

I/We understand and agree that:

1. I/We have read the **School Community Code of Conduct** and agree to abide by the Code and support the school in promoting the terms of the Code. Failure to comply with this Code may lead to cancellation of enrolment.
2. Education is a partnership between school and home. While children are enrolled at schools in the Diocese of Maitland-Newcastle, parents and carers undertake to support the school in all aspects of Religious Education. This includes participation in Religious Studies, all retreats and community day programs, liturgical events, class masses and prayer in general. It is expected that parents, carers and students will support these vital activities regardless of their own personal beliefs.
3. My child must abide by the School Rules and Policies as interpreted by the school, including appropriate use of technology and social media. The school reserves the right to take disciplinary action thought appropriate by the school in relation to any child whose attitude, progress and behaviour is not in the school's opinion, conducive to the welfare of the child, other children at the school, or the school community. These actions include lunch time and out-of-school detentions, exclusions for school activities, internal and external suspensions, and expulsion (refer to the Suspension, Expulsion and Exclusion Support Document www.mn.catholic.edu.au/about/policies).
4. The school reserves the right to vary its academic and other programs and this may include the right to discontinue teaching subjects and other programs.
5. The conditions of enrolment and school policies and procedures may be amended at any time at the discretion of the school.
6. I/We have disclosed all information about my/our child/children that relates to details of special circumstances that may need to be taken into account by the school such as medical conditions, special gifts or talents, special needs, psychological test results or English as a second language.
7. The school may publish names and photographs of students in school newsletters, on the school network and school website, and in school promotional material. If I/we do not wish this information to be used to celebrate achievement and promote the school, it is my/our responsibility to put this request in writing.
8. My child is responsible for their personal belongings and the school will not be liable for any loss or damage of these belongings.
9. The school will be notified of all changes to personal details as supplied in the original application for enrolment.
10. I/We give permission for the school authorities to authorise any medical steps which may become necessary as the result of any accident occurring at the school or at functions/excursions organised by the school if I/we cannot be contacted before any such treatment is deemed necessary by proper medical authorities.

SCHOOL FEES

I/We agree to the following conditions in regards to payment of school fees:

11. To apply for concessions within one week of receiving the school account. (Means-tested, low-income families such as families supported by holders of a Health Care Card (HCC) or a Pension Concession Card with a code (PPS) are offered a tuition fee discount to a maximum of 50% after application of any relevant sibling discount. Fee payers can also apply for a further discount by submitting an Application for School Fee Concession with supporting documentation. Concessions will be applied by the Principal acting reasonably in accordance with the principle of assisting families with limited financial resources.)
12. **All fees on the term account published by the school will be payable by the due date within the term in which they are incurred, or as otherwise agreed to by the school. All other school expenses incurred by my child whilst enrolled at the school shall be paid by the date nominated by the school.**
13. Should I/we have difficulty meeting my school fees obligations I/we agree to contact the Principal or a member of the Executive approved by the Principal to discuss options.
14. I also agree to meet with the Principal, or a member of the Executive approved by the Principal, to discuss my school fee obligations to ensure continuity of participation in non-core activities for my child.
15. **Parents/Carers who have children enrolled in a Catholic school remain (joint and severally) liable for the payment of all fees including fees and costs incurred by the school in recovering or attempting to recover any unpaid amount due.**
16. By signing and agreeing to these terms I/we understand I/we are joint and severally liable for all fees and expenses incurred while our child is enrolled within the Diocese of Maitland-Newcastle irrespective of Court Orders or personal agreements made between parents/carers.

School Community Code of Conduct

Members of Catholic school communities in the Diocese of Maitland-Newcastle agree to nurture and support each other's individual growth in faith, to create communities of respect and tolerance and to engage in the promotion of peace, justice and service of others.

The School Community Code of Conduct reinforces our understanding of the rights and responsibilities each of us has in ensuring we provide an environment where our students can thrive.

Upon acceptance of enrolment and as a condition of continuing enrolment in our Catholic schools, all members of the school community are bound by this Code of Conduct. School staff must abide by the CSO's Code of Conduct for staff members available at: www.mn.catholic.edu.au/about/policies

Students in Catholic school communities agree to:

- ▶ **Model positive behaviour to other students.**
- ▶ **Comply with and model school values.**
- ▶ **Behave in a safe and responsible manner.**
- ▶ **Respect themselves and other members of the school community both personally and through the use of all social media technologies at all times.**
- ▶ **Respect our school environment.**
- ▶ **Actively participate in our school community.**
- ▶ **Support the learning of others and make the most of our educational opportunities.**

Parents/Carers and volunteers in Catholic school communities agree to:

- ▶ **Understand and abide by all diocesan policies, procedures and guidelines, which are available on the CSO website www.mn.catholic.edu.au/about/policies**
- ▶ **Model positive behaviour to their child and all children in the school community.**
- ▶ **Ensure children attend school on time, every day the school is open for instruction.**
- ▶ **Take an active interest in their child's school and their learning and to engage positively in all aspects of their child's learning.**
- ▶ **Participate in the Liturgical and Faith Life community of the school including participation in all aspects of the Religious Studies program regardless of personal beliefs.**
- ▶ **Work in a positive manner with the school to achieve the best outcomes for our child.**
- ▶ **Communicate constructively, respectfully and in a spirit of partnership with the school and use processes and protocols outlined in the CSO Complaints Resolution Policy documents when raising concerns.**
- ▶ **Communicate with their child's teacher or the Principal directly regarding any concerns about their child, other students, staff or community members.**
- ▶ **Reject aggressive, abusive and confrontational language and behaviour, as this is counterproductive to the sustainability of any relationship. Approaching students, community members and/or staff in a confronting manner will not be tolerated.**
- ▶ **Support all school staff to maintain a safe learning environment for all students.**
- ▶ **Treat all school staff, students, other members of the school community, visitors and volunteers with respect in all dealings with them both personally and through the use of all social media technologies at all times.**
- ▶ **Discuss with the Principal any barriers to meeting the financial obligations agreed to at the time of enrolment and seek to form an agreement with the school to meet these.**
- ▶ **Ensure any agreement made with the school is honoured.**