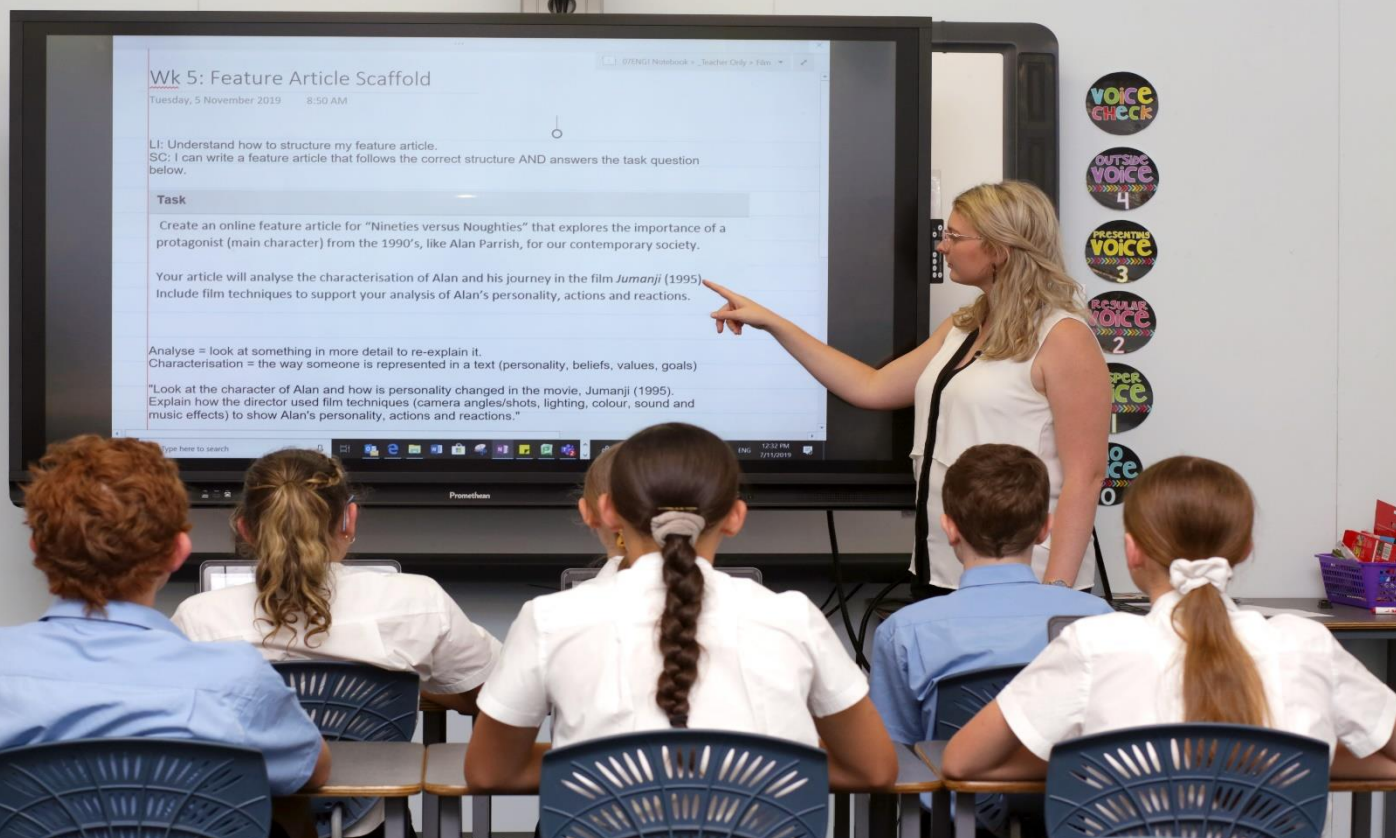




ST. MARY'S

COLLEGE MARYBOROUGH



ENROLMENT POLICIES AND GUIDELINES

Parents or Legal Guardians are required to sign the **Confirmation of Enrolment Form**.

This acknowledges that they have read and understood the below policies, guidelines and procedures.

- *Uniform Policy and Procedure*
- *Information Collection Notice*
- *Student Device and Internet Resource Conditions of Use Statement & Consent*
- *Fees and Levies Policy*

To view all our policies, guidelines and procedures please visit our Website or Parent Portal.

As policies and guidelines change from time to time the electronic version should be used as reference for the most up to date version.

Uniform Policy and Procedure

Policy Statement

Taking pride and care in one's appearance is an excellent way of expressing self-respect and showing others that you respect them. Clean and appropriate grooming, and the correct wearing of the College uniform follows on from this premise and reinforces the notion that students are aware of the importance of being part of something bigger than themselves. By living up to these expectations daily, students are demonstrating they are a proud member of the St Mary's College Community and respect the traditions and heritage of all that have gone before them.

Care and Maintenance

Students and parents/caregivers have the responsibility for the appropriate care and maintenance of the College uniform items in their possession. Inappropriately maintained or damaged uniform items must be replaced. All items of uniform should be marked with the student's name to avoid loss or confusion with other student's items.

Formal Uniform

Girls

- White blouse along with the College tie with House and College badges pinned to the tie
- Navy skirt which sits just above the knee (years 7-9)
- Navy skirt which sits mid-calf (years 10-12)
- Short white socks with black leather (not suede) shoes.
- White broad brimmed hat with the College Crest on the centre front

Boys

- Light blue shirt with College and House badges pinned to the tie whenever it is worn or pinned to the pocket when the tie is not worn
- Navy shorts
- Shirt must always be tucked into shorts
- Tie must be worn in Terms 2 and 3 (optional at other times of the year)
- Knee length formal socks with black leather (not suede) shoes. The socks must always be pulled up to just below the knee.
- Navy broad brimmed hat with the College Crest on the centre front

Sports Uniform

- Navy sports shirt (years 7-10) or navy, gold and white striped shirt (years 10-12) which are designed not to be tucked in
- Unisex navy sports shorts with the option of a navy-blue skirt for girls
- Navy blue or black sports briefs can be worn under sports skirt
- White and navy sports stocks
- Navy bucket hat or formal hat
- Sports shoes must be white, grey or black with matching laces. Must be suitable for high-impact sporting activities. No boots, skate shoes, flat soled or basketball shoes are to be worn as they are unsafe for sporting activities.
- Swimmers must be modest and be in keeping with a respect for the dignity of both the wearer and others

Senior Uniform

- Senior Badge is to be worn with the College and House badges on the Formal Uniform
- Senior Jersey is not a compulsory part of the College uniform, but can be worn by Year 12 students with both the formal and sports uniform

House Uniform

- House shirts are a non-compulsory option
- Each House has their own polo shirt and it can be worn with sports shorts or skirt

Winter Uniform

- Navy V-neck pullover or College jacket can be worn over the formal, sports or house uniform
- Navy tracksuit pants can be worn with the sports uniform
- Long navy or black slacks may be worn as an alternative to the formal shorts or skirts (not available from the College Uniform Shop)
- Navy blue opaque stockings and navy blue scarves are optional for girls

Grooming and Jewellery

Hair and Grooming

- Hair must be kept neat, clean and tidy, away from the face
- If hair touches the collar or covers the eyebrows it must be tied back with an appropriate hair tie
- Hair grooming, styling and colouring must be considerate of our school values. No extremes of style will be accepted, and hair colouring must be natural.
- Clipper cuts must have a blade length no shorter than a 3
- Facial hair is not permitted
- Make-up and nail polish are not permitted

Jewellery and Body Art (including piercings and tattoos)

- A single silver or gold chain with an appropriate religious symbol can be worn inside the shirt or blouse
- Wrist watches are permitted but no other wrist or arm jewellery is allowed
- Earrings must be small, plain sleepers, studs or birthstone, with a maximum of one earring worn in each ear lobe
- Body art or other body piercings must not be visible at any time in either formal or sports uniform, or casual clothes worn on 'free dress' days, camps and retreats
- Any jewellery worn outside of these guidelines will be confiscated and parents contacted to arrange collection. All confiscated items will be clearly labelled and kept in the College safe.

Technology Workshop

Due to work place health and safety the following requirements are mandatory in the Technology Workshop

- Students in (years 7- 10) must wear a full leather shoe
- Students in (years 11- 12) must wear steel caps

Science Labs

Due to work place health and safety the following requirements are mandatory in the Science Labs

- Students must wear a full leather shoe when completing practical lessons in the science laboratories

Procedure

St Mary's College runs a 2-week 10-day cycle timetable. It is referred to as Week A and Week B (e.g. Week 1A, Week 2B, Week 3A, Week 4B etc)

1. Formal uniform is the default uniform for all students including whole College assembly on Wednesday of weeks 3A and 10B.
2. House shirts may be worn on Wednesdays except in weeks 3A and 10B.
3. Students are to wear their sports uniform only when they have scheduled PE and drama practical lessons (students will be informed by the teacher at the beginning of each term).
4. House shirts may also be worn to the Swimming Carnival, Cross Country and Athletics Carnivals.

Example for a student with no practical PE or Drama lessons					
	Monday	Tuesday	Wednesday	Thursday	Friday
Weeks 3A,10B	Formal	Formal	Formal (whole school assembly)	Formal	Formal
Weeks 1A,2B,4B,5A ,6B, 7A, 8B,9A	Formal	Formal	Formal/House (if you do not have a house shirt then formal uniform must be worn)	Formal	Formal
Example for a student who studies PE or Drama (informed by the teacher at the beginning of each term)					
	Monday	Tuesday	Wednesday	Thursday	Friday
Weeks 3A,10B	Formal/Sport (sport is only to be worn if you have a practical PE or drama lesson)	Formal/Sport (sport is only to be worn if you have a practical PE or drama lesson)	Formal/Sport (sport is only to be worn if you have a practical PE or drama lesson)	Formal/Sport (sport is only to be worn if you have a practical PE or drama lesson)	Formal/Sport (sport is only to be worn if you have a practical PE or drama lesson)
Weeks 1A,2B,4B,5A ,6B, 7A, 8B,9A	Formal/Sport (sport is only to be worn if you have a practical PE or drama lesson)	Formal/Sport (sport is only to be worn if you have a practical PE or drama lesson)	Formal/Sport/ House (sport is only to be worn if you have a practical PE or drama lesson)	Formal/Sport (sport is only to be worn if you have a practical PE or drama lesson)	Formal/Sport (sport is only to be worn if you have a practical PE or drama lesson)

Responsibility for implementation:
Policy status:
Key stakeholders:
Endorsement Body:
Policy Author:
Date of Review:
Date of Scheduled Review:

Staff, parents and guardians
 Update
 Staff, parents and guardians
 Senior Leadership Team
 Deputy Principal
 2019
 2021

The content of this policy can be changed at the College's discretion at any time without notification.

Uniform Guides

Shoes

Formal - Examples of suitable shoes



Sports - Examples of suitable shoes



Formal Uniform

Years 10,11 & 12



Years 7,8 & 9



All year levels



House Shirt (Palmer House Shown)
Unisex House Shirts



Sports Uniform

Years 10,11 & 12



Years 7,8 & 9



with optional skirt

Years 7,8 & 9



with optional skirt



Information Collection Notice

Information we collect: Brisbane Catholic Education collects and records personal information, including sensitive information about students, parents/legal guardians and volunteers, before and during the course of a student's enrolment at our school. Laws governing or relating to the operation of schools require that certain information is collected. These may include Education, Public Health and Child Protection laws. We may ask you to provide medical reports about students from time to time. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act (1988).

Purpose of collection: The primary purpose of collecting and recording this information is to enable the provision of a quality Catholic/Christian education. In addition, some of the information we collect and record is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parents/legal guardians. This information may also be used to perform necessary associated administrative activities, which will enable students to take part in activities at the school and for appropriate parish purposes.

Disclosure of information: Personal and sensitive information may be disclosed by the school for educational, administrative and support purposes to others including, but not limited to, personnel within the Brisbane Catholic Education Office, other Brisbane Catholic Education schools, other related church entities/agencies, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants, volunteers and counsellors, providers of learning and assessment tools, assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN), people providing administrative and financial services to the school, anyone you authorise the school to disclose information to and anyone to whom the school is required or authorised to disclose the information to by law, including child protection laws. In addition, we may be required by law to disclose this information to government departments, both State and Federal (including for policy and funding purposes).

Personal information collected from students is regularly disclosed to their parents/guardians.

The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involves the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia.

On occasions, information such as academic and sporting achievements, student activities and other news may be published in newsletters, magazines, and on the school website and school social media accounts. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permissions from the student's parent/guardian if we would like to include such photographs or videos in our promotional material or otherwise make this material available to the public such as on the internet. Parents may seek access to personal information collected about them and their son/daughter by contacting the school.

The Brisbane Catholic Education Privacy Policy sets out how parents/guardians or students may seek access to and correction of their personal information which the school has collected and holds. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate. The Brisbane Catholic Education Privacy Policy also sets out how parents/guardians and students may complain about a breach of privacy and how the complaint will be handled.

The school may from time to time engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent. We may include your contact details in a class list and school directory.

If you provide the school with the personal information of others, such as the student's other parents, doctors or emergency contacts, we request that you inform them that you are disclosing that information

to all Brisbane Catholic Education schools and why. They should also be informed that they can access that information if they wish and that the school does not usually disclose the information to third parties.

Our privacy position: Brisbane Catholic Education is bound by the Privacy Act (1988) and has adopted the thirteen (13) Australian Privacy Principles. The Brisbane Catholic Education Privacy Policy detailing Brisbane Catholic Education's practices and procedures for the use and management of the personal and sensitive information it collects and records can be accessed on the school's website or the Brisbane Catholic Education website www.bne.catholic.edu.au. Alternatively, a hard copy of the statement may be provided on request.

Information required: If we do not obtain the personal and sensitive information referred to above, we may not be able to enrol or continue to enrol your student.

Student Device and Internet Resource Conditions of Use Statement and Consent

Computer and Internet resources have become critical to schools in facilitating and supporting learning and teaching. Technology resources are provided to students for educational purposes only. A breach of this statement will be managed under the School Behaviour Support Plan.

St Mary's College has established significant computing and communication resources to support these activities. This includes technology provided on school grounds and school-owned IT devices. The school has specific requirements relating to the use of IT devices.

This document informs students of their responsibilities when using student devices, Internet and other information and technology resources, consistent with Brisbane Catholic Education (BCE)'s requirements, that all such resources are used in an ethical, legal and responsible manner.

These Conditions of Use are a concise summary of the more extensive terms contained within the Acceptable Use statement. By agreeing to abide by this Conditions of Use, you are also agreeing to abide by the Acceptable Use statement. It can be read in the BCE public website:
<https://www.bne.catholic.edu.au>

The requirements set out below apply to all school technology resources whether they are accessed through school or privately owned devices e.g. accessing school Internet services through a personal computer or mobile device.

Permitted use of technology resources

1. Students must not:

- buy or sell items or services over the Internet
- access or enter chat rooms
- access, post or send inappropriate Internet or email content, especially content that is illegal, dangerous, obscene or offensive
- amend documents created by another student without that student's consent
- download, install or use unauthorised computer programs
- deliberately install computer viruses or other malicious programs
- gain unauthorised access to any system by any means
- use technology resources to attack or compromise another system or network
- access or intercept emails sent to other persons.

Confidentiality and cybersafety

2. Students should be aware that material they post on Internet sites (including social media sites) is public. The content of public posts may have personal implications for students. The content of

posts also reflects on our school and school community. Once information is on the Internet it may not be possible to remove it.

3. Students must not display personal information about themselves or others in a way which is public. For example, students must not post their own or anyone else's address, telephone number or other personal details on the Internet or communicate these details in emails. Students must not distribute someone else's personal information without their permission.
4. Students should be aware that persons on the Internet might not be who they say they are and must not arrange to meet persons who they have met on the Internet.
5. Students should be aware that BCEO monitors use of devices.
6. Students should be aware that cloud-based tools and services may be used for data storage and learning opportunities. These services may store data on servers located outside Australia.

Cyberbullying and defamation

7. Students must not use email or the Internet to bully and/or harass others.

Security

8. Students must select a secure password and keep their username and password information private. The password must be changed regularly and should be difficult for other people to guess. Students must lock their device when not in use and log off at the end of sessions.
9. Students must not use another person's name and password to access resources.
10. Students must report a suspected breach of security to a teacher immediately.

Copyright

11. Students must note that material on the Internet is protected by copyright and must check the terms and conditions on websites before copying and/or downloading material.
12. Students must not use the school technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media.

Consequences following a breach of this statement

1. Loss or restriction of access to technology resources or formal disciplinary action for breach of school requirements.
2. Students and parents/legal guardians may be financially liable for damage caused to resources.
3. Cases of serious, deliberate, and/or criminal breach will be referred to the police and may result in civil or criminal proceedings.

COSTS ASSOCIATED WITH LOSS, THEFT AND REPAIRS

The manufacturer provides cover for Accidental Damage via an insurance policy. This policy provides cover for damage to the device caused by accidental means. An insurance excess of \$50 must be paid by the student/family for the repair to be carried out.

The Accidental Damage Insurance excludes cover for some types of damage, e.g. malicious damage or deliberate damage by any person, damage caused by an animal, or damage caused when the device is

on a watercraft of any type. In the instance that the Insurer denies cover, the cost of repairs of damage or replacement could be up to \$1,200. This cost would be payable by the student/family.

PARENT/GUARDIAN CONSENT

As the parent/legal guardian, I grant permission for the student to access a student device, the Internet and other information and communication technology resources provided by the school.

I acknowledge that:

1. Access is granted to the student subject to the Student Device and Internet Resource Conditions of Use Statement.
2. The student does not require internet access at home to participate in school learning activities.
3. It is my responsibility to supervise any Internet access other than at the school.
4. Some material available on the Internet may be objectionable and I have discussed appropriate restrictions with the student when accessing or sharing information or material over the Internet.

Further information is outlined in Brisbane Catholic Education's (BCE) Privacy policy, which sets out how each school and the BCE Office manages personal information provided to or collected by it <https://www.bne.catholic.edu.au/aboutus/legals/Pages/Privacy.aspx>

I understand that the laptop my child uses remains the property of St Mary's College.

Fees and Levies Policy

Policy Statement

Fees and Levies collected at St Mary's College are used for the following purposes which are aligned to the Vision and Mission of the College to:

- Provide teaching, administrative, classroom support and facilities
- Provide essential resources, materials, facilities and equipment
- Assist with providing activities such as excursions
- Support the College building program
- Maintain buildings, grounds and other facilities

The College Parents and Friends Association and Parish also collects a levy through the College fee structure.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Business Manager for further information concerning the concession application process.

College Fee and Levy Collection Process

1. College Fees and Levies are charged on a **term** basis during the first week of the term in accordance with the College Fees and Levies Schedule (available on our Website and Parent Portal).
2. Fees are due to be paid within 14 days of the issue of the Statement of Fees and Levies. The due date will be noted on the statement.
3. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the fee account, a variety of options are available:
 - a. Extension of Time

If an extension is required, please contact the College finance office prior to the due date.

b. Payment Plans

Payment of the school fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Business Manager.

c. Fee Concessions

In cases of financial hardship an application may be made for a fee concession.

- (i) Concession applications are accepted at the commencement of each year or at any point initiated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application.
- (ii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and St Mary's College is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools for assessing eligibility.
- (iii) Concession application forms are available at the College finance office.
- (iv) All matters are dealt with on a confidential basis.

4. Recovery of unpaid fees

In fairness to families who pay their fees regularly and on time, our College will follow up all overdue fee accounts.

- a. A reminder statement/notice/letter will be issued within 7 days to any family who has not settled their fee account by the due date where a payment plan or other arrangements are not in place.
- b. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail or email.
- c. If after two weeks from this second reminder satisfactory arrangements have not been reached, the account may be sent to the College Debt Collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the College.
- d. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

Agreed Payment Plans

As mentioned in point 3b above, our College offers families the opportunity of paying the fee account by regular instalments over the course of the year. All agreed payment plans must be organised to include a regular schedule that will clear the fees account by the last day of the school year. Any extensions to an agreed payment plan must be negotiated with the Business Manager. To establish an agreed payment plan, forms are available on the Parent Portal or from the College finance office.

Late Start Enrolment

New students entering St Mary's College after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the Principal's or Business Manager's discretion.

Withdrawal of Enrolment

Fees will be payable for the whole term in which the enrolment is terminated. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion.

Student text books, library books and laptops and all accessories are to be returned to the College. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.

Extended Leave/ Holding an enrolment place

Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the College, the number of previous leave occurrences, and the existence of student waiting lists.

For further clarification regarding the above College fee and levy collection process, please contact the College finance office.

Responsibility for implementation:	Staff, parents and guardians
Policy status:	Update
Key stakeholders:	Staff, parents and guardians
Endorsement Body:	Senior Leadership Team
Policy Author:	Business Manager
Date of Review:	2018
Date of Scheduled Review:	2021

The content of this policy can be changed at the College's discretion at any time without notification.



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