

Application for Enrolment International Students



ST PATRICK'S COLLEGE
TOWNSVILLE

Dare to imagine



International Student Application Process

*Applications from international students are welcomed at St Patrick's College Townsville.
Please note, lodgement of this application form does not constitute acceptance of enrolment.*

1. Parents will need to complete the **INTERNATIONAL** enrolment application forms, providing all documentation as required. This includes:

- A copy of your daughter's school reports, preferably the most recent two years
- A copy of your daughter's birth certificate
- A copy of your daughter's passport
- A character reference from your daughter's current school
- Copies of sacramental certificates, if applicable

Please submit your application via mail, email or fax:

MAIL: THE PRINCIPAL - ST PATRICK'S COLLEGE TOWNSVILLE, PO BOX 721 TOWNSVILLE QLD 4810 AUSTRALIA

EMAIL: ENROLMENTS@STPATSCOLLEGE.QLD.EDU.AU

FAX: (61) 7 4753 0336

2. Along with your enrolment application forms, an A\$500 application fee is payable. This amount will be deducted from your first semester's fee invoice. Payment details are as follows:

Please allow for bank fees so that the full A\$500 is received

BANK: WESTPAC CASTLETOWN

ACC NAME: ST PATRICK'S COLLEGE TOWNSVILLE OVERSEAS ACCOUNT

ACC: 35 95 11

BSB: 034 241

REFERENCE: ENROLMENT FEE (CHILD'S NAME)

3. On receipt of the application documents and application fee, we will organise an enrolment interview with yourself and your daughter – face-to-face where possible, or by telephone or Skype.
4. Following the interview you may be sent:
- A letter of offer
 - A letter of agreement
 - An invoice for the first semester's fees which will also include medical insurance (unless you have already arranged this)
5. If the student is not intending to board at St Patrick's College, the homestay parent/guardian must provide a copy of their Blue Card and a homestay visit will be conducted by a member of our College Leadership Team.
6. When you have signed and returned the letter of offer along with the payment of the first semester's fees, we will issue you with a **CONFIRMATION OF ENROLMENT** letter. This will be required to complete your student visa.

Application for Enrolment

Submission of this enrolment application does not constitute acceptance at St Patrick's College Townsville. Please include all required documents to support your application.

Applications for international students on student visas must be submitted along with a \$500 enrolment application fee.

Student Details

YEAR ENROLMENT IS TO COMMENCE: _____ YEAR/GRADE LEVEL: _____

DAY STUDENT BOARDING STUDENT (please circle) STUDENT MOBILE NUMBER: _____

SURNAME: _____ GIVEN NAME/S: _____

DOB (please provide copy of birth certificate) _____ COUNTRY OF BIRTH: _____

NATIONALITY: _____ RELIGION: _____

LANGUAGE SPOKEN AT HOME: _____ COUNTRY OF RESIDENCE: _____

PASSPORT NUMBER: _____ EXPIRY: _____ COUNTRY PASSPORT IS ISSUED IN: _____

TYPE OF VISA: ☐ Full Fees International Student Visa ☐ Visitor's Visa (enrolment granted for max 3 months)

REPEATING: YES NO

HAS STUDENT EVER BEEN EXCLUDED FROM ANOTHER SCHOOL? YES NO

DETAILS: _____

CURRENT SCHOOL ATTENDING: _____

POSITION IN FAMILY: _____

(I = Enrolling Student S = Sister B = Brother eg: SSIBS = The enrolling student is the middle child of five – two older sisters, one younger brother and one younger sister)

PLEASE NAME SIBLING/S CURRENTLY ENROLLED AT ST PATRICK'S COLLEGE: _____

Sacraments (Copies of sacramental certificates are requested)

	Received (please circle)			Date	Church	Suburb, Town, City
Baptism	YES	NO	N/A	_____	_____	_____
Reconciliation	YES	NO	N/A	_____	_____	_____
Eucharist	YES	NO	N/A	_____	_____	_____
Confirmation	YES	NO	N/A	_____	_____	_____

N.B. If any sacrament is not relevant to your faith, please indicate N/A in column 2.

OFFICE USE ONLY

STUDENT REGISTRATION NUMBER: _____

HOME ROOM: _____ HOUSE: _____

Mother / Caregiver Information

TITLE: _____ SURNAME: _____ GIVEN NAMES: _____
RESIDENTIAL ADDRESS: _____
POSTAL ADDRESS: _____
TELEPHONE: _____ MOBILE: _____ FACSIMILIE: _____
EMAIL: _____
OCCUPATION: _____ EMPLOYER: _____
WORK TELEPHONE: _____ COUNTRY OF BIRTH: _____
NATIONALITY: _____ LANGUAGE SPOKEN AT HOME: _____
PAST STUDENT OF THE COLLEGE? YES NO RELIGION: _____

Father / Caregiver Information *continued*

TITLE: _____ SURNAME: _____ GIVEN NAMES: _____
RESIDENTIAL ADDRESS: _____
POSTAL ADDRESS: _____
TELEPHONE: _____ MOBILE: _____ FACSIMILIE: _____
EMAIL: _____
OCCUPATION: _____ EMPLOYER: _____
WORK TELEPHONE: _____ COUNTRY OF BIRTH: _____
NATIONALITY: _____ LANGUAGE SPOKEN AT HOME: _____
RELIGION: _____

PARENTS ARE: (please tick)

☐ MARRIED

☐ DIVORCED

☐ SEPARATED

☐ DEFACTO

☐ DECEASED

Please attach copies of family court orders or protection orders relating to the student (if applicable).

Payment Of Fees *Who will accept payment of school fee?*

NAME: _____
POSTAL ADDRESS: _____
SIGNATURE OF DEBTOR: (if other than parent) _____ DATE: _____

Enrolment Collection Notice

INFORMATION COLLECTION

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

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, the Queensland Curriculum & Assessment Authority, the Non-State Schools Accreditation Board, the Department of Education, Employment and Workplace Relations, the Department of Immigration and Citizenship (for overseas students), personnel within the Townsville Catholic Education Office, other systemic schools, medical practitioners and people providing services to schools such as specialist visiting teachers and consultants.

PRIVACY

St Patrick's College Townsville is bound by the Privacy Amendment (Private Sector) Act 2000.

INFORMATION REQUIRED

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

By completing and submitting the College enrolment form, you have confirmed your understanding of and agreement with the above.

ADDITIONAL INFORMATION REQUESTED BY CATHOLIC DIOCESE

For all students, both Catholic and non-Catholic, please tick the relevant box below and sign as requested.

Catholic schools have a long history of a pastoral relationship between the school and the local diocese parish. In fact Catholic schools are agencies of the diocese and as such seek to be an integral part of the life of their Catholic parish. As such, 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 and whether or not students described as Catholics have celebrated the sacraments of Baptism, Confirmation, Eucharist and Reconciliation. Relevant parish/diocesan staff will treat this information with the same confidentiality as do school staff.

Please acknowledge, by circling YES and signing below, that you have read and accept that the school may provide contact details and some other information to the parish and diocese to assist their pastoral work.

If you believe there is good reason for your family's information to be not passed on as described, please indicate below with a tick.

☐ **YES** I / We am / are willing for our family's information to be supplied to the local Catholic Diocese

☐ **NO** I / We am / are NOT willing for our family's information to be supplied to the local Catholic Diocese

FATHER / CAREGIVER (NAME): _____

FATHER / CAREGIVER (SIGNATURE): _____

MOTHER / CAREGIVER (NAME): _____

MOTHER / CAREGIVER (SIGNATURE): _____

How will the information requested on this page be used?

The College is obliged to seek this information. The relevant background data 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/caregiver will be identifiable.

Does the student, mother/caregiver, or father/caregiver speak a language other than English at home? *(If more than one language, indicate the one that is spoken most often.)*

Please indicate with a tick (✓)	Mother / Caregiver 1	Father / Caregiver 2	Student
No, English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Arabic (including Lebanese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Greek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Tagalog (Filipino)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Indigenous (Kriol or Creole)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Other - please specify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is the highest year of primary or secondary school the parents/guardians have completed? *(For persons who have never attended secondary school, mark 'Year 9 or equivalent or below'.)*

Tick one box only in each column (✓)	Mother / Caregiver 1	Father / Caregiver 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 qualification the parents/caregivers have completed?

Tick one box only in each column (✓)	Mother / Caregiver 1	Father / Caregiver 2
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
School qualification only	<input type="checkbox"/>	<input type="checkbox"/>

Occupation *Please select the appropriate parental occupation group from the list below.*

OCCUPATION GROUP OF THE MOTHER / CAREGIVER 1: _____

OCCUPATION GROUP OF THE FATHER / CAREGIVER 2: _____

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

List of parental occupation groups

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

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

Public Service Manager (Section head or above), regional director, health/education/police/fire services administrator.

Other administrator [College principal, faculty head/dean, library/museum/gallery director, research facility director].

Defence Forces - Commissioned Officer.

Professionals - generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

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

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing].

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer].

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official].

Associate professionals - generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, research analyst, technical sales representative, retail buyer, office/project manager].

Defence Forces - senior Non-Commissioned Officer.

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

Tradesmen/women - generally have completed a 4 year Trade Certificate, usually by apprenticeship.

All tradesmen/women are included in this group.

Clerks [bookkeeper, bank/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, word processing/data entry/business machine operator, receptionist, office assistant].

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

Assistant / aide [trades' assistant, 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 not included in Groups 1 and 2 above.

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand].

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].



Enrolment Agreement

Student Details

STUDENT NAME: _____

YEAR OF ENTRY: _____

YEAR LEVEL 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 other staff members for the time being carrying out the duties or exercising the authority of the Principal.

Conditions

☐ I/We, accept the following conditions which the offer was made:

THE PRINCIPAL

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 **exclude** the 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 (refer PAYMENT OF FEES).

Compulsory Events in the College Calendar

4. The **student** must attend and participate in, to the extent applicable, the following compulsory events:
 - i. Beginning of year Mass
 - ii. All whole school carnivals including swimming, athletics and cross country
 - iii. Year 12 retreat
 - iv. Year 7-11 camps and/or pastoral days
 - v. Leadership days for Year 11
 - vi. St Patrick's Day Mass
 - vii. Mercy Day Mass
 - viii. End of Year Mass
 - ix. Speech Night

Compliance with College Rules and Policies

5. The **Student** must comply with the College rules, Code of Behaviour, 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, Code of Behaviour, uniform regulations and policies may be amended at any time and that 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, Code of Behaviour, uniform regulations and policies of the College as in force and published on the College website: www.stpatscollege.qld.edu.au 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 amendments to the College rules, Code of Behaviour, uniform regulations and policies.

Participation in College Life and Attendance

6. 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 a non-Catholic.
7. In the absence of any medical condition (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 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.
8. Attendance at all classes is compulsory. If a **student** is absent from any class or classes due to illness or family emergency, a written explanation from the parent/parents/legal guardian/legal guardians 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**, a medical certificate must be provided to the **Deputy Principal** immediately upon the **student's** return to the College.

Bullying: Prohibited

9. The Prohibition Policy in respect of Bullying is attached to and forms part of this agreement.

Use Of Drugs, Alcohol Or Tobacco: Prohibited

10. The Prohibition Policy in respect of Drugs, Alcohol and Tobacco is attached to and forms part of this agreement.

Academic Dishonesty: Prohibited

11. The Prohibition Policy in respect of Academic Dishonesty is attached to and forms part of this agreement.

Computer Use: Code

12. The Code of Conduct in respect of Computer Use is attached to and forms part of this agreement.

Payment of Fees

13. **I/We** acknowledge that, unless otherwise agreed in writing with the College, **I/We**, as parent/parents/legal guardian/legal guardians, 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 his/her 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.
14. If the student is to leave the College, **I/We** will give written notice addressed the **College Principal**:
 - a) by not later than the first day of the term at the end of which it is intended she should leave, or
 - b) if it is intended that she should leave during a term, not later than the first day of the preceding term. 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.
15. Absence due to illness or holidays taken during term time does not constitute a claim for exemption from payment of fees.

Medical Emergencies

16. In the event of any medical or other emergency arising in which the **College Principal** considers it impossible or impractical to communicate, the undersigned parent/parents/legal guardian/legal 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 event, nor will it be responsible directly or indirectly for any omission of any medical or dental practitioner or medical officer attending or treating the student including attention provided at the College sick bay.

Consent and Obligations: Welfare of Student: Sporting and Extra-Curricular Activities

17. **I/We** consent that in respect of any decision to be made by the **College Principal** concerning the welfare of the student, where the student has more than one guardian/parent 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 guardian or parent 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 guardians or parents, as the case may be.
18. **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, College camps, 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.
19. **I/We** consent to the **student** being identified (photographed, filmed and/or named) in College related publications and video productions including but not limited to, promotional photographs and vision for use on the College website, College Year Book, promotional brochures, College promotional material, social media and press releases.
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/or physical) or academic performance of the **student**, from the College.

Miscellaneous

WAIVERS

23. a. Right 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 guardian/guardians/parent/parents, 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 and College Policies) and this agreement, the agreement will prevail.

SEVERANCE

26. 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 Agreement.

STUDENT (NAME): _____

STUDENT (SIGNATURE): _____ DATE: _____

MOTHER / CAREGIVER (NAME): _____

MOTHER / CAREGIVER (SIGNATURE): _____ DATE: _____

FATHER / CAREGIVER (NAME): _____

FATHER / CAREGIVER (SIGNATURE): _____ DATE: _____

ST PATRICK'S COLLEGE TOWNSVILLE

NAME: _____

POSITION: _____

SIGNATURE: _____ DATE: _____

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

Prohibition Policy: Bullying

A student must not engage in bullying at any time or at any place. Bullying is a form of abuse. It comprises 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.

“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 of 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 Prohibition 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.

STUDENT (NAME): _____

STUDENT (SIGNATURE): _____ DATE: _____

MOTHER / CAREGIVER (NAME): _____

MOTHER / CAREGIVER (SIGNATURE): _____ DATE: _____

FATHER / CAREGIVER (NAME): _____

FATHER / CAREGIVER (SIGNATURE): _____ DATE: _____

Prohibition Policy: Drugs, Alcohol, Tobacco

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 1986 (Qld) or any other prescription drugs that are not prescribed for the **student** (the “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; and/or
- 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; and or
- iii. knowingly have in her possession alcohol or tobacco and/or consume or use or permit, allow, aid and/or encourage another person to consume or use alcohol or tobacco.

AGREEMENT:

I, _____
(student name)

Agree to comply with the College's Prohibition Policy in respect of Drugs, Alcohol and Tobacco. 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 comply with and/or accept any pastoral support programs and/or disciplinary measure as may be decided as appropriate by the **College Principal**.

I accept that searches of my personal property may be required where there is a reasonable suspicion of breach of this policy or any other related College rule or policy.

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

STUDENT (NAME): _____

STUDENT (SIGNATURE): _____ DATE: _____

MOTHER / CAREGIVER (NAME): _____

MOTHER / CAREGIVER (SIGNATURE): _____ DATE: _____

FATHER / CAREGIVER (NAME): _____

FATHER / CAREGIVER (SIGNATURE): _____ DATE: _____

Prohibition Policy: Academic Dishonesty

A student must not engage in any practice/act that would constitute academic dishonesty at any time or at any place. **Academic dishonesty** is any action or practice on the part of a **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 his/her absolute discretion, deems appropriate.

AGREEMENT:

I, _____
(student name)

Agree to comply with the College's Prohibition 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 obligations under it.

STUDENT (NAME): _____

STUDENT (SIGNATURE): _____ DATE: _____

MOTHER / CAREGIVER (NAME): _____

MOTHER / CAREGIVER (SIGNATURE): _____ DATE: _____

FATHER / CAREGIVER (NAME): _____

FATHER / CAREGIVER (SIGNATURE): _____ DATE: _____



BYOD Policy and Code of Conduct

Access to the St Patrick's College Townsville wireless network, whether with school-provided or personal devices, is filtered in compliance with St Patrick's College Townsville Acceptable Use Policy. Access from personal devices such as an iPad or tablet will be limited to internet and email use only. Students with a Mac or PC laptop will have access to the internet and email as well as their Z:\ Drive. The College will permit the following devices capable of LANSCHOOL connection.

- A Mac laptop
- iPad
- PC laptop
- PC tablet

Access to the St Patrick's College Townsville wireless guest network is a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance with all school rules and the St Patrick's College Townsville Acceptable Use Policies. In using the St Patrick's College Townsville network you willingly grant IT staff permission to conduct any necessary investigations regarding inappropriate internet use at any time. Devices will require the installation of LANSCHOOL in order for wireless connection to be enabled. This software will allow the College to monitor the student's use of the internet on the device whilst connected to the College wireless network. The approval of each device and its connection to the network will be at the discretion of the school's IT staff, so as to ensure the security of the school's network.

GUIDELINES FOR USE

- Use of a personal laptop or tablet devices during the school day is at the discretion of teachers and staff. Students must use these devices as directed by their teacher. For some lessons, teachers and/or supervisors may direct that devices are not used.
- The primary purpose of the use of personal devices at school is educational.
- The device is used as a secondary means of data collection. Pens and books remain a primary requirement for lessons.
- The use of a personal device is not to be a distraction in any way to teachers or students. The use of personal devices must not disrupt class in any way. The use of personal devices is covered by the St Patrick's College Townsville Acceptable Use Policy.
- Students are not permitted to use personal devices outside scheduled classroom times (ie. recess or lunch) other than in a supervised learning area.
- Students agree not to attempt to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- Students shall not distribute pictures, audio or video of students or staff without the College's express permission. No recording of class lessons will be permissible unless approved by the teacher.

CONSEQUENCES FOR MISUSE/DISRUPTION (one or more may apply)

- The device is taken away for the remainder of the school day
- The device is taken away and kept with the Deputy Principal until a parent/guardian collects it
- The student is refused permission to use personal devices at school
- Disciplinary action including detention/suspension/exclusion from school may be imposed according to the seriousness of the misuse/disruption.

SCHOOL LIABILITY STATEMENT

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

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

- Personal devices that are broken/damaged while at school or during school-related activities
- Personal devices that are lost or stolen at school or during school-related activities
- Maintenance or upkeep of any personal device (keeping it charged, installing updates, fixing any software or hardware issues). School licensed software will not be installed on student personal devices.
- I agree to abide by the St Patrick's College Townsville Acceptable Usage Policy and all policies pertaining to the use of computer devices at the school. 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 the device to school fully charged every day and will only use the device for school related educational purposes while at school. I will not use the device at recess or lunchtime unless for study or completion of school work. I understand that should I breach any of the College regulations pertaining to the use of laptops or the internet whilst at school will mean I forfeit the opportunity of using my own personal device at school.

SIGNED (STUDENT): _____ DATE: _____

SIGNED (PARENT / GUARDIAN): _____ DATE: _____

SIGNED (SCHOOL OFFICIAL): _____ DATE: _____

Code of Conduct for Computer Use

STUDENT ACKNOWLEDGEMENT

I agree that:

- I will not use the computer network for personal activities when others need access for schoolwork.
- I will use the internet only for class research and with the supervising teacher's permission. I will willingly produce the task sheet indicating this to the supervising teacher if required.
- I will not use the computer system to disturb or harass others (such as sending unwanted email).
- I will not use the system to look at or save things that would be considered inappropriate by my teachers, and I will report the existence of suspected inappropriate material immediately.
- I will not download software, make copies of software found on College computers, or install software on the system without permission.
- I will abide by copyright laws and not copy, store data found on College computers, or install software on the system without permission.
- I will not print unnecessarily, I will seek permission from the teacher before printing and wait for him/her to deliver the printout.
- I will not attempt to make changes to the computers' settings or deface or remove notices attached to computer equipment.
- I will report any problems with the computers to my teachers.
- I will respect others' privacy by not using others' passwords and I will not copy, change, read or use files in another user's area, without permission.
- I will log onto the computer using my own user name and password only, and will not share my password with other students.
- I will not attempt to gain unauthorized access to the computer system programs or computer network.
- I understand that the network remains the property of the College and that the College retains the right to access information (including user files, email, etc) on the network at any time.

STUDENT (NAME): _____

STUDENT (SIGNATURE): _____ DATE: _____

PARENT/CAREGIVER ACKNOWLEDGEMENT

I agree that:

- I have read and discussed the Code of Conduct for St Patrick's College Townsville Computer Use with my daughter / student and she has understood and accepted the Code.
- 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, email, 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 co-curricular life of the College, student produced material may be included on school websites.

MOTHER / CAREGIVER (NAME): _____

MOTHER / CAREGIVER (SIGNATURE): _____ DATE: _____

FATHER / CAREGIVER (NAME): _____

FATHER / CAREGIVER (SIGNATURE): _____ DATE: _____



Code of Behaviour

The Code of Behaviour 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 and to treat others with dignity and respect; and
- 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 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 kept clean and in good repair. All students are required to wear 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. Students must be in full school uniform from home to home and may 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 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 as spectators, the major annual events of College life eg: Awards Night, Swimming and Athletic 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 the singing of the National Anthem, hymns and songs including the College song.
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.
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 from a member of the College administration. The parent/guardian must sign out at the office on departure and sign in upon return. After an absence from College, a student must produce an absence note signed by the parent or 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 right to ensure these obligations are achieved.
12. There is an expectation that parents 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.

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 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, of course, 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 (NAME): _____

STUDENT (SIGNATURE): _____ DATE: _____

MOTHER / CAREGIVER (NAME): _____

MOTHER / CAREGIVER (SIGNATURE): _____ DATE: _____

FATHER / CAREGIVER (NAME): _____

FATHER / CAREGIVER (SIGNATURE): _____ DATE: _____



Decline to Consent to Media

St Patrick's College Townsville promotes the College and the achievements of our students through the use of photography and video in various print and electronic media including, but not limited to, the College newsletter, website, marketing brochures and materials, social media platforms and video productions. We also endeavour to promote the College and the achievements of our students through news releases sent to print and electronic media. The aforementioned images and/or video of our students and College may also be used in marketing publications and activities (print and electronic) by relevant educational organisations including the Townsville Catholic Diocese, Townsville Catholic Education Office and Queensland Catholic Education Commission.

If you would prefer your child **is not photographed/filmed or named** as an individual or part of a group for inclusion in the abovementioned marketing areas, please complete the section below.

Declining to Consent to Media will take effect from the date St Patrick's College Townsville receives this form. The record will be placed on the student's file and the College database. If requested, a photocopy of the form will be made available to the student and or the student's parents/caregivers. The Decline to Consent to Media will remain relevant for the time that the student is enrolled at St Patrick's College Townsville unless otherwise advised by the student's parent/caregiver in writing.

Decline to Consent *(please tick)*

☐ I do not authorise St Patrick's College Townsville to use my child's image and name for promotional and marketing purposes

STUDENT NAME: _____

DATE OF BIRTH: _____

YEAR LEVEL: _____

PARENT / CAREGIVER (NAME): _____

PARENT / CAREGIVER (SIGNATURE): _____ DATE: _____

PARENT / CAREGIVER (NAME): _____

PARENT / CAREGIVER (SIGNATURE): _____ DATE: _____



Student Medical Information

Student Information

Medical insurance is compulsory for international enrolments. The College will organise medical insurance on behalf of the student and the cost will be added to the fees, unless this has been arranged by parents.

STUDENT NAME: _____

YEAR OF ENTRY: _____

YEAR LEVEL OF ENTRY: _____ BOARDER / DAY (please circle)

Consideration will be given to the ability of the College to meet the needs of the student. Parents 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.

	YES	NO	
HAS YOUR DAUGHTER PARTICIPATED IN ENRICHMENT PROGRAMS? <i>If yes, please attach documentation</i>	<input type="checkbox"/>	<input type="checkbox"/>	
HAS YOUR DAUGHTER EVER RECEIVED LEARNING SUPPORT ASSISTANCE? _____	<input type="checkbox"/>	<input type="checkbox"/>	
HAS YOUR DAUGHTER EVER BEEN "ASCERTAINED"? <i>If yes, please state current level: _____</i>	<input type="checkbox"/>	<input type="checkbox"/>	
HAS YOUR DAUGHTER EVER REPEATED A YEAR? <i>If yes, please state the year level: _____</i>	<input type="checkbox"/>	<input type="checkbox"/>	
HAS YOUR DAUGHTER EVER BEEN ACCELERATED (skipped a year)? <i>If yes, please state the year level: _____</i>	<input type="checkbox"/>	<input type="checkbox"/>	
HAS YOUR DAUGHTER EVER HAD ANY OF THE FOLLOWING DISABILITIES/DIFFICULTIES? (please tick)			
<input type="checkbox"/> INTELLECTUAL	<input type="checkbox"/> AUTISM/ASPERGER'S	<input type="checkbox"/> VISION	<input type="checkbox"/> PHYSICAL
<input type="checkbox"/> SOCIAL/EMOTIONAL	<input type="checkbox"/> HEARING	<input type="checkbox"/> A.D.D.	<input type="checkbox"/> LEARNING DIFFICULTY
<input type="checkbox"/> EPILEPSY	<input type="checkbox"/> NON-VERBAL LEARNING DISORDERS		

SPECIFIC MEDICAL CONDITION: _____

IF YES, PLEASE SPECIFY THE SPECIALISTS WHO ASSESSED YOUR CHILD FOR LEARNING DIFFICULTIES OR BEHAVIOURAL ISSUES:

<input type="checkbox"/> GUIDANCE OFFICER	<input type="checkbox"/> OCCUPATIONAL THERAPIST	<input type="checkbox"/> PEDIATRICIAN
<input type="checkbox"/> GP	<input type="checkbox"/> CHILD PSYCHOLOGIST	<input type="checkbox"/> SPEECH THERAPIST
<input type="checkbox"/> DEVELOPMENTAL OPTOMETRIST	<input type="checkbox"/> COUNSELLOR	<input type="checkbox"/> PSYCHIATRIST

	YES	NO
DO YOU HAVE A REPORT FROM THE ABOVE SPECIALIST/S?	<input type="checkbox"/>	<input type="checkbox"/>
HAVE ALL REPORTS (ACADEMIC/SPECIALIST) BEEN PROVIDED TO THE COLLEGE?	<input type="checkbox"/>	<input type="checkbox"/>
DOES YOUR DAUGHTER HAVE ANY SOCIAL DIFFICULTIES WITH OTHER CHILDREN?	<input type="checkbox"/>	<input type="checkbox"/>
IF YES, PLEASE SPECIFY: _____		

Immunisations: Has your child been fully immunised for her age?

Type	Received (please circle)		Date Received	Type	Received (please circle)		Date Received
Triple Antigen / Boostrix	YES	NO	_____	Hepatitis B (dose 1)	YES	NO	_____
Sabin (Polio)	YES	NO	_____	Hepatitis B (dose 2)	YES	NO	_____
HIB	YES	NO	_____	Tuberculosis (TB)	YES	NO	_____
Measles/Mumps/Rubella	YES	NO	_____	Meningococcal C	YES	NO	_____
Varicella (Chickenpox)	YES	NO	_____	Hepatitis C	YES	NO	_____

	YES	NO	DETAILS
PRE/POSTNATAL CONCERNS	<input type="checkbox"/>	<input type="checkbox"/>	_____
BIRTH CONCERNS	<input type="checkbox"/>	<input type="checkbox"/>	_____
HEAD INJURY	<input type="checkbox"/>	<input type="checkbox"/>	_____
CONVULSIONS/ EPILEPSY	<input type="checkbox"/>	<input type="checkbox"/>	_____
ALLERGIES	<input type="checkbox"/>	<input type="checkbox"/>	_____
ASTHMA	<input type="checkbox"/>	<input type="checkbox"/>	_____
DIABETES	<input type="checkbox"/>	<input type="checkbox"/>	_____
PHOBIAS	<input type="checkbox"/>	<input type="checkbox"/>	_____
OTHER	<input type="checkbox"/>	<input type="checkbox"/>	_____

DOCTOR NAME: _____

ADDRESS: _____

PHONE: _____

DENTIST NAME: _____

ADDRESS: _____

PHONE: _____

Emergency Contacts 1 and 2 (In case of emergency and both parents are not contactable)

NAME: _____ NAME: _____

RELATIONSHIP TO STUDENT: _____ RELATIONSHIP TO STUDENT: _____

PHONE: _____ PHONE: _____

Important Note:

- The College will not supply medication of any type to students.
- 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 tablets for periodic ailments) you may send a supply of these to the school office where they will be stored for her private use. Written permission for the medication to be dispensed to your daughter and instructions regarding dosage must accompany this supply.
- Students who need to use Asthma medication should supply a spare “puffer” to the school office so it may be stored for their private use. The same conditions as above apply to the use of this medication.



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— EST 1905 —

A Ministry in Mercy Partners 