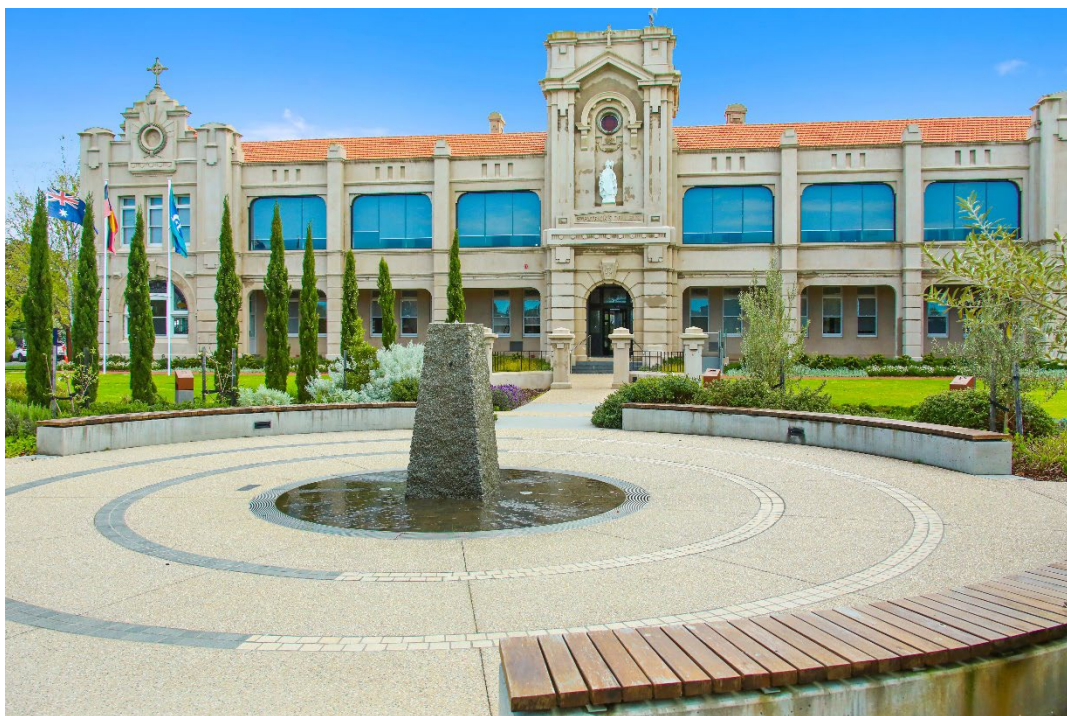




CATHOLIC COLLEGE SALE LTD

ENROLMENT

AGREEMENT



The Board of Catholic College Sale Limited ('the Board') governs Catholic College Sale Ltd (the College). Based on the principle of subsidiarity and in keeping with the Board's Delegations Schedule, the Board delegates a broad range of duties, functions, powers and authority to the Principal of the College. This includes the effective implementation of this Enrolment Agreement and the compliance obligations outlined herein.

Please read the terms and conditions outlined below before signing the agreement. The enrolment offer must be confirmed by accepting and signing the Enrolment Agreement.

Terms and Conditions of Enrolment

1.0 EDUCATION SERVICES

1.1 Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic College Sale Limited offers a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.

1.2 Catholic education services include:

- Targeted support to students assessed by the school as requiring additional assistance with literacy and numeracy. The degree of support provided will be determined with consideration of the number of students who would benefit from assistance and the resources available to the school.
- Targeted support to students assessed by the school as requiring assistance with social and emotional development. The degree of support provided will be determined with consideration of the number of students who would benefit from assistance and the resources available to the school.

1.3 Parents, guardians or carers, as the first educators of their children, enter into a partnership with the College to promote and support their child's education. Parents, guardians or carers must assume responsibility for maintaining this partnership by supporting the College in the provision of education to their children within the scope of the College's registration and furthering the spiritual and academic life of their children.

2.0 ENROLMENT

2.1 Parents, guardians or carers are required to provide information about their child during the enrolment procedure, both at the application stage and if the College offers your child a place. Please note that lodgment of the enrolment form does not guarantee enrolment at the College.

If the information requested is not provided, the College may not be able to enrol your child.

2.2 As per the College Board and government requirements, parents, guardians, or carers will need to provide the College with a completed enrolment form, including, among other things, the information listed below:

- evidence of your child's date of birth (e.g. birth certificate, passport to ensure age appropriate);
- religious denomination (baptism certificate if baptised);
- previous reports;
- names and addresses of the child and parents, guardians or carers; telephone numbers (home, work, mobile) of parents, guardians or carers;

- names of emergency contacts and their details;
- specific residence arrangements;
- information about the language/s your child speaks and/or hears at home;
- nationality and/or citizenship, including the visa subclass granted upon entry to Australia (prior to citizenship being granted), where applicable;
- doctor's name and telephone number;
- diagnoses, medical conditions, health needs and immunisation history;
- information on known additional learning needs (e.g. whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.);
- parenting agreements or court orders, including any guardianship orders.

After lodgement of the enrolment form, College staff may need to request further information, for example, in relation to any parenting orders, medical conditions or additional learning needs that have been noted on the enrolment form.

In addition, it is often useful for parents, guardians or carers to attend a meeting with College staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if required.

2.3 Subject to any special exercise of discretion by the College, the order of priority for enrolment in the College is detailed in the College's *Enrolment Policy*

3.0 FEES

3.1 The setting of the levels of fees levies and other compulsory ad hoc charges is prescribed by the College Board following the allocation of government funding. School fees generally cover most curriculum-related activities. In some cases, additional costs may be required for some excursions, camps, activities, and programs. Where additional levies and charges are required, the College informs parents, guardians or carers of cost details in advance

3.2 The College offers a number of methods for paying fees, levies and ad hoc charges to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required payment of fees, levies and ad hoc charges, you are welcome to discuss this with the Principal

3.3 Parents, guardians or carers are responsible for the full College account, including the payment of all fees, levies and charges associated with the student's enrolment and attendance at the College, as contained in the College's Fees Schedule provided to parents, guardians or carers annually. The College reserves the right to increase the fees as required. The fees must be paid for a child to enrol and to continue enrolment at the College. The College has discretion over whether to allow a student to participate in optional or extracurricular College events, such as paid College excursions or extracurricular activities, while fees remain due and payable

4.0 CHILD SAFE ENVIRONMENT

4.1 The College community has a moral, legal, and mission-driven responsibility to create nurturing College environments where children are respected, their voices are heard, and they are safe and feel safe

4.2 Every person involved in Catholic education, including all parents, guardians or carers at our College, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the well-being and safety of all children is at the forefront of all they do and every decision they make

- 4.3** The College's child safe policies, codes of conduct and practices set out the commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with students to safeguard them against abuse.
- 4.4** The College has established human resources practices to ensure that newly recruited staff, existing staff and volunteers in the College understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of the College's relevant policies and procedures. The College also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with students as part of our human resources practices.
- 4.5** The College has robust, structured risk management processes that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities with which students within our College engage.
- 4.6** The College, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.
- 4.7** The College's child safety policies and procedures are readily available and accessible:

Catholic College Sale Child Safety page:

<https://www.ccsale.catholic.edu.au/key-information/>

5.0 PERIOD OF ENROLMENT

- 5.1** The enrolment of the student, once approved by the Principal of the College, commences in the entry year and continues until the completion of the last year at the College or until the student's enrolment is otherwise withdrawn or terminated.

6.0 POLICIES AND PROCEDURES

- 6.1** All the College's enrolment policies and procedures are available on the College website. For the purposes of this agreement, a reference to the College's Policies and Procedures also includes processes, guidelines, and any other applicable governance documentation.
- 6.2** The parents, guardians or carers must comply with and take all reasonable steps to uphold the College's policies and procedures, as introduced or amended from time to time, including those concerning or dealing with:
- the care, safety and welfare of students;
 - standards of dress, grooming and appearance;
 - grievances and complaints;
 - social media and the use of information, communication, and technology systems;
 - student behaviour and conduct and discipline of students;
 - parent, guardian or carer behaviour and conduct, including any Parent Code of Conduct as may be published from time to time;
 - privacy.
- 6.3** The College has absolute discretion in all its operational and educational matters and offerings as determined by its governing body and subject to relevant delegations to the Principal of the College

7.0 TERMS OF ENROLMENT REGARDING ACCEPTABLE BEHAVIOUR OR CONDUCT

- 7.1** The College is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The College community recognises that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 7.2** Every person at the College has a right to feel safe, to be happy and to learn; therefore, we aim to:
- promote the values of honesty, fairness and respect for others;
 - acknowledge the worth of all members of the community and their right to work and learn in a positive environment;
 - maintain good order and harmony;
 - affirm cooperation as well as responsible independence in learning;
 - foster self-discipline and develop responsibility for one's own behaviour.
- 7.3** The College, in consultation with the College community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body, taking into consideration the student's indigenous, cultural, religious or diverse backgrounds or circumstances.
- 7.4** FAs a term of your child's enrolment, parents, guardians or carers agree that the student is required to comply with the College's behaviour aims and Code of Conduct, and to support the College in upholding prescribed standards of dress, appearance and behaviour and ensure compliance with the Code of Conduct for Students.
- 7.5** The parents, guardians or carers agree to be responsible for ensuring that the student is aware of all policies and procedures that apply to the student, including those relating to student conduct and behaviour and any code of conduct for students, and to actively support the College in the implementation of such policies, procedures and codes of conduct.
- 7.6** The parents, guardians or carers agree to comply with any code of conduct for parents, guardians or carers or other policy implemented by the College from time to time, which sets out the College's expectations of parents, guardians or carers who have a student enrolled at the College.
- 7.7** The parents, guardians or carers agree that any unacceptable behaviour by a child, or significant and/or repeated behaviour by a parent, guardian or carer that, in the College's view, is unacceptable and damaging to the partnership between parent, guardian or carer and College, or otherwise in breach of the Student Code of Conduct or the Parent Code of Conduct may result in suspension or termination of the student's enrolment.

8.0 TERMS OF ENROLMENT REGARDING CONFORMITY WITH PRINCIPLES OF THE CATHOLIC FAITH

- 8.1** As a provider of Catholic education, the Principal will take into account the need for the College community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of College administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at the College. However, the College reserves the right to exercise administrative discretion in appropriate circumstances to suspend or terminate an enrolment, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic College community.

9.0 TERMS OF ENROLMENT REGARDING PROVISION OF ACCURATE INFORMATION

- 9.1** It is vitally important that the Principal is made aware of each student's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the College is required to provide additional support to the student.
- 9.2** Parents, guardians or carers must provide accurate and up-to-date information when completing the enrolment form and must supply the College, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment; an enrolment may be refused or terminated where a parent, guardian or carer has unreasonably refused to provide requested information or knowingly withheld relevant information from the College.
- 9.3** Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety and wellbeing needs, it is a term of the student's continuing enrolment that such information is provided to the College promptly.
- 9.4** Non-provision of such information will be treated as a breach of these terms and conditions of enrolment.
- 9.5** The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.
- 9.6** Any breach of the terms and conditions of enrolment regarding the provision of accurate information that is not rectified upon request by the College may result in a suspension or termination of enrolment.

10.0 ENROLMENT FOR CHILDREN WITH ADDITIONAL NEEDS

- 10.1** The College welcomes parents, guardians or carers who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the College and parents, guardians or carers prior to enrolment regarding:
- the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs, for example, giftedness or an experience of trauma;
 - the nature of any additional assistance that is recommended or appropriate to be provided to the child, for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant;
 - the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents, guardians or carers and the College will work in partnership to achieve these goals;
 - any limitations on the College's ability to provide the additional assistance requested.
- 10.2** The procedure for enrolling students with additional needs is otherwise the same as for enrolling any student.
- 10.3** As every child's educational needs can change over time, it will often be necessary for the College to review any additional assistance that is being provided to the student,

in consultation with parents, guardians or carers and the child's treating medical/allied health professionals, to assess whether:

- the additional assistance remains necessary and/or appropriate to the student's needs;
- the additional assistance is having the anticipated positive effect on the student's individual physical, functional, emotional or educational goals;
- it remains within the College's ability to continue to provide the additional assistance, given any limitations that may exist.

The College will provide all reasonable adjustments in consultation with parents, guardians or carers. Reasonable adjustments will be within the College's ability to provide

- 10.4** To support a child's learning and wellbeing needs, students with additional needs can access school-based learning diversity assessment consultancy services if determined as required to clarify their learning profile and build teacher capacity to support student needs.

11.0 ASSESSMENT AND UPDATES

- 11.1** Various opportunities are provided to keep parents, guardians or carers up to date with their child's progress. Two comprehensive written reports will be provided each year, and arrangements will be made for at least one interview where parents, guardians or carers can discuss their child's development with their teacher. In addition, a meeting can be arranged if there are any concerns or you wish to receive an update on progress.

12.0 DISCIPLINE

- 12.1** The College has absolute discretion to determine when student conduct warrants disciplinary action to be taken. The College may apply disciplinary measures that it deems appropriate in accordance with the College's policies and procedures, which may include:

- withdrawal of privileges;
- detention at such times as the Principal may deem appropriate;
- requiring the student to undertake additional College work during or after normal College hours;
- suspension;
- expulsion;
- such other consequences as the College considers reasonable and appropriate.

- 12.2** Any serious failure by the student to comply with the College's policies and procedures may affect the student's enrolment at the College. The student may be suspended from attending the College, their enrolment may be moved to provisional or terminated and/or the College may charge or retain all or part of the fees, levies, or charges for that term.

13.0 TERMINATION OF STUDENTS' ENROLMENT BY THE COLLEGE

- 13.1** The College reserves the right to require the parents, guardians or carers to withdraw the student from the College or to cancel the student's enrolment at any time if the College reasonably considers that:

- the student's behaviour, attitude or conduct to schoolwork, other College activities or while attending the College is unsatisfactory;
- the student has demonstrated unsatisfactory conduct or performance, or misconduct

- the student fails to obey the College's policies and procedures or any student code of conduct of the College;
- a mutually beneficial relationship of trust and cooperation between the parents, guardians or carers and the College or any of its staff has broken down to the extent that it adversely impacts on the College, any of its staff or the ability of the College to provide satisfactory educational services to the student;
- the student's progress and performance are such that the student is not benefiting from the academic courses provided by the College;
- the behaviour or conduct of the parents, guardians or carers towards the College or to any of its staff breaches any Parent Code of Conduct;
- if any accounts or fees payable by the parents, guardians or carers are not paid within the College's terms of payment or within the terms of any written agreement between the College and the parents, guardians or carers permitting a later or deferred payment;
- circumstances exist whereby the ongoing enrolment of the student at the College is considered to be untenable or is not in the best interests of the student or the College.

14.0 GENERAL

- 14.1** This enrolment agreement constitutes the sole and entire agreement between the parents, guardians or carers and the College Board in relation to the enrolment of the student at the College.
- 14.2** The parents, guardians or carers acknowledge that the College Board may, from time to time, vary the terms and conditions of this enrolment agreement. The related policies and Codes of Conduct are published on the school website. The College will notify parents, guardians or carers when they have been updated.
- 14.3** Parents, guardians or carers acknowledge that a student's enrolment at the College and this agreement with the College Board may be terminated in the event of a material breach of this agreement or where the application of one of the College's policies and procedures necessitates or permits such termination.
- 14.4** Any warranty, representation, guarantee or other term or condition whatsoever that is not contained in this agreement is excluded and is of no force or effect.
- 14.5** The agreement is governed by relevant legislative requirements.

ACCEPTANCE OF ENROLMENT

- By signing this Enrolment Agreement, I acknowledge that I enter into an agreement with Catholic College Sale Ltd, as the governing authority for the College, and I understand and accept the terms and conditions of enrolment as set out in this Enrolment Agreement. I agree that there are certain expectations, obligations and guarantees required of parents, guardians or carers of the College's students, so that a harmonious relationship may be established.
- I accept the offer of enrolment of my child at the College in the entry year and entry level noted on the enrolment application form.
- I will support and abide by all College policies and procedures (including processes, guidelines and other governance documentation), as amended from time to time, in relation to programs of studies, sports, pastoral care, College uniform, acceptable behaviour, child safety, discipline and general operations of the College.
- I will ensure that the information I have provided is kept up-to-date throughout the period of enrolment, and I will notify the College promptly of any changes to that information (e.g. change of residential address, changes to parenting orders).

- I will pay the current College fees and levies for my child and also pay any variation or increase of fees and levies as required by the College, or I will otherwise notify the College immediately if I am experiencing financial difficulties.
- I will support my child's participation in the religious life of the College (e.g. College liturgies, retreat programs).
- I will attend parent/teacher and information evenings which relate to my child.
- In the event I have any concerns, I will raise them initially with the relevant teacher, Head of House, Deputy Principal or the College Principal.
- I will treat all members of the College community with respect as befits a Catholic college.
- If in times of emergencies, accidents, or serious illness, I cannot be contacted, I give permission for the Principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred.
- As a parent, guardian or carer, I will support the vision of the College. In accepting the enrolment, I agree to abide by all College policies and procedures, which are reviewed regularly and may be subject to change at the College's discretion. I will work with the College to support the academic/social/behavioural needs of my child. I understand that the consequence of not complying with the College's policies and procedures may result in the termination of the enrolment.
- I have read and understand the Parent Code of Conduct and the criteria for termination of enrolment as provided for in the College policies and/or procedures, and agree to comply with expected parent, guardian or carer behaviour and conduct, including any Parent Code of Conduct as published from time to time on the school's website and notified to parents, guardians or carers.
- I accept that my child will read and understand the Student Code of Conduct and agree to comply with expected student behaviour and conduct, including any Student Code of Conduct as may be published from time to time on the College's website and notified to parents, guardians or carers.
- I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

Parent 1/Guardian 1/Carer 1

Name:

Date:

Signature:

Parent 2/Guardian 2/Carer 2

Name:

Date:

Signature:

Principal Name:

Signature:

Date:

***Disclaimer:** Personal information will be held, used and disclosed in accordance with the College Privacy Collection Notice and Privacy Policy enclosed in the enrolment pack and available on the college website <https://www.ccsale.catholic.edu.au/>.*



Catholic College Sale Ltd

ENROLMENT PARENT CODE OF CONDUCT

1.0 PURPOSE

Catholic College Sale Ltd (the College) is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the College.

It is the intention of the College to provide clear guidelines to all parents, guardians or carers regarding the conduct expected of them while in a school environment, engaging in school-related activities or representing the College. Parents, guardians or carers and visitors are expected to uphold the College's core values at all times.

2.0 SCOPE

This Code of Conduct applies to all College parents, guardians or carers. The application of this Code is not limited to the College site and school hours. It extends to all school-related activities and events (including, but not limited to, camps, excursions, sporting events, online activities, etc.) and when visiting or representing the College.

3.0 PRINCIPLES

This Code of Conduct is based on the following principles that everyone at the College:

- has the right to be safe;
- has the right to be treated with respect;
- has the right to participate within a secure environment without interference, intimidation, harassment, bullying, discrimination or any harmful, threatening or abusive behaviour;
- is encouraged to be respectful, polite, courteous and considerate of others;
- has the right to be supported and challenged as an ongoing learner.

4.0 EXPECTED CONDUCT AND BEHAVIOUR OF ALL PARENTS, GUARDIANS OR CARERS

It is expected that every parent, guardian or carer will:

- uphold the College's core beliefs and values;
- behave in a manner that does not endanger the health, safety and well-being of themselves or others;
- abide by all health and safety rules and procedures operating within the College and other locations which they may visit;
- ensure that their actions do not bring the College into disrepute;
- respect College staff and accept their authority and direction within the exercise of their duties at the College;
- observe all College rules as required;
- strictly adhere to the College policies and procedures as required;
- behave with respect, courtesy and consideration for others;
- refrain from all forms of bullying and harassment;

- refrain from any form of verbal insult or abuse and from any form of physical abuse or intimidation;
- refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the College, employees or students of the College, including activities on social media;
- respect College property and the property of staff, contractors, volunteers and other students;
- not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health while visiting the College site, attending College functions or engaging in College-based activities;
- use the College's *Complaints Management Policy* to seek resolution for any problems that arise and accept the College's procedures for handling matters of complaint.

5.0 UNACCEPTABLE CONDUCT

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students, children or others in a manner that is not appropriate and may endanger the health, safety and well-being of that person;
- any form of physical or verbal violence, including fighting, assault or threats of violence or behaviour that is otherwise harmful, threatening or abusive;
- approaching a child that is not your own with a view to disciplining that child for their behaviour. Such matters are only to be dealt with by College staff;
- approaching other parents, guardians or carers to resolve issues arising between students at school. Such matters should be referred to College staff;
- any form of cyberbullying or cyber abuse that is directed towards the College, staff members, students, parents, guardians, carers or any member connected to the College;
- corresponding or communicating with College staff in a manner which is unreasonable (including, for example, via email or apps) in terms of the frequency or volume of communications, or the nature or tone of such communications;
- theft, fraud or misuse of College resources;
- visiting the College, attending social, sporting or other functions while intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health;
- smoking on the College premises or within the immediate environs of the College;
- claiming to represent the College in any matter without explicit permission from the College Principal to do so.

6.0 BREACH OF THE PARENT CODE OF CONDUCT

Parents, Guardians or Carers are, as a condition of enrolment, expected to read, sign, and comply with the Catholic College Sale Enrolment Agreement, Parent Code of Conduct (Code of Conduct), and relevant College policies.

Parents, guardians or carers who breach this Code of Conduct or Enrolment Agreement will be contacted by the Principal. Appropriate action, which may include limiting attendance, access to College grounds, attending College functions or school-based activities or setting mandatory parameters around methods and timing of communication, or imposing an Immediate or Ongoing School Community Safety Order, is at the discretion of the Principal and other authorised persons.

Should any parent, guardian or carer repeatedly breach the terms of the Agreement, Code of Conduct, and/or relevant College policies (after the parent, guardian or carer, or the family collectively, has been warned that any further breach may result in a termination of enrolment), the circumstances may result in a termination of their child/ren's enrolment.

A termination of enrolment may also occur where any parent, guardian or carer has engaged in conduct on a single occasion which constitutes a serious breach of the Parent Code of Conduct and/or relevant College policies (involving, for example, conduct which poses a serious risk to staff or student health and safety). In these circumstances, it will not be necessary for a warning to be given before consideration is given to the termination of enrolment.

A decision to withdraw or terminate the enrolment of a student/s may only be made by the College Board upon consideration of the following:

- the view of the Principal of the College;
- an objective assessment of all presenting circumstances, including the nature and gravity of the conduct and whether any previous warnings have been provided to the parent, guardian or carer;
- the principles of procedural fairness are followed in the decision-making process, including an opportunity for the student/s and their family/carers to be heard and all relevant information is considered.

Before any final decision as to termination of enrolment is made, the child/ren's family will be provided with an opportunity to comment on and/or provide any relevant information for consideration in this regard.

In accordance with applicable legislation and the College's *Child Safety and Wellbeing Policy*, the police and/or 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH), Commission for Children and Young People (CCYP), and/or other relevant bodies will be informed of any unlawful breaches of this Code.

Parent Code of Conduct

| | |
|--|--|
| Name of student | |
| Name of Parent 1/Guardian 1/Carer 1 | |
| Signature of Parent 1/Guardian 1/Carer 1 | |
| Name of Parent 2/Guardian 2/Carer 2 | |
| Signature of Parent 2/Guardian 2/Carer 2 | |
| Date | |

| | |
|------------------------------------|-------------------|
| Approved by | CC Sale Ltd Board |
| Person(s) Responsible | Principal |
| Date(s) Reviewed or Updated | April 2025 |
| Next Review Date | April 2026 |



Catholic College Sale Ltd

ENROLMENT STUDENT CODE OF CONDUCT

1.0 PURPOSE

Catholic College Sale Ltd (the College) is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students at the College.

It is the intention of the College to provide clear guidelines to all students regarding the conduct expected of them while in a school environment, at school-related locations or engaging in school-related activities or representing the College. Students are expected to uphold the College's core values at all times.

2.0 SCOPE

This Code of Conduct applies to all College students. The application of this Code is not limited to the College site and school hours. It extends to all activities and events that are College-related and when representing or acting on behalf of the College, including, without limitation, at all times when wearing the College uniform.

The Code also requires that student actions do not bring the College into disrepute at any time, regardless of whether the action occurs within or outside of school activities.

3.0 PRINCIPLES

This Code of Conduct is based on the following principles that everyone at the College:

- has the right to be safe;
- has the right to be treated with respect and be valued;
- has the right to participate within a secure environment without interference, intimidation, harassment, bullying or discrimination;
- is encouraged to be respectful, polite, courteous and considerate of others;
- has the right to be supported and challenged as an ongoing learner.

4.0 EXPECTED CONDUCT AND BEHAVIOUR OF ALL STUDENTS

It is expected that every student will:

- uphold the College's core values at all times;
- respect the authority of members of staff and observe College rules and staff directions as required;
- behave in a manner that does not endanger the health, safety and well-being of themselves or others;
- abide by all health and safety rules and procedures operating within the College and other locations which the students may visit;
- ensure that their actions do not bring the College into disrepute;
- strictly adhere to the *Digital Technologies User Agreement*;
- behave with courtesy and consideration for others;
- refrain from all forms of bullying, harassment, racial vilification, and discrimination of any nature;
- report any behaviour of other students that is harmful to other students, or to the staff or College;

- support other students, or seek help for other students who need assistance or are in a vulnerable situation;
- refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students;
- respect College property and the property of staff, contractors, visitors and other students;
- be punctual and attend all classes;
- remain in the College grounds during the school day unless otherwise approved by the Principal;
- complete work set by teachers promptly and to the best of their ability, and to take full advantage of the educational opportunities offered at the College;
- dress neatly and with due regard for health, hygiene and safety in accordance with the College's uniform requirements.

5.0 UNACCEPTABLE CONDUCT

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students or others in a manner that is not appropriate and may endanger the health, safety and well-being of that person;
- any form of physical or verbal violence (including fighting, assault, or threats of violence, bullying, name-calling, racial discrimination or discrimination on grounds of disability, appearance, or religion);
- any form of cyberbullying or cyber abuse;
- theft or misuse of property belonging to other students or the College;
- sending or viewing inappropriate, offensive, or explicit text messages, photos, or videos;
- language or conduct which is likely to offend, harass, bully, or unfairly discriminate against any student, teacher, contractor or visitor;
- the use of inappropriate or profane words or gestures and images;
- unacceptable class attendance levels;
- being uncooperative with teachers during class or College activities and generally disrupting planned activities.

6.0 SUPPORTING POSITIVE BEHAVIOUR

The *Student Behaviour Management Policy* is based on a model of positive behaviour support. This is a model that acknowledges the positive behaviour of the majority of students and puts strategies into place to model and specifically teach expected behaviours as outlined in the *Student Behaviour Monitoring and Support Procedure*.

7.0 BREACH OF THE STUDENT CODE OF CONDUCT

Students who breach this Code of Conduct may be sanctioned by the class teacher or College Principal as deemed appropriate, given the nature of the breach and the age of the student.

In cases of serious and/or persistent breaches of the *Student Code of Conduct*, the *Student Behaviour Management Policy* outlines the consequences for student misbehaviour as outlined in the *Student Behaviour Monitoring and Support Procedure*.

In accordance with applicable legislation and the College's *Child Safety and Wellbeing Policy*, the police and/or 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH), Commission for Children and Young People (CCYP), and/or any other relevant bodies will be informed of any unlawful breaches of this Code.

Student Code of Conduct

| | |
|--|--|
| Name of Student | |
| Signature of student | |
| Name of Parent 1/Guardian 1/Carer 1 | |
| Signature of Parent 1/Guardian 1/Carer 1 | |
| Name of Parent 2/Guardian 2/Carer 2 | |
| Signature of Parent 2/Guardian 2/Carer 2 | |
| Date | |

| | |
|------------------------------------|-------------------|
| Approved by | CC Sale Ltd Board |
| Person(s) Responsible | Principal |
| Date(s) Reviewed or Updated | April 2025 |
| Next Review Date | April 2026 |

Enrolment Acceptance

| | |
|-------------------------------------|--|
| Student Surname | |
| Student Given Names | |
| Parent/Guardian/Carer Name 1 | |
| Parent/Guardian/Carer Name 2 | |
| Address | |
| Phone Number | |
| Email address | |

I/We ACCEPT the offer of enrolment extended to our son/daughter for Year 7 in 2026 at Catholic College Sale.

Declaration

By signing this notice of acceptance, you acknowledge and agree that:

1. You have parental responsibility for the student named above.
2. You have read, understood, and agree to be bound by the attached Enrolment Agreement, Parent Code of Conduct, Student Code of Conduct, Digital Technologies User Agreement and/or any other College regulations and policies.
3. You will be jointly and severally responsible, together with the parent(s), guardian(s) or carer(s) signing this notice, for payment of all Fees, Charges and Levies (and other Charges) applied by the College in accordance with the Agreement.

| | | |
|--------------------------------------|---|----------------|
| – Parent 1/Guardian 1/Carer 1 | – | – |
| – Name: | | – Date: |
| – Signature: | | |
| – Parent 2/Guardian 2/Carer 2 | – | – |
| – Name: | | – Date: |
| – Signature: | | |
| – Student | – | – |
| – Name: | | – Date: |
| – Signature: | | |

Please Note:

We kindly request that both parents, guardians or carers sign this form, unless a Court Order specifies otherwise or one parent is deceased. If only one signature is provided, please include a brief written explanation along with any relevant documentation to help us understand your circumstances.

If there are any delays in fee payment by the specified due dates, the College will be in touch with the signatories listed on this form to discuss the next steps.

To secure your child's enrolment, we ask that this acceptance form be returned and the \$200 acceptance fee paid by the due date. Please note that, due to strong demand for Year 7 placements, offers not confirmed on time may be reallocated to families on our waiting list.

To confirm your child's enrolment at Catholic College Sale, we kindly ask that all steps outlined in our Enrolment Policy (available on our College website) be completed.

Completing these steps helps us ensure a smooth and successful start for your child. If any part of the process is missed, it may affect our ability to finalise the enrolment.

| | | |
|---------------------|--------------------|----------------|
| – Principal | – Brett Van Berkel | – |
| – Name: | – | – Date: |
| – Signature: | – | |

Disclaimer: Personal information will be held, used and disclosed in accordance with the College Privacy Collection Notice and Privacy Policy. These documents are available to view on the college website <https://www.ccsale.catholic.edu.au/>