

ST. PETER'S COLLEGE

ENROLMENT APPLICATION
INFORMATION

TEXT BOOKS – BOOK HIRE

In order to keep the cost of text books to a minimum and to make the best use of available resources, a Book Hire Scheme operates at the College. The College guarantees to provide all required text books at all year levels. The cost of book hire is included in the Fees charged (refer to “Education Fees” section below). Students are to purchase their own Bible, Atlas, stationery and computer device.

INFORMATION TECHNOLOGY LEVY

To assist with the significant ongoing cost of maintaining the Information Technology Network and the transition to developing wider access to modern information technologies, the College charges to all students an “Information Technology Levy”. This levy is included in the Fees charged (refer to “Education Fees” section below). Refer also to the section “Student Computer Device” below.

STUDENT COMPUTER DEVICE

The College has a student laptop program in place to complement the delivery of the curriculum. Families are encouraged to purchase an appropriate laptop via the link provided on the College website to ensure that the laptop meets the minimum needs of the curriculum and will work on our network. If you already own a laptop or would prefer to purchase a laptop via another supplier, please ensure that it is running at least the "Professional" or "Education" version of Windows 10.

If you have any questions in relation to bringing an alternative device, we encourage you to talk to the Network Manager in advance as some operating systems are not compatible.

Please refer to the Student Computer Device information including specifications and FAQs.

EDUCATION FEES

2018 Fees: \$4,928 per year per student

The Education Fee is billed in full at the beginning of the academic year. The fee charged covers the following education related costs:

- School Fees
- Book Hire Levy
- Camps
- Excursions/Sports Levy
- Information Technology Levy
- Student Diary
- Lock for Student Locker (issued once upon the students commencement at the College)

VET/VCAL courses are available. Enrolment in these courses incur additional charges on top of the Education Fee. Note – enrolment in a VET/VCAL course does not entitle families to a reduction in the Education Fee charged.

If a family removes a student from the College throughout the academic year they must do so by completing a Student Exit Form, available from the student’s House Leader. If a student exits during the Term, the Education fee will be credited on a pro-rata basis to the end of that term.

Families will be advised of the Education Fees in November of the prior year to their child’s starting date

PAYMENT OF EDUCATION FEES

The College has a policy of compulsory payment of Education Fees by periodic direct debit.

Payment of the fees may be made weekly (44 instalments), fortnightly (22 instalments) or monthly (10 instalments) from your nominated bank account or credit card, or, in full by 28th February. Payment of fees by cash is not encouraged. **Fees are to be paid in full by 30 November each year.**

If circumstances are such that a periodic direct debit cannot be put in place at a particular time, families are asked to contact the Finance Office to discuss possible alternate payment arrangements.

No component of the Education Fee is refundable. However, in relation to camp non-attendance due to extenuating medical circumstances, a refund of the relevant camp fee component of the Education Fee may be considered upon application to the Financial Accountant.

Fee Statements will be sent to families at the beginning of the year and the end of each term.

FAMILY DISCOUNTS

The family discount is based upon the number of children each family has at St. Peter's College **and** at any of the St. Agatha's Parish Primary Schools; i.e. St. Agatha's, St. Therese's or St Thomas the Apostle.

The 2018 discounts are:

2 Children	\$ 210 per annum per family
3 Children	\$ 630 per annum per family
4 or more Children	\$1,260 per annum per family

EDUCATION FEE CONCESSIONS

A reduction in Education Fees is possible for families suffering from financial difficulties. This is referred to as a **Concession**. To apply for a concession, families are requested to contact the Finance Office at West Campus who will make an appointment for you to discuss your individual situation. The College Board has instituted a policy that **no student is to leave the College due to their family's financial circumstances**, but all families are expected to make an agreed contribution to the fees. All fee concessions are granted on a strictly private and confidential basis.

All holders of Commonwealth Health Care Cards need to complete the State Government Sports & Excursions Fund (CSEF) form which entitles the holder to \$225 per student which is offset against the fee account.

UNIFORM SHOP

The College Uniform Shop, which is operated by Perm-a-Pleat, is open each Tuesday 1.00-5.00pm, Thursday 8.00am-12.00pm and every third Saturday during term from 8.00am-12.00pm. It is the only retail outlet for the uniform. It is compulsory for all students to wear the school uniform. A full price list is available from the College Office or on our website www.stpeters.vic.edu.au → Our College → Uniform Shop.

Second hand St Peter's College uniforms can be purchased directly from other families associated with the College through the Sustainable School Shop website – to register please go to www.sustainableschoolshop.com.au

YEAR 7 2020 ENROLMENT PROCESS

16 July 2018	Year 7, 2020 Enrolments Open
17 October 2018 @ 6.30pm	Year 7 2020 Information Evening at Cranbourne West Campus
30 October 2018 @6.30pm	Year 7 2020 Information Evening at Cranbourne East Campus
4 March 2019	Initial applications close (after this date applications will be accepted if places available or will be placed on a waiting list)
25 March 2019	Offers of places posted
26 April 2019	Acceptance of Offer must be received by the College
16 October 2019	West Campus Grade 6 (2020) Information Evening
29 October 2019	East Campus Grade 6 (2020) Information Evening
December 2019	Year 7, 2020 Orientation Day
January 2020	Year 7 students commence school

For enrolment at all year levels please contact the College Registrar, Kerrie Birrell on 5990 7777 or registrar@stpeters.vic.edu.au

ENROLMENT POLICIES

- A. Baptised Catholic children attending St Agatha's, St Therese's or St Thomas the Apostle Primary School who have also received the sacraments of First Reconciliation and First Communion.
- B. Baptised Catholic children living within the Parish boundary not attending St Agatha's, St Therese's or St Thomas the Apostle Primary School who have also received the sacraments of First Reconciliation and First Communion.
- C. Baptised Catholic children living within the Parish boundary attending St Agatha's, St Therese's or St Thomas the Apostle Primary School.
- D. Baptised Catholic children living within the Parish boundary not attending St Agatha's, St Therese's, or St Thomas the Apostle Primary School.
- E. Catholic children from Catholic and Non-Catholic schools outside the Parish whose families are active members of the local Parish.
- F. Catholic siblings of present students living outside of the Parish boundary.
- G. Catholic students from outside of the Parish boundary with the written approval of their respective Parish Priest for pastoral reasons.
- H. Non-Catholic siblings of present students.
- I. Orthodox children enrolled in St Agatha's or St Therese's Primary School or St Thomas the Apostle.
- J. Non Catholic Grade 6 students enrolled in St Agatha's, St Therese's or St Thomas the Apostle Primary School.
- K. Orthodox children living within the Parish boundary.
- L. Christian children of another denomination whose parents demonstrate a positive commitment to the ethos of the College.

Note: students who fulfil the criteria for both senior and junior campus enrolment must arrange an interview with the Registrar to discuss enrolment options.

ZONING POLICY

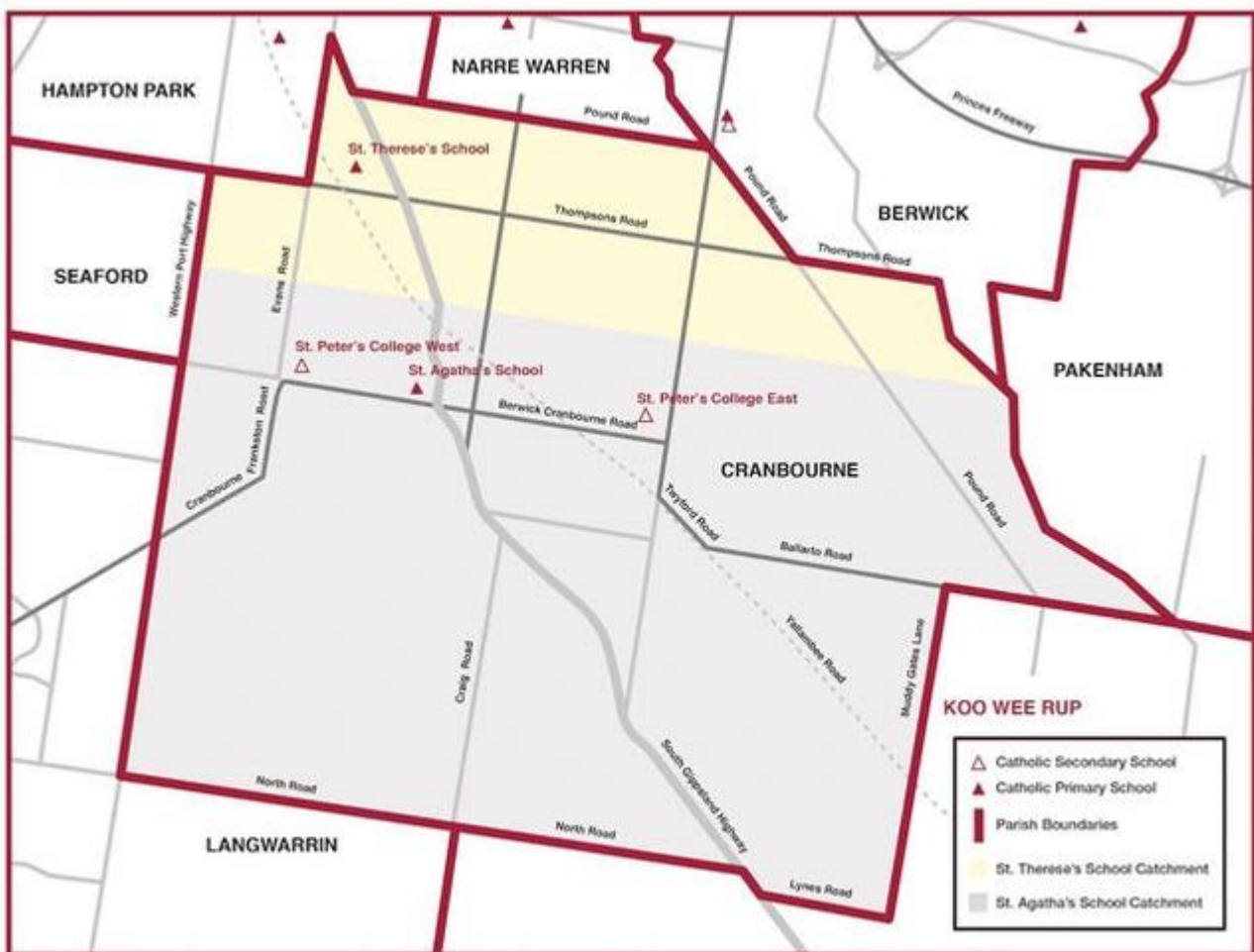
St. Peter's College Zoning Policy – Cranbourne West Campus

Criteria to apply for enrolment: students residing West of the South Gippsland Highway and/or with siblings currently enrolled at St. Peter's College Cranbourne West Campus in are eligible to apply for enrolment and will be admitted in accordance with the College Enrolment Policy.

St. Peter's College Zoning Policy – Cranbourne East Campus

Criteria to apply for enrolment: students residing East of the South Gippsland Highway and/or with siblings currently enrolled at St. Peter's College Cranbourne East Campus in are eligible to apply for enrolment and will be admitted in accordance with the College Enrolment Policy.

ZONING CATCHMENT MAP



If you are unsure of your Residential Zone, please contact our Registrar so she can help you.

Mrs Kerrie Birrell kerrie@stpeters.vic.edu.au or phone 5990 7777

EDUCATION FEE POLICY AND COLLECTION PROCEDURE

Education fees for the following year will be reviewed annually at the October Board meeting and families will be notified accordingly.

An Application Fee is payable with lodgement of the Enrolment Application. This fee covers the administrative cost of enrolment and is **non-refundable or transferable**.

On accepting the letter of offer an Enrolment Acceptance Deposit is payable to secure your child/ren's place for the upcoming school year. This amount is then credited to your first fee account. If your child/ren do not commence with the College this is **non-refundable or transferable**.

St. Peter's College has a policy of not denying a child a Catholic education. However, bearing this in mind, it is still essential that a firm, fair, collection policy is in place to allow monies owing to be collected in a timely manner.

PAYMENT OPTIONS:

1. The Education fees for each academic year will be invoiced at the beginning of the school year. (February).

Payment can be made by:

Direct Debit from Bank Account	Direct Debit from Credit Card (MasterCard, Visa or AMEX)
BPay	EFTPOS
Cash (Payable at office by Parent/Guardian Only)	Cheque
Centrepay	Direct Deposit into St Peter's College Bank Account

Fee payers are jointly and severally liable for the payment of fees. Fees will only be split or assigned wholly to one party upon written advice from both parties concerned.

Fee statements will be issued at the end of each school term.

Fees are due and payable by end of February each year.

Families who are unable to pay their fees by the end of February must enter into a payment arrangement to pay off their fees on a weekly, fortnightly or monthly basis, ensuring they are paid in full by the end of November. Families who pay their fees by instalments are required to use the Direct Debit system. The payment plan arrangement will be ongoing until the family exits the College and the fee account is paid in full.

If a direct debit is in place, the fees should be up to date on a pro rata basis at any point in time.

SPECIAL PAYMENT ARRANGEMENTS

Special payment arrangements will be entered into for those families, who can demonstrate genuine financial hardship to the College Finance Office, and may be eligible for a fee remission, as determined by the College.

All families must make a regular ongoing contribution to their fee account.

FEE COLLECTION FOLLOW UP

The Finance Office is responsible for fee collection follow up.

1. Fees invoiced in February each year, are due by the end of February. Alternately, a direct debit must be in place to ensure the debt is paid by the end of November each year.

FEE PAYMENT IN ARREARS

The procedure will be as follows: (Some or all of the following)

- **7 days** from due date or after the scheduled direct debit date- phone call, SMS or email
- **14 days** from due date or scheduled direct debit date – Overdue letter/statement sent.
- **21 days** from due date or scheduled direct debit date - Final Notice letter/statement sent
- **28 days** from due date or scheduled direct debit date - Send to External Collection Agency. **Any costs incurred as a result of handing the account on to our collection agent will be passed onto the respective fee payer.**

DIRECT DEBIT DISHONOUR:

The procedure will be as follows:

- Upon notification from the bank, the direct debit amount will be reversed and the fee payer account adjusted to show the dishonour.
- A phone call will be made to the fee payer to advise of the dishonour and to seek payment.
- If unable to contact the fee payer, a follow up dishonour letter/statement, SMS or email is sent requesting payment and to contact the Finance Office.
- Should the fee payer continue to dishonour payments the account will be sent to our External Collection Agency. **Any costs incurred as a result of handing the account on to our collection agent will be passed onto the respective fee payer.**

EXTERNAL COLLECTION AGENCY PROCEDURE:

Once the account has been sent to our External Collection Agency, the College will no longer handle the debt and all communication will be made through the Collection Agency. Any costs incurred as a result of handing the account on to our collection agent will be passed onto the respective fee payer.

The College reserves the right to take Legal Action to collect fees owing to the College.

EXIT POLICY

An Exit notice **must** be filled in prior to a student exiting the College.

- If, at the time of exit, all College property/resources have not been returned in a good and reasonable condition, the College will charge for the replacement.
- If a student exits during Term 1, 2 or 3 the yearly Education Fee will be pro-rated to the end of the respective Term.
- If a student exits during Term 4, the full yearly Education Fee is due and payable.
- Families with students not returning to the College in the next school year (excluding Year 12) must advise the College Registrar no later than 15th December each year. Failure to do so will result in a charge of 25% of the next years Education Fee to your Fee Account.
- If the account is left with an outstanding balance, the fee payer is required to pay this within 14 days of receiving the adjusted account. If the account is in credit, this amount will be refunded to the fee payer by Cheque or bank transfer.

Revised 31/08/2016

Ratified by: College Board

Date Approved: August 2016

STUDENT COMPUTER DEVICE YEAR 7 – 12

The *Melbourne Declaration on the Educational Goals for Young Australians (MCEETYA 2008)* recognises that in a digital age, and with rapid and continuing changes in the ways that people share, use, develop and communicate with ICT, young people need to be highly skilled in its use.

To participate in a knowledge-based economy and to be empowered within a technologically sophisticated society now and into the future, students need the knowledge, skills and confidence to make ICT work for them at school, at home, at work and in their communities.

(ACARA, Information and Communication Technology Capability)

In order to support the implementation of the Victorian Curriculum and to ensure that students at St Peter's are well prepared to face the future, the College has adopted the laptop program for students in Year 7 - 12.

This structure was implemented in 2014 after extensive consultation with parents and the community and then revised over time to ensure the most appropriate means of developing a student's ICT skills and providing the tools for other areas of learning. It is an expectation that all students from Years 7 through to 12 will have a suitable student laptop for the commencement of school.

In order that all students are able to successfully connect to the College network a protocol for minimum standards has been established. To simplify this, a laptop purchasing portal is provided. Laptops purchased via this portal meet the needs of the College and the learning environment and allow for greater levels of support with things like onsite warranty repairs. If you choose to not use the purchasing portal, please ensure that student laptops meet the requirements detailed overleaf in order to allow students to run the required programs, download eBooks and access the College network. The purchasing portal can be accessed via the St. Peters College website, under the heading 'Student Services'.

LAPTOP PURCHASING PORTAL

<http://www.trident.com.au/stpeters>

If you are asked for a code - spc2018

The use of Apple technology has proven problematic on the current College system and **is not recommended. Parents who choose to use an Apple product for their son or daughter must comply with further minimum standards listed overleaf.**

Insurance

Student owned devices are **not covered** for loss, damage or theft whilst at school. It is recommended that parents clarify their Home Contents Insurance or seek cover for student laptops via their supplier.

Any queries in relation to the above can be addressed to the following:

Mr. Stephen Bloomer (Network Manager) – technical enquiries.

MINIMUM AND RECOMMENDED STANDARDS FOR COMPUTERS THAT ARE PART OF THE BRING YOU OWN DEVICE PROGRAM

BYOD

Families are encouraged to purchase an appropriate laptop via the link provided on the College website to ensure that the laptop meets the minimum needs of the curriculum and will work on our network. The details below are only required if you choose to purchase a laptop from an alternate vendor. All computers MUST run the "Professional" or "Education" version of Windows 10. This device must meet specific conditions in order to connect to the College wireless network and be compatible with elearning and ebooks used by subject teachers. The device also needs to be portable, lightweight and have appropriate battery life. Six hours of battery life is minimum.

Minimum requirements

Operating System – Windows 10
Professional (Not Windows S or Home)
 Screen size – 10" minimum
 Keyboard – physical keyboard (see note 3)
 Hard Drive – 128Gig Solid State (see note 2)
 Wireless – AN\AC wireless (5Ghz)
 The student needs to have local administration rights to enable the installation of College software etc

Recommended requirements

Operating System – Windows 10 Professional (Not Windows S or Home)
 Screen size – 11" or greater
 Keyboard – physical keyboard (see note 3)
 Hard Drive – 256Gig or greater Solid State(see note 2)
 Wireless – AN\AC wireless (5Ghz)
 4 Gig or RAM or greater
 Intel based 'i' series processor (i3, i5, i7)

APPLE Mac Minimum requirements

Apple computers are NOT recommended. For students who prefer to use an Apple Macbook computer, this can only be done if the following circumstances are met:-
 The Macbook is to be running OS 10.12 Sierra (or later).
 The Macbook MUST be running full "**Bootcamp**" with Windows 10 "**Professional**" (Not a non-officially released versions of Windows such as "beta" versions). "Parallels", VMware or other virtualised versions of Windows are NOT acceptable.
 The Windows Operating System must have the Apple drivers fully installed and be fully Windows and Apple patched.
 The Hard Drive must be 256Gig or greater Solid State(see note 2) with a minimum of 128Gig allocated to the Windows partition.
 The Windows Operating System must be used during all general classes.
 The College is unable to provide any support in relation to use or configuration of Mac OS or installing or configuring the Windows OS.
 The Macbook must still meet the requirements as detailed above for Windows Devices.
 Students are required to have appropriate adapters to allow connection to standard USB style equipment like cameras and card readers,

Notes

- There is no requirement for students to purchase Microsoft Office as this will be provided by the College.
- Solid State hard drives are generally smaller in capacity but work much faster and are more reliable whilst using less battery power.
- Experience to date has shown that students struggle with the use and maintenance of Bluetooth keyboards. These are not recommended.
- Keyboards with a physical connection (USB or other) are more reliable and will provide your child with a better all-round experience.
- Student locker space is limited therefore a lightweight, portable device is recommended.

FREQUENTLY ASKED QUESTIONS?

Why aren't all tablet computers suitable for student use at the College?

Students need to be able to work together in a collaborative environment and to access school resources. Different devices and different operating systems makes collaboration and sharing of ideas difficult.

Some projects require students to use specific software and this software is not always compatible with every computer. Many of the eBooks are also not compatible with all computers and tablet devices.

If students use an iPad, then the student will not be able to download or upload content to our Portal, (Moodle). The iPad will also not run a number of software programs we use throughout the College.

IPads without attached keypads are not conducive to students typing relatively large amounts of text.

Why do we have to meet minimum standards for a Bring Your Own Device (BYOD)?

Minimum standards allow for a consistent environment between students and ensures that school supplied software will work. Other areas include – the operating system must be able to run core educational software for several years. This includes eBooks, subject based applications and Microsoft Office (supplied by the College).

The screen size needs to be able to work with a number of applications. A number of devices available on the market are too small so a minimum requirement has been set.

A physical keyboard is required to assist with accurate typing skills and to alleviate ergonomic issues associated with onscreen keyboards.

The hard drive must be able to have sufficient space to allow the installation of applications and the storage of work. Solid State hard drives (SSD) are recommended as they allow computers to work much faster, whilst also improving battery life. These are also more reliable in a portable device.

What software is included in the package? Are updates included?

The College will be supplying Microsoft Office Professional and Adobe software, such as Photoshop and InDesign. eBooks and subject specific software are also provided for some year levels (depending on subject requirements).

PRIVACY POLICY

This Privacy Policy sets out how St. Peter's College (the School) manages personal information provided to or collected by it.

The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. In relation to health records, the School is also bound by the Victorian Health Privacy Principles which are contained in the Health Records Act 2001 (Vic).

The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

WHAT KINDS OF PERSONAL INFORMATION DOES THE SCHOOL COLLECT AND HOW DOES THE SCHOOL COLLECT IT?

The type of information the School collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at the School;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the School.

Personal Information you provide: The School will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than Parents and pupils provide personal information.

Personal Information provided by other people: In some circumstances the School may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

Exception in relation to employee records: Under the Privacy Act and **Health Records Act 2001 (Vic)**, the Australian Privacy Principles [and Health Privacy Principles] do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the School and employee.

HOW WILL THE SCHOOL USE THE PERSONAL INFORMATION YOU PROVIDE?

The School will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

Pupils and Parents: In relation to personal information of pupils and Parents, the School's primary purpose of collection is to enable the School to provide schooling for the pupil. This includes satisfying the needs of Parents, the needs of the pupil and the needs of the School throughout the whole period the pupil is enrolled at the School.

The purposes for which the School uses personal information of pupils and Parents include:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration of the School;
- looking after pupils' educational, social and medical wellbeing;
- seeking donations and marketing for the School; and

- to satisfy the School's legal obligations and allow the School to discharge its duty of care.

In some cases where the School requests personal information about a pupil or Parent, if the information requested is not provided, the School may not be able to enrol or continue the enrolment of the pupil or permit the pupil to take part in a particular activity.

Job applicants, staff members and contractors: In relation to personal information of job applicants, staff members and contractors, the School's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the School uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking donations and marketing for the School; and
- to satisfy the School's legal obligations, for example, in relation to child protection legislation.

Volunteers: The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as [alumni associations], to enable the School and the volunteers to work together.

Marketing and fundraising: The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to provide a quality learning environment in which both pupils and staff thrive. Personal information held by the School may be disclosed to organisations that assist in the School's fundraising, for example, the Parent's and Friends Association or Past Pupil's Association [or, on occasions, external fundraising organisations].

Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters and Yearbook, which include personal information, may be used for marketing purposes.

WHO MIGHT THE SCHOOL DISCLOSE PERSONAL INFORMATION TO AND STORE YOUR INFORMATION WITH?

The School may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to the School, including specialist visiting teachers, counsellors and sports coaches;
- recipients of School publications, such as newsletters and magazines;
- Parents;
- anyone you authorise the School to disclose information to; and
- anyone to whom we are required to disclose the information to by law.

Sending and storing information overseas: The School may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, the School will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The School may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.**

HOW DOES THE SCHOOL TREAT SENSITIVE INFORMATION?

In referring to 'sensitive information', the School means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

MANAGEMENT AND SECURITY OF PERSONAL INFORMATION

The School's staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

The School has in place steps to protect the personal information the School holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

ACCESS AND CORRECTION OF PERSONAL INFORMATION

Under the Commonwealth Privacy Act [and the Health Records Act], an individual has the right to obtain access to any personal information which the School holds about them and to advise the School of any perceived inaccuracy. Pupils will generally be able to access and update their personal information through their Parents, but older pupils may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information the School holds about you or your child, please contact the School Principal in writing. The School may require you to verify your identity and specify what information you require. The School may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the School will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

CONSENT AND RIGHTS OF ACCESS TO THE PERSONAL INFORMATION OF PUPILS

The School respects every Parent's right to make decisions concerning their child's education.

Generally, the School will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. The School will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil.

As mentioned above, parents may seek access to personal information held by the School about them or their child by contacting the School Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School's duty of care to the pupil.

The School may, at its discretion, on the request of a pupil grant that pupil access to information held by the School about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

Enquiries and complaints

If you would like further information about the way the School manages the personal information it holds, or wish to complain that you believe that the School has breached the Australian Privacy Principles please contact the School Principal. The School will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

PARENT ENROLMENT CHECKLIST

- Completed and Signed Application Form
- Copy of Baptism Certificate (Catholic students)
- Copy of Birth Certificate (Required)
- If Child was Born Overseas – copy of passport, visa and date of child's first Australian School Year
- If Child was Born Overseas but is now an Australian Citizen – copy of Citizenship Certificate
- If Home is Under Construction – copy of land/or building contract showing building address
- Special Needs and Medical Details section completed
- Application Form Signed
- Application Fee \$100 Included
- Copy of last full school report Year 8 – 12

Applications

St. Peter's College

West Campus

PO Box 615,

1005 Cranbourne-Frankston Road

Cranbourne VIC 3977

East Campus

PO Box 615,

55 MacKillop Way

Clyde North VIC 3978

Phone: (03) 5990 7777 Fax: (03) 5996 8277

Email West Campus: www.officew@stpeters.vic.edu.au

East Campus: www.officee@stpeters.vic.edu.au

Web: www.stpeters.vic.edu.au