraged to participate in the broad range of extra-curricular pursuits provided at the College and to encourage the involvement of their peers. All are expected to attend, even if only spectators, the major annual events of College life eg: Speech Night, sporting carnivals and other functions held from time to time.
8. It is a requirement that students are in attendance at all weekly College assemblies and church services, including school Masses and liturgies. Singing is an integral part of the cultural life at St Patrick's College, and students are expected to participate in the gathering of the College community through singing.
9. A student who accepts membership of a College team, club or society, also accepts the commitments involved in that membership eg: attendance at training or rehearsals.
10. All must recognise that there are certain legal responsibilities involved in attendance at the College. In particular, a student may not leave the grounds for any purpose during the school day without leave approval from a member of the College administration. The parent/guardian must sign the student out at Student Reception on departure and sign back in upon their return. After an absence from the College, a student must produce an absence note signed by the parent/guardian. Except in the case of illness, a student must be in attendance on all days on which the College is open, unless special leave by the Principal has been granted.
11. As a condition of a student's enrolment at the College, parents/guardians agree to be bound by all College policies which include, but are not limited to, non-bullying and harassment of staff and other students. The College has an obligation to its staff and students to provide a safe and enjoyable working and learning environment. It takes this responsibility very seriously and will exercise its rights to ensure these obligations are achieved.
12. There is an expectation that parents/guardians cooperate with teachers and administrators. There is also an expectation that parents require their children to uphold the rules of the College. The College reserves the unconditional right to suspend or ask to leave, any student whose conduct for any reason is deemed by the administration of the College to be unsatisfactory.

Bullying

A student must not engage in bullying at any time or at any place. Bullying is a form of abuse. It comprises of repeated acts over time that involves a real or perceived imbalance of power, with the more powerful individual or group abusing those who are less powerful. Please refer to the St Patrick's College Townsville Respectful Relationships and Anti-Bullying Policy available on the College website www.stpatscollege.qld.edu.au/our-college/college-policies/.

“Bullying” is defined to include:

- i. Any dissemination of any information (including by electronic means such as email, text messages, online and social media) which, in the **College Principal's** opinion is, or could be considered to be, harassing, threatening, intimidating, denigrating, embarrassing, humiliating, demeaning, disrespectful or rude in respect of any other student, that student's family members or that student's friends.
- ii. Any form of direct or indirect physical contact with another student that, in the opinion of the **College Principal**, was intended to and/or does cause some form of physical and/or psychological and/or emotional pain or discomfort to the other student.
- iii. Any direct or indirect interference with the personal property of another student that, in the opinion of the **College Principal**, was intended to and/or does cause some form of physical and/or psychological and/or emotional pain or discomfort to another student.

AGREEMENT:

I, _____
(student name)

Agree to comply with the College's Respectful Relationships and Anti-Bullying Policy in respect of bullying. I further agree that should I be involved in a breach of the policy, I will undertake to assist the College in respect of providing any information, data or other material of whatsoever kind, concerning the breach, and further to accept any disciplinary measure as may be decided as appropriate by the **College Principal**.

I have read the agreement and understand my obligation under it.

Sporting Code of Behavior

GUIDELINES FOR PLAYERS

- Players are expected to be modest in success and generous in defeat. Players are also expected to acknowledge, willingly and openly, good play by either team/school.
- Players should be whole-hearted in their approach to games and should adhere strictly to the letter and the spirit of the rules or the laws. The referee or umpire's decision is final, and the Captain of the team is the only one who may ask for clarification of a decision.
- Players shall never resort to verbal or physical abuse.
- Players should be punctual and well-presented in accordance with the specific sport uniform of their chosen activity.
- At the conclusion of the game, staff, referees, umpires and other officials (scorers, touch judges etc) should be thanked.
- Players should not applaud the opposition's mistakes.

Student Code of Conduct, Drugs, Tobacco, e-cigarettes and Alcohol

A student must not at any time or any place:

- i. Knowingly have in her possession any dangerous drug as defined in the Drugs Misuse Act (Qld) or any other prescription drugs that are not prescribed for the student ("dangerous drugs" and "other prescription drugs" are hereinafter referred to as "prohibited substances"), and/or administer or supply to herself any prohibited substance, or permit, allow, aid, and/or encourage another person to administer/supply to that person, a prohibited substance.
- ii. Knowingly have in her possession any piece of equipment for use in connection with the smoking or consumption or administration of such prohibited substance.
- iii. Knowingly have in her possession alcohol, tobacco or substance and/or consume or use or permit, allow, aid and/or encourage another person to consumer or use alcohol, tobacco or substance.

AGREEMENT:

I, _____
(student name)

Agree to comply with the College's Student Code of Conduct in respect of drugs, tobacco, e-cigarettes and alcohol. I further agree that should I be involved in a breach of the policy, I will undertake to assist the College in respect of providing any information, data or other material of whatsoever kind, concerning the breach, and further to accept any disciplinary measure as may be decided as appropriate by the **College Principal**.

I have read the agreement and understand my obligation under it.

Academic Integrity

A student must not engage in any practice/act that would constitute academic dishonesty at any time or any place. Academic dishonesty is any action or practice on the part of **the student** that undermines the purposes of assessment. This includes cheating and plagiarism. Academic dishonesty, by any means whatsoever, in any form of assessment is strictly prohibited. If **the student** is found to:

- i. Be involved in any dishonest or aided, encouraged or assisted any other student or students to cheat; or
- ii. Possess knowledge of any student or students who have participated in academic dishonesty and despite such knowledge failed to report such breaches at the earliest opportunity available to the **College Principal** or the Deputy Principal or a teacher;

The student will be subject to such disciplinary measures, including immediate suspension or exclusion, as the **College Principal**, in her/his absolute discretion, deems appropriate.

AGREEMENT:

I, _____
(student name)

Agree to comply with the College's Policy in respect of academic dishonesty. I further agree that should I be involved in a breach of the policy, I will undertake to assist the College in respect of providing any information, data or other material of whatsoever kind, concerning the breach, and further to accept any disciplinary measure as may be decided as appropriate by the **College Principal**.

I have read the agreement and understand my obligation under it.



ICT Services and Personal Devices Policies

ACCEPTABLE USE OF ICT SERVICES POLICY & ACCEPTABLE USE OF PERSONAL DEVICES POLICY

St Patrick's College Townsville values the role that technology plays in enhancing the teaching and learning process. All students are required to bring a device to school every day. These devices will be used in class to support student learning.

Students are required to read and sign **Acceptable Use of ICT Services Policy** and **Acceptable Use of Personal Devices Policy**. Both documents are located on our College Website via the following link www.stpatscollege.qld.edu.au/our-college/college-policies/

PARENT/GUARDIAN ACKNOWLEDGEMENT

I agree that I have read and understood and discussed with my daughter/student:

- **Acceptable Use of ICT Services Policy**
- **Acceptable Use of Personal Devices Policy**

I agree to the terms and conditions as outlined by the above mentioned policies. I accept that, while teachers will always exercise their duty of care, the nature of the internet is such that students' may at times have access to inappropriate material and that it is a joint responsibility to develop in students the appropriate response to such material. I understand that the network remains the property of the College and that the school retains the right to access information (including their files, emails etc.) on the network at any time. I understand that to fully integrate the use of Information Technology and the internet into the Curriculum and extra-curricular life at the College, student produced material may be included on the school website.

PARENT 1 OR GUARDIAN 1: _____

SIGNATURE: _____ DATE: _____

PARENT 2 OR GUARDIAN 2: _____

SIGNATURE: _____ DATE: _____

SCHOOL LIABILITY STATEMENT

Students bring their own personal device to use at St Patrick's College Townsville at their own risk. It is their duty to be responsible for the upkeep and protection (including anti-virus software/security settings) of their own devices.

St Patrick's College Townsville will NOT be responsible for:

- Personal devices that are broken/damaged while at school or during school based activities
- Personal devices that are lost or stolen at school or during school-based activities
- Maintenance or upkeep of any personal device (keeping it charged, installing updates, fixing software or hardware issues), School licensed software will not be installed on student personal devices.

STUDENT ACKNOWLEDGMENT

- I agree to abide by the St Patrick's College Townsville **Acceptable Use of ICT Services Policy** and all policies pertaining to the use of personal devices at the College.
- I acknowledge that the College will not be liable for any devices damaged, broken or stolen at school or on school-related activities.
- I will bring my personal device/s to the College fully charged every day and will only use the device for school related educational purposes at school.
- I understand that should I breach any of the College regulations pertaining to the use of laptops, mobile phones or the internet while at school may mean I forfeit the opportunity of using my own personal device at school.

SIGNED (STUDENT): _____ DATE: _____

SIGNED (PARENT/GUARDIAN): _____ DATE: _____

SIGNED (SCHOOL OFFICIAL): _____ DATE: _____



Student Medical Information

Please Complete All Sections

Student Details

FIRST NAME: _____ SURNAME: _____

DATE OF BIRTH: _____ BOARDER / DAY (please circle)

YEAR OF ENTRY TO THE COLLEGE: _____ YEAR LEVEL AT ENTRY: _____

Consideration will be given to the ability of the College to meet the needs of the student. Parents/guardians must fully inform the College of any special needs of the student and the College reserves the right to determine its ability to meet those needs. Where relevant information relating to the student's learning needs is not disclosed, the College will have the right to terminate this enrolment.

Medical Information

STUDENT'S DOCTOR: _____

PHONE NUMBER: _____

STUDENT'S DENTIST: _____

PHONE NUMBER: _____

MEDICARE NUMBER: _____ POSITION ON CARD: _____

EXPIRY: _____

PRIVATE HEALTH CARE FUND: _____

Emergency Contacts (cannot be Guardian 1 / Guardian 2)

In the event that neither parent/guardian can be contacted, please provide the names and best phone contacts for **two additional emergency people**:

EMERGENCY CONTACT PERSON (1): _____

RELATIONSHIP TO STUDENT: _____ PHONE: _____

EMERGENCY CONTACT PERSON (2): _____

RELATIONSHIP TO STUDENT: _____ PHONE: _____

Please note, students will not be released into the custody of these or any other persons unless specifically requested in writing by the parent/guardian whose details are outlined in this document.

Medical History

ALERTS: PLEASE PROVIDE BRIEF INFORMATION ABOUT THE FOLLOWING THAT STAFF SHOULD BE AWARE OF:

(If none, please write nil)

CURRENT HEALTH ISSUES: _____

MEDICAL ALERTS: _____

ALLERGIES: *(Further details are requested overleaf)* _____

SPECIAL NEEDS: _____

Current Medications & Treatments

IS THE STUDENT TAKING ANY REGULAR MEDICATION? *(please circle)* NO / YES *If yes, please specify:*

MEDICATION: _____

DOSAGE: _____ FREQUENCY: _____

OTHER REGULAR MEDICAL TREATMENTS: _____

Please note, school 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.

Medical Concerns & Conditions

PLEASE INDICATE IF THE STUDENT HAS BEEN AFFECTED BY OR SUFFERS FROM ANY OF THE FOLLOWING:

*Please provide details or the management or action plan for those marked**

☐ ALLERGIES *Refer below

☐ ASTHMA

☐ EPILEPSY/CONVULSIONS *

☐ HEARING CONCERNS

☐ SPEECH CONCERNS

☐ **NONE OF THE ABOVE**

☐ ANAPHYLAXIS *

☐ DIABETES

☐ VISION CONCERNS

☐ RHEUMATIC HEART

☐ OTHER, PLEASE NAME _____

MANAGEMENT OR ACTION PLAN: *(Please provide details or attach)* _____

Asthma *Please complete if you ticked the box above indicating your child suffers from Asthma.*

HAS YOUR CHILD BEEN TO HOSPITAL DUE TO ASTHMA IN THE PAST 12 MONTHS? *(please circle)* YES / NO

HAS YOUR CHILD BEEN TREATED WITH ORAL CORTISONE IN THE PAST 12 MONTHS? *(please circle)* YES / NO

DOES YOUR CHILD HAVE AN ACTION PLAN? *If yes, please outline in the space above* YES / NO

CURRENT RELIEVER: _____ CURRENT PREVENTER: _____

OTHER MEDICATIONS TAKEN FOR ASTHMA: _____

Allergies and Treatments *Please list allergies and treatments. If none, write Nil or N/A*

MEDICATIONS: _____ TREATMENT: _____

FOOD: _____ TREATMENT: _____

INSECTS: _____ TREATMENT: _____

OTHER: _____ TREATMENT: _____

Other *If none, write Nil or N/A*

PLEASE LIST ANY SURGERIES, INJURIES, DISORDERS OR RECURRING ILLNESSES: _____

ARE THERE ANY SPORTS OR OTHER PHYSICAL ACTIVITIES IN WHICH THE STUDENT **SHOULD NOT** PARTICIPATE?

NO / YES *Please specify* _____

IS THERE OTHER MEDICAL INFORMATION OF WHICH THE COLLEGE SHOULD BE AWARE? _____

Medications and Prescriptions

PRESCRIPTIONS AND RESTRICTED MEDICATIONS:

- Assistance will be given by the Student Health Centre in the administration of prescription medication, when requested in writing by parents/guardians, or as prescribed by a doctor.
- Assistance will be given by the Student Health Centre in the administration of restricted medication after receiving documentation from the doctor or parent/guardian.
- Instructions regarding changes to the original dosage of long-term or restricted medications must be in writing from the doctor or parent/guardian.
- The Student Health Centre may only administer or assist with the administration of any medication if the medication is provided in its original container with a label clearly displaying the student's name and required dosage.
- The Student Health Centre will arrange for the local pharmacy to fill prescriptions for boarding students.
- All medications will be stored in a locked cupboard in the Student Health Centre.

NON-PRESCRIPTION OR OVER THE COUNTER MEDICATIONS:

The following non-prescription medications are held in the Student Health Centre for the relief of minor pains, coughs, colds, fever or allergies.

PLEASE INDICATE YES/NO BESIDE EACH MEDICATION THAT YOU AUTHORISE THE COLLEGE TO ADMINISTER TO YOUR DAUGHTER, IF REQUIRED.

Paracetamol _____ Ibuprofen _____ Antihistamine _____

Please list below any other non-prescription medications that your daughter may need and the name of the condition being treated:

NON-PRESCRIPTION MEDICATION: _____

TO TREAT CONDITION: _____

Medical Consent – Please Sign If You Give Consent

I/We give consent to the procedures and information provided in this document and commit to informing the College of any changes to the information I/we have provided, as and when necessary. This consent shall remain valid until it is withdrawn in writing by me/us.

PARENT 1 OR GUARDIAN 1 NAME: _____

SIGNATURE: _____ DATE: _____

PARENT 2 OR GUARDIAN 2 NAME: _____

SIGNATURE: _____ DATE: _____

Important Notes

- The College will only provide medication with parent/guardian consent.
- Students are not permitted to keep any medication with them (either on their person or in their school bag or locker).
- If your daughter requires regular medication (such as paracetamol for periodic ailments) you may send a supply of these to the College Office where they will be stored for her private use. Written permission for the medication to be dispensed to your daughter and instructions regarding the dosage must accompany this supply.
- Students who use Asthma medication should supply a spare puffer to the College Office so it may be stored for their private use. The same conditions apply to the use of this medication. An Asthma Action Plan from your doctor should be copied and attached with your enrolment application.
- Students who suffer from anaphylaxis should supply a spare EpiPen to the College Office so it may be stored for their private use.

MINOR AILMENTS

- The student will report to Student Reception where they may be assisted or directed to visit the Student Health Centre for First Aid care.
- The Student Health Centre will assess and treat the student as required. If further care is required for boarding students, they will be referred to appropriate health professionals.

MINOR INJURIES

- The student will report to Student Reception for assessment and then directed to the Student Health Centre for First Aid.
- If the student is injured while playing sport, they should report to their coach/teacher in the first instance.
- Treatments will be documented in the student's personal medical records.

SERIOUS ILLNESS/INJURY REQUIRING A DOCTOR OR HOSPITAL

- The student's parent/guardian will be contacted where possible.
- The Student Health Centre will be called to the site of the injury/illness and/or the student transferred to the Student Health Centre where First Aid will be administered.
- In an emergency, or on advice from the Student Health Centre, the student will be taken by ambulance or other suitable vehicle to the nearest hospital.

MEDICATION PROCEDURES

- All parents/guardians are requested to inform the Student Health Centre of any medications being taken by their daughter/s.
- All medications taken during the school day should be stored in the Student Health Centre unless other arrangements are made with the Student Health Centre.
- All medications administered by the Student Health Centre will be recorded.



Media Consent

St Patrick's College Townsville promotes the College and the achievements of students through the use of social, online, digital and traditional media as well as in printed and online publications, signage and other promotional materials. As such students may be photographed or filmed for inclusion in these marketing activities or named for other content purposes such as articles, newsletters and social media posts. Approved College images or stories containing information about student achievements and activities may also be provided to media and other relevant Catholic and educational organisations for promotional purposes, such as the Townsville Catholic Education Office, the Townsville Catholic Diocesan Office, Queensland Catholic Education Commission and the National Catholic Education Commission.

If you would prefer your daughter is NOT included in any media or promotional activity as outlined, please indicate below.

Declining to consent to media will take effect from the date of enrolment. This will be recorded in the student's enrolment records and all necessary action will take place (where possible and feasible) to ensure the student is not included in any promotional images or content on any platform. This will remain until otherwise notified by the student's parents/guardians.

☐ **YES, I/WE GIVE CONSENT FOR MY/OUR DAUGHTER TO BE INCLUDED IN ALL PROMOTIONAL ACTIVITIES OWNED AND MANAGED BY THE COLLEGE, AS OUTLINED ABOVE. IF HOWEVER, THERE IS A PARTICULAR MEDIUM THAT I/WE DO NOT WISH MY/OUR DAUGHTER TO BE INVOLVED IN, PLEASE STATE.** _____

I/WE UNDERSTAND AND AGREE THAT IF I/WE WISH TO WITHDRAW THIS CONSENT, IT IS MY/OUR RESPONSIBILITY TO INFORM THE COLLEGE.

☐ **NO, I/WE DO NOT GIVE MEDIA CONSENT FOR ANY ACTIVITY AS OUTLINED ABOVE.**

PARENT 1 OR GUARDIAN 1 NAME: _____

SIGNATURE: _____ DATE: _____

PARENT 2 OR GUARDIAN 2 NAME: _____

SIGNATURE: _____ DATE: _____

How Did You Hear About St Patrick's College Townsville? (Please tick boxes that apply)

- | | |
|--|--|
| <input type="checkbox"/> Current family of the College | <input type="checkbox"/> Website and/or social media |
| <input type="checkbox"/> Parent/relative is a past student | <input type="checkbox"/> Advertising |
| <input type="checkbox"/> Recommendation from a current family of the College | <input type="checkbox"/> Open Day |
| <input type="checkbox"/> Principal's visit to primary school | <input type="checkbox"/> Other College event _____ |
| <input type="checkbox"/> Word of mouth | _____ |

Why Did You Choose St Patrick's College Townsville? (Please tick boxes that apply)

- | | |
|--|---|
| <input type="checkbox"/> Current family of the College | <input type="checkbox"/> Pastoral care |
| <input type="checkbox"/> Parent/relative is a past student / family connection | <input type="checkbox"/> Academic standards and opportunities |
| <input type="checkbox"/> All-girls education | <input type="checkbox"/> Reputation of the school |
| <input type="checkbox"/> Catholic/Mercy school / values and mission | <input type="checkbox"/> Boarding facilities |
| <input type="checkbox"/> Size of the College | <input type="checkbox"/> College bus service |
| <input type="checkbox"/> Location | <input type="checkbox"/> Other, please list _____ |



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