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CHANEL COLLEGE

MISSION STATEMENT

“To act justly, to love tenderly and to walk humbly with your God”

Micah 6:8

Chanel College is a place of learning where the life of Jesus is a model for action and

☐ a safe and caring environment is fostered

☐ the total talents and contribution of each individual, staff, student and parent alike, are encouraged and developed in ways that will enable each to grow spiritually, socially, intellectually, physically and culturally

☐ excellence, effort and sincerity are valued.

☐ students are able to develop high moral standards and so be prepared for adult life.

Chanel College is part of the Catholic community

☐ giving to the life of the Church, receiving from the life of the Church, giving to the life of the wider community, receiving from the life of the wider community.

Chanel College is missionary

☐ promoting the Catholic teachings, traditions and practices of the Christian faith.

Chanel College is a lived experience

☐ encouraging and promoting respect for all members of the school community, for life, the environment, the beliefs, values and faith of others.
INTRODUCTION
Chanel College receives its mandate to operate from the Catholic Bishop of the Rockhampton Diocese and is part of the Catholic Education Diocesan system.

The College also works in close harmony with the Star of the Sea Parish, Gladstone, conducted by the Marist Fathers. The Parish attends to the spiritual needs of the members of the College community and assists in the overall promotion and maintenance of the Christian environment of the College in all its many aspects. Father Aliki Langi serves as Chaplain of the College.

Chanel College was established in 1966 to serve the youth of Gladstone district for their secondary schooling. In 1967 the College moved to its present site in Paterson Street, West Gladstone.

COLLEGE MOTTO
The College motto ‘TO LIVE JUSTLY’ is taken from the Old Testament prophet Micah (6:8) “This is what Yahweh asks of you, only this – to act justly, to love tenderly, and to walk humbly with your God”.

The motto sums up the aim for which the College was founded in 1966 and exists today—to teach people to live justly in the sight of God and in the sight of their fellow men and women.

COLLEGE BADGE
During 1978, a single badge was introduced to replace the two previous separate badges of ‘Stella Maris College’ and ‘Chanel College’.

The badge is very simple in design, but rich in meaning and symbolism. The basic symbol incorporates the Chi-Rho sign and a distinctive anchor.

The Chi-Rho sign is an ancient Christian symbol representing Jesus Christ, while the anchor, also an old symbol of Christ, reminds us of Gladstone and its port facilities.

COLLEGE PATRON
The College Patron is St Peter Chanel (1803-1841). He was ordained a priest at the age of twenty-four, and for the next four years worked within the Diocese of Belly, France. In 1831, he received permission to join the newly found Marists, who appointed him the spiritual director and then the headmaster of a College.

However, late 1836 saw him setting off for the Pacific as the head of the first band of Marist missionaries. He was let off on the island of Futuna, about six hundred kilometres north-east of Fiji, where he was to serve three and a half years before his martyrdom on the 28 April 1841.

His remains rested in Sydney in 1849 en route to France. Peter Chanel was declared a saint in 1954. His remains visited our shores a second time in 1977 on their way back for final rest at Futuna on the spot where he was martyred.

Peter Chanel is a patron of all those who follow Jesus and Mary closely, not counting the cost, trying to be gentle and heroic in their love, and humbly wanting to follow the Gospel of Jesus and to share this with those most in need.
RELIGIOUS EDUCATION
Religious Education is at the centre of both the formal and informal curriculum of Chanel College. It infuses the whole curriculum with gospel values and is a unifying force in the College.

At Chanel College Religious Education has many facets, including:
  - classroom religion program
  - liturgical and prayer life of the college
  - opportunities for retreat and reflection days
  - integration of values across the whole curriculum
  - community service programs and voluntary groups, eg St Vincent de Paul Group, Justice Action Group, Project Compassion

The broad purposes of Religious Education at Chanel are:
  - to facilitate personal religious growth
  - to assist students to become tolerant, sensitive and just members of society
  - to provide opportunities for students to engage in practical projects to promote justice and peace
  - to affirm the students’ sense of their own worth and the worth of others irrespective of personal characteristics, abilities and cultural, social or religious backgrounds

As a Key Learning Area, it is a compulsory or core component of the curriculum. To this end, periods for Religious Education are regularly programmed at all year levels. All students participate in the Religion classes, prayer experiences and retreats.

PRAYER
Prayer is an integral part of our community life at Chanel College and all Pastoral Care groups begin each day with morning prayer irPastoral Care Class . Each week a Prayer Sheet is distributed by email to all staff as a resource for our community prayer.

All staff and students are invited to our weekly prayer gathering before school on Tuesday mornings at 8.25 am in the Chapel.

Each day at approximately 12.15 pm (just before the end of Period 3) the College stops to pray for a few moments, led by one of the Student Leaders.

Each religion class, in turn, prepares and participates in a weekly Mass held in the College Chapel every Thursday at 1st Break. Whole College Masses are offered on special occasions, such as
  - start of the school year
  - feast of St. Peter Chanel
  - Year 12 Graduation Mass
  - Mass of Thanksgiving at the end of school year

We also join with the local Parish community once every term to celebrate Sunday evening Mass and on one Friday in Lent we lead the Parish community in the Stations of the Cross.

Parents are invited to attend whenever possible.
Other opportunities for Mass, Reconciliation and other prayer services are offered within the Retreat program and through House Feast Day Celebrations.

RETREAT EXPERIENCES
Retreat experiences are an integral compulsory part of the program. In the changed atmosphere of a camp setting, the students are enabled more easily to develop social awareness, to broaden their knowledge, attitudes and experience, to build self-reliance, and to be more closely in touch with themselves and God. All students are expected to attend.

CURRICULUM
Chanel College provides a rich curriculum and is proud of the holistic approach that it provides its students to meet the changing needs of society. The curriculum aims to provide students with the opportunity to engage in studies that allow for a diverse pathway to future study or employment.

Curriculum can be defined as “all the arrangements which a school makes for the learning of students”. This includes the formal timetabled courses and the cocurricular activities offered to students.

The distinctive features of curriculum at Chanel College comprise:
1. The provision of a wide range of experiences for all students in a balanced, comprehensive and inclusive program of studies for Years 7 to 12.
2. A value-centred framework including core studies in Religious Education and Personal Development Education.
3. A focus on the individual through teaching strategies, an expectation of personal “excellence”.
4. Opportunities for personal growth through leadership programs and pastoral care activities.
5. The provision of cocurricular in sporting, academic, community, cultural and spiritual areas.
6. A positive and flexible approach to Senior Schooling with a broad range of academic and vocational studies offering pathways to post-school options of Tertiary studies and employment.
7. Improvements implemented in programs in the light of changing educational directions. This includes the integration of Digital Technologies into Curriculum studies.

Supporting our curriculum is the professional teachers who strive to challenge and nurture our students to reach their full potential.

Students in Years 7 - 9 study a core program consisting of:
- Religious Education
- English
- Mathematics
- Science
- History
- Geography
- Core Physical Education
- Personal Development Education
During Years 7 and 9 students have the opportunity to experience electives in the following areas:

- The Arts (Visual Art, Music, Drama, Multimedia)
- Health and Physical Education (Practical, Theoretical)
- Language other than English (LOTE – Japanese)
- Technology (Information, Materials – Wood, Metal, Graphics, Hospitality, Textiles)

Students in Year 10 complete transitional subjects preparing them for Senior Schooling in accordance with the requirements of the Australian Curriculum and Queensland Studies Authority.

Students in their senior years have access to a wide range of QSA and vocational subjects and are encouraged to select a focus for their own program of studies.

Formal reports on the progress of each student are forwarded to parents at regular intervals and include both academic progress and learning behaviours which influence achievement. Parent/teacher interviews and information evenings are throughout the year.

Changes to courses as well as assessment and reporting practices at the College are made in response to changing educational directions and a desire to better meet the needs of the College community. Our staff endeavour to continually improve the educational opportunities available to all students at the College.

**VOCATIONAL EDUCATION & TRAINING (VET)**

The College has a commitment to allow students to select courses which best cater to their individual needs from all pathways and courses available.

Subjects designed for industry orientated students are catered for through the Vocational Education and Training (VET) program and the CHOICES program where students have the opportunity to be involved in Work Experience and School Based Traineeships and Apprenticeships. Chanel College also works in partnership with TAFE with their schools program and GAGAL with their Pre-Trade Program.

The College offers the following VET courses:

- Certificate I in Engineering [MEM10105]
- Certificate II in Business [BSB20112]
- Certificate II in Hospitality [SIT20213]
- Certificate II in Tourism [SIT20112]
- Certificate III in Christian Ministry and Theology [30771QLD]

Part of the College’s Vocational Education programme is to monitor and review new courses and opportunities that become available.

**CAREER EDUCATION**

The College realises the importance of providing the students with careers information and careers guidance, and every effort is made to help them in making sound career choices. In the Careers Programme at the College, both students and parents are involved in all the important stages of the gradual process in the student coming to a decision about his/her future career.

Chanel College has a full time Careers Officer on campus. The College is part of the School and Industries Network (SAIN) and has visits by their representatives to assist students in work
placements. Chanel College is a QMEA school. The QMEA (QLD Minerals & Energy Academy) works in partnership with the College to assist students interested in starting highly rewarding and long term careers in the resources sector. We are also in partnership with Mercy Care offering students an opportunity to explore careers in the Health Industry.

All Year 10 students formulate a Student Education and Training Plan (SETP). The aim of the SETP is to set out student’s planned courses of education and training through the Senior Phase of Learning. While the plan will help students decide on their course of study before finishing Year 10, it will still be flexible enough to allow students to make changes when and if they need to.

WORK EXPERIENCE AND STRUCTURED WORK PLACEMENT
An important component of Career Education is the Structured Work Placement that students do in Year 10. This is a more formal learning experience than Work Experience and all students will work the normal hours of the company they are placed with.

One week of the Year 10 program will include Structured Work Placements. Students in Years 10, 11 or 12 may also request to do additional Structured Work Placements or Work Experience in the holiday periods.

The importance of Work Experience cannot be overstated. Many students have been able to secure employment as a result of these placements while others have had the chance to realise that the job they were interested in was not quite what it seemed. As a result some students discover areas that they are interested in but just as important is the discovery of the areas that they are not interested in.

COLLEGE LAPTOP AND CHROMEBOOK PROGRAM
Technology is an integral part of curriculum development in the 21st century. The College’s Technology Vision is to enable our students to access information and sources, make discerning judgments supporting the College ethos, “use technology for their integral development and the benefit of others”¹, to evaluate and organize information and to enable them to be lifelong learners, guided by the values of the Chanel College Mission Statement.

Students in Year 7, 8 and 9 are required to participate in the BYODD – Bring Your Own Designated Device, currently a Chromebook purchased from the College.

Students will be expected to be primarily responsible for the care and maintenance of their device. Appropriate instruction will be given to students prior to students being allowed to take the device home. Students are to bring the device to school every day and charge the device at home each night.

Parents/carers and students are to attend a Parent Information session before the device is distributed.

¹. QCEC

EXTRACURRICULA AND COCURRICULA ACTIVITIES
Students are offered many opportunities to pursue special interests and to develop personal qualities such as leadership, self-confidence and concern for others. There is a wide range of activities to serve the needs of students. These include...

CULTURAL ACTIVITIES
- College choir
- Stage band
- Drumline
- Public speaking
- Musical
- Debating
- Drama Club
- Martin Hanson Memorial Art Competition
- Photography Club

COMMUNITY INVOLVEMENT
- Relay for Life
- Salvation Army Red Shield Appeal
- ANZAC Day Ceremonies
- Pink Ribbon Day
- Movember
- RSPCA Cup Cake Day
- Jeans for Genes Day
- Anti Poverty Week
- National Bandana Day
- St Vincent de Paul Buddies Day

SPORT

Sport is an integral part of the College life and takes form in a variety of ways. At the College level, the Interhouse swimming, cross country and athletics carnivals are keenly contested and are very enjoyable days. A variety of lunchtime activities are held, which also include the staff.

At the representative level, Chanel has teams that compete in the interschool competitions of Rugby League, Netball and Volleyball. Chanel teams also compete in competitions such as the Confraternity Shield, QISSN (netball), Marist Basketball Carnival and All Schools Touch Volleyball.

Chanel has traditionally had a very strong representation at the Port Curtis and Capricornia level, moving onto State championships in the variety of representative sports offered. A number of our students have also been selected for Queensland State representation.
COLLEGE ADMINISTRATION AND ORGANISATION

For administrative purposes and for the furtherance of the aims and objects of the College, particular areas of the organisation fall under the care of designated staff.

COLLEGE LEADERSHIP TEAM
The College has a Leadership Team. This team is made up of Assistant to the Principal Pastoral Care, Assistant to the Principal Curriculum, Deputy Principal (and Assistant Principal RE) and Principal. This team oversees the implementation of various policies which come from the College Board and Rockhampton Catholic Education.

CURRICULUM COORDINATORS
The Curriculum Coordinators are responsible for the development and coordination of subject programs, assessment and exam procedures in their subjects, subject records and for assistance to staff within their departments. Parents’ concerns regarding specific subject areas should be directed to the Curriculum Coordinator for that subject area.

HOUSE PASTORAL CARE COORDINATORS
The House Pastoral Care Coordinators are in charge of the overall administration and pastoral care of students within a House. The House Pastoral Coordinators carry a great deal of responsibility and should be the first point of contact for parents when they have serious concerns.
SOME COLLEGE PRIORITIES
GENERAL EXPECTATION OF STUDENTS
It is expected that students will:

- develop their relationship with God through prayer and participation in the religious life of the school
- behave in a Christ like way in their dealings with others – modelling tolerance, fairness, respect and honesty at all times
- see their school life as part of their mission on earth and strive to make the most of it
- attend school regularly
- arrive at school on time
- not leave the school during the day without permission
- attend all of the lessons organised for them
- wear the College uniform correctly
- take advantage of whatever the classroom teacher has to offer them
- avoid behaviours like bullying, rumour mongering, damaging property, swearing, smoking and littering
- present a good image of the College through good behaviour at all times
- speak well of their school and teachers
- co-operate in the classroom so that everyone gets a fair chance to learn
- respect the belongings and work of others
- do what teachers ask them to do during school activities inside and outside the classroom
- move quickly from class to class and avoid causing unnecessary disturbance
- come to class on time and bring all necessary materials with them
- complete set work carefully and on time
- listen when teachers and other students are speaking and indicate their desire to contribute by raising their hands
- avoid distracting behaviour during lessons
- speak to all members of our community (College staff, parents and students) with courtesy and respect (even when disagreeing)
- accept the teacher’s responsibility and right to give instructions and to allocate reasonable consequence to those who break rules.

EXCELLENCE
The College aims to provide good quality education and to strive towards excellence. One key element in ‘excellence’ is that all students should aim for excellence according to their own ability and that success at school depends on having ‘hard work’ as one of its chief components. Tied in with this is the concept of full participation in all facets of College life.
HOMESTUDY / HOMEWORK
Regular homework is an essential follow-up to the academic subjects studied at school. In secondary school, there is no such thing as ‘no homework’. On particular occasions, or in particular subjects, no formal homework may be set. However, there is always home study in forms of revision, preparation for future lessons, personal research work and consolidation of past work, preparing project work, reading set novels, study and preparation for examinations.

ASSIGNMENTS
Regarding assignments which are to be done at home, it is the College’s view that all students have an obligation to complete all assignments by the due date and to hand them in on the due date.

PARENTAL SUPERVISION
Parents are urged to supervise all set homework to assist their children to develop a regular study pattern and to provide adequate study conditions in the home.

It is essential for each student to possess and use
☐ A Bible
☐ A Student Organiser, which is provided by the College
☐ Calculator

PARENTAL PARTICIPATION
The College places high priority on parental participation, involvement and cooperation at all levels in the education of the students and in the activities of the College.

CHANEL COLLEGE BOARD
The Board ensures that the Catholic College fulfils its Christian educational responsibilities by developing policies through a process of shared wisdom. Meetings are held on the first Wednesday of each month.

PARENTS AND FRIENDS’ ASSOCIATION
The Association exists to support the aims of the College, to assist the College in its endeavours, and to represent the interests of parents, staff and students. Parents are urged to attend at least some of the meetings conducted by the Association, and to join in some or all of the religious, educational, social and fundraising activities. Meetings of the Association are held on the third Wednesday of each month.

TUCKSHOP HELPERS
The school tuckshop, which caters for the staff and students’ lunches and refreshments, operates daily through voluntary help. Parents who can help are asked to make this known to the Tuckshop Convenor.

HOMEROOM PARENTS
There is a group of Homeroom Parents who help at the College in many ways. A Homeroom Parent becomes associated with a particular Pastoral Care Group and develops contact with the teachers and with the families, so as to coordinate special activities, pass on information and arrange helpers for special functions.
COLLEGE CLIMATE/DISCIPLINE

Ultimately, the only worthwhile discipline is self-discipline which springs from respect for oneself and for others, and from an appreciation of basic Christian values.

PASTORAL CARE
At Chanel College Pastoral Care is about student welfare and the College has adopted a restorative justice approach to discipline. Every student in the College is assigned a Pastoral Care teacher, whose responsibility it is to know and to take particular interest in each individual student in their group. The teacher seeks to meet parents, endeavours to understand the family background of the students and to oversee their progress in all aspects of College life. In addition to the Pastoral Care Teacher, there is also an overall House Pastoral Care Coordinator with a special ministry to all students in the House. A College counsellor is available at the College to assist students and families.

DISCIPLINE
Self-discipline is the ultimate aim of the College. The College rules that are in place revolve around our College motto ‘to live justly’. These rules preserve student and teacher rights, safety and culture. Breaches of discipline from not wearing uniform correctly to unsatisfactory conduct are dealt with in a structured manner in which communication with parents is a major part.

DETENTION
The College operates a detention system. The detention is a means of instilling into the students an awareness of the necessity of abiding by College rules, and of maintaining acceptable standards of behaviour both in and out of the classroom.

HARASSMENT
We believe that all individuals at Chanel College are entitled to be:

- Treated with dignity and respect
- Able to learn free from anxiety
- Able to feel safe

All members of the College community should be able to participate in the life of Chanel College in an atmosphere of Christian love and mutual support without fear or harassment.

- All people connected with Chanel College are made aware of their individual responsibilities towards one another.
- Individuals are given an avenue to respond to unwelcome conduct.
- The College has a method of mediation between individuals which supports both parties whilst drawing out the underlying tensions.
- The process for dealing with harassment will be monitored in such a way that a person being harassed will not suffer negative consequences as a result of reporting the harassment.
- Students and staff receive appropriate training in mediation and conflict resolution.
- An ultimate consequence of persistent harassment by an individual would be exclusion from the College.
ATTENDANCE
Regular attendance is essential for students to achieve their best results. If a student is unable to attend school for any reason, the Office should be notified by telephoning before 8.40 am, to be followed by an explanatory note upon the student’s return.

Our Absentee Hotline is (07) 49734791. Medical and dental appointments should be arranged outside school hours.
No student is to leave the College grounds, after arriving for school, unless permitted. Upon receipt of a note from parents, House Pastoral Care Coordinators issue a pass out permitting the student to leave the College grounds.

COLLEGE UNIFORM
Students are expected to dress neatly in the complete College uniform. This is a sign of respect for themselves and of loyalty to the College.

Parents should note that there is a change in the uniform shirt when students move into the Senior School. Senior students should also note that unless they are studying the subject PE they are not allowed to wear the sports uniform. PE students can only wear the sports uniform on the days they have PE classes.

All students who have a sports subject may wear the sports uniform to school only on the days they have the subject. Students may choose to wear the day uniform and change into the sports uniform but they must do this during a break and should not use any period time to change their uniform.

House shirts are to be worn at all Interhouse carnivals, for example, Swimming, Athletics and Cross Country. These shirts are to be worn every Monday. They are also to be worn on Chanel College Day and Feast Days.

UNIFORM SHOP
The School Uniform Shop is run by Wearco’s Uniforms.
Please note that the only place you can purchase the College Uniform is at the Uniform Shop at the College. The normal operating hours for the Uniform Shop are Wednesday & Thursday between the hours of 1.00 pm and 4.00 pm during school terms.

Please note the Uniform Shop does not accept cheques.
Payment Options: Cash, Credit Card, Debit Card only
Lay-by facilities are available.
Chanel College  
Price List Effective 28/01/14

| Boys - Years 11 & 12 |  
|----------------------|-----------------|  
| White Shirt with Green Trim and crested Pocket | All | 37.50  
| College Tie | All | 19.50  
| Grey Tabs Embroidered | All | 26.95  
| Grey Long Socks | All | 8.95  
| Bottle Hat Crested | All | 28.50  

| Senior Girls - Years 11 & 12 |  
|-------------------------------|-----------------|  
| White Blouse with Green Trim and pocket | All | 37.50  
| Green Cross over tie | All | 8.75  
| Green Double Pleated Skirt | All | 45.95  
| Chanel Ankle Sock | All | 7.75  
| Bottle Hat Crested | All | 28.50  

| Junior Boys - Years 8 to 10 |  
|-------------------------------|-----------------|  
| Striped Shirt with Green Trim | All | 37.50  
| Grey Tabs Embroidered | All | 26.95  
| Grey Long Socks | All | 8.95  
| Bottle Hat Crested | All | 28.50  

| Junior Girls - Years 8 to 10 |  
|-------------------------------|-----------------|  
| Striped Blouse Embroidered | All | 37.50  
| Green Double Pleated Skirt | All | 45.95  
| Chanel Ankle Sock | All | 7.75  
| Bottle Hat Crested | All | 28.50  

| Sports Uniform |  
|-----------------|-----------------|  
| Polo Shirt Embroidered | All | 37.50  
| Black Micro Fibre Short | All | 26.50  
| Chanel Ankle Sock | All | 7.75  
| Bottle Hat Crested | All | 28.50  
| Spray Jacket | All | 70.00  
| Football Socks | All | 13.95  
| Kouga Shorts | All | 25.75  
| House Shirts | All | 27.50  

| Optional |  
|-----------------|-----------------|  
| Panama Hat with Hatband | All | 29.00  

**Payment Options**: Cash, Credit Card, Debit Card only.

Please note the Uniform shop **does not accept cheques**.

Lay by facilities are available. The following conditions apply:

- 20% deposit
- Fortnightly payments
- Maximum six weeks term
Uniform Requirements 2015

PLEASE NOTE THAT THE ONLY PLACE YOU CAN PURCHASE THE COLLEGE UNIFORM IS AT THE WEARCO’S UNIFORM SHOP AT THE COLLEGE.

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| **Girls** Years 7-9 | **Boys** Years 7-9  
| Ducks Green Skirt | Ducks Grey Tab shorts  
| Ducks White and green striped short sleeve blouse with crest | Ducks White and green striped short sleeve shirt with crest – tucked in  
| Ducks Black leather lace-up shoes | Ducks Black leather lace-up shoes  
| Ducks Standard green College Hat | Ducks Standard Green College Hat  
| Ducks Chanel College ankle socks | Ducks Long grey socks with green and gold trim  

**Years 10 - 12**

| **Girls** Years 10-12 | **Boys** Years 10-12  
|----------------------|----------------------  
| Ducks Green Skirt | Ducks Grey Tab shorts  
| Ducks Short sleeve blouse with crest | Ducks White short sleeve shirt with crest – tucked in  
| Ducks Standard green College Hat | Ducks Standard Green College Hat  
| Ducks Black leather lace-up shoes | Ducks Black leather lace-up shoes  
| Ducks Chanel College ankle socks | Ducks Long grey socks with green and gold trim  
| Ducks College Tie must be worn | Ducks College Tie Optional  

**Girls variations:**

- Ducks Kolotex Sheer Relief Black pantyhose may be worn instead of socks

**Sports Uniform Years 7-12 Girls and Boys**

*Only to be worn on days students are doing sports subjects or other designated College events eg representing the College at sporting events, College Cross Country, Swimming Carnivals, Capricornia shorts are NOT acceptable.*

- Ducks Black micro weave shorts Green with Chi-Rho
- Ducks Green and Gold polo shirt
- Ducks College ankle socks
- Ducks Black leather lace-up shoes

**House Uniform Year 7-12 Girls and Boys**

- Ducks Black micro weave shorts Green with Chi-Rho
- Ducks House shirt
- Ducks Chanel College ankle socks
- Ducks Black leather lace-up shoes

**Winter Items**

- Ducks College tracksuit jacket available – may be worn with either day or sports uniform
- Ducks Kolotex Sheer Relief Black pantyhose may be worn instead of socks

**Hats**

The Official Standard Green College Hat is compulsory uniform and all students must have one. *College tracksuit jacket available – may be worn with either day or sports uniform.*
JEWEllERY
Students are not to wear jewellery of any description (including body piercings ie nose, eyebrow, tongue etc) with the exception of:

☐ a cross or crucifix on a fine chain around the neck.
☐ a watch.
☐ ONE SIGNET ring.
☐ One pair of earrings – either plain gold or silver studs (no more that 5 mm diameter) or sleepers no more than 1 cm diameter – to be worn in the lobe of each ear (GIRLS ONLY). Coloured stones/gems, beads, pearls, beads etc are not allowed.
☐ Anklets and bracelets are not allowed.
☐ Ear lobe “spreaders” or “spacers” are forbidden.
☐ Wearing jewellery in piercings NOT in the ear lobe is forbidden and the College reserves the right to instruct the student to remove the offending jewellery which will be confiscated.
☐ Students are not permitted to wear bandaids or clear plastic “plugs” to disguise prohibited piercings as a means to stop holes closing over.

Any jewellery other than items mentioned above will be confiscated until the end of term.

MAKE-UP
Make-up is not to be worn and fingernails are not to have coloured nail polish on them, French tips or false nails.

HAIR CUTS AND GROOMING

HAIR
Hair should be kept neat, tidy (above the collar for boys) and above the eyebrows at all times. Girls with hair longer than the shoulders are to have it tied back and out of the face at all times.
The following specific regulations must be adhered to. If any clarification is required regarding the hair issue then a decision is to be sought from the College Leadership Team, so as to maintain consistency.

☐ Blade 3 is the shortest blade acceptable for ‘all over’ cuts.
☐ Undercuts, tails and tracks are not acceptable in any form.
☐ Colour: Unusual hair colouring which detracts from the natural look of an individual’s hair is not permitted.
☐ Students who do any of the Manual Arts and Technology subjects must have a haircut which ensures safety at all times.
☐ Hair must be clean and combed/groomed.
☐ Extreme hairstyles which draw attention to the student will not be permitted (eg ‘afro’, ‘mohawk’, ‘buzz cut’, ‘mullet’ or ‘dreadlocks’).
☐ Boys must be clean shaven at all times with side burns no longer than mid-ear.
☐ Ribbons no wider than 2 cm, scrunchies/clips may be worn by girls in plain green, black, white or gold ONLY

In the case of a breach of the above regulations, the student in question will be given lunchtime detention until she/he is able to comply with these regulations.
GROOMING
So as to maintain a high standard of dress, the following specific regulations must be adhered to:

☐ Uniform must be worn appropriately at all times:
  - socks must be worn above the ankles with College name clearly visible
  - boys shirts must tucked in
  - black leather shoes (cleaned and polished)
  - top button of shirt done up when wearing a tie
  - girls are to have top button done up at all times
  - underwear should not be obvious or visible at any time
  - College hat worn at all times when not undercover and it is to be taken to both breaks
  - shorts/skirts to be worn on the waistline
  - clothes to be pressed/ ironed

☐ Students must maintain a high standard of personal hygiene.

☐ Detentions: if any students are requested to attend a Wednesday or Saturday detention, the College/sports uniform must be worn in the appropriate manner as set by the College.

CASUAL DRESS DAYS
Rules for casual dress days are as follows:

Clothing
  - Shoulders and midriffs must be covered
  - No inappropriate words, messages or images on shirts, caps etc.
  - Appropriate length of skirts and shorts
  - No See-through clothing

Footwear
  - Closed in shoes, trainers/joggers must be worn by all students
  - All students should remember that they have an obligation under the Workplace Health and Safety Act in relation to wearing anything that would risk their own or anyone else’s safety.
  - Black leather lace-up shoes must be worn to Manual Arts and Hospitality subjects

Hats
  - Caps permitted – however they must not be worn in the classroom

Behaviour code and all other College rules must be adhered to on Casual Dress Days.

The College retains the right to decide what is acceptable in terms of how students present themselves. Pastoral Care Coordinators have the responsibility of maintaining uniform standards and should be consulted should a student be considering any changes to hairstyles etc.

BOOK HIRE SCHEME
A Book Hire Scheme operates within the school, both for the convenience of parents and students, and for the sake of reducing the financial burden on parents for school textbooks. Each student is provided with all necessary textbooks. All books are returned when the school year closes or when a student leaves the school. Any books lost or damaged may be charged for.

The cost to parents is the Government Textbook Allowance which is paid directly to the College and additional funding is taken from the General Levy. The Book Hire Scheme does not include any modules (exercise books), writing materials, work books, which are not re-useable or which are expendable.
COLLEGE OFFICE

All messages, requests for interviews, requests for information and payment of fees are dealt with at the School Office. The Student Services Officers will assist parents and students in whatever way possible.

Office hours are normally from 7:30 am to 4:00 pm on school days throughout the year. Parents may contact the College during these times.

The College office phone number is (07) 49734700 and fax number is (07) 49734799 and our Absentee Hotline is (07) 49734791

Students are not permitted to take incoming calls. However, urgent telephone messages may be left at the office and will be passed on to the students at a time which does not disturb school routine.

COLLEGE FEES

GENERAL EXPLANATION OF LEVIES

GENERAL LEVY

The General Levy is set at approximately 25% of the current Tuition Fee. The Catholic Education Office sets this limit. This levy is used for curriculum resources, library books, videos, technology, textbooks etc.

COMBINED CONSUMABLES AND SERVICES LEVY

This levy covers some of the costs for the following examples: Paper (computer, art, graphics), software (Microsoft, TASS, My Internet, email, content filtering), Ethernet connection, chemicals, first aid supplies, toiletries, individual subject supplies, photocopying, printing, student ID card, sporting equipment, use of college bus for in town excursions. Year 12 students pay more to cover the preparation materials for the QCS exam. It also includes some of the Academic Competitions as well as guest performances averaged out across all year levels. The idea of this levy is to reduce the number of times parents are asked for money at different times during the year.

This levy does not include excursion, camp or retreat costs. The Parents and Friends voted for having the costs of excursions, camps and retreats added to the fees account to help spread payments over a greater period.

BUILDING LEVY

The Building Levy is used to help meet the cost new buildings, refurbishment and maintenance of current buildings as well as servicing loans for these activities. Families with no children attending Diocesan Catholic Primary Schools are charged this levy.
TECHNOLOGY LEVY

The Technology Levy is used to assist the capital costs of the College information and communications technology and loans to purchase such equipment. Additional technology costs are taken from the General Levy.

PARENTS AND FRIENDS LEVY

These funds are distributed by the Parents and Friends Association into areas that the association identifies as priorities. Every parent is automatically a member of this association and is invited, and encouraged, to attend the meetings.

FEES AND LEVIES FOR 2015

The 2015 school fees are published during Term 4 2014. Accounts are sent home at the beginning of each term and are expected to be paid within the term in which they fall due. Some parents find it convenient to make special payment arrangements, eg

- Direct bank debit/Cash/Credit Cards/Eftpos
- Fortnightly or weekly payments
- Payments spread over 52 weeks

The College is always open to trying to assist parents who experience difficulties and all requests are treated confidentially.

SCHOOL FEE CONCESSIONS

Families on low incomes may receive reduced fees upon application to the College Office Manager. The reduction is subject to an assessment or means test which considers a parent’s income, number of dependants, housing costs in line with a Poverty Line Scale developed by the Social Science Department of the Melbourne University. All applications are confidential and must be supported by documentary evidence of income. The main intention of the procedure is to ensure that families of similar circumstances are treated similarly regarding fee changes.

COLLEGE BUILDING LEVY

This fund is necessary to provide facilities and service loan commitments. All families must contribute except:

- those who pay into a Catholic Primary School Building fund
- those who have special fee concession arrangements.

Please note: Contributions to this levy are no longer tax deductible.
### FEES and LEVIES for 2014

#### 1st Child

<table>
<thead>
<tr>
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<th>Year 11</th>
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#### 2nd Child

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<tr>
<td>Building Levy</td>
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DIOCESAN POLICY STATEMENT FOR FEE COLLECTION

POLICY SCOPE
This policy provides guidelines for the collection of school fees and levies at Schools and Colleges in the Rockhampton Diocese.

The policy and guidelines are intended to provide a framework around which individual school policy should be formulated. All Schools and Colleges in the Diocese must maintain a school fee collection policy based on this framework.

VALUES
Justice, Fairness, Responsibility, Community, Growth and Equity.

POLICY
Parents have a responsibility and an obligation to pay school fees and levies according to Diocesan Policy Guidelines and account procedures.

No student desiring a Catholic education should be excluded from a Catholic school because of his/her parents inability to pay the prescribed fee in whole or in part as a result of genuine financial hardship.

CONSEQUENCES
1. All parents are to be informed of this policy upon student enrolment and must agree in writing to abide by its terms.

2. Concessions for school fees and levies are available and are to be approved by the Principal. Each family will be judged confidentially on its specific circumstances. In arriving at the fee, the Principal should have in mind a responsibility towards those families who are making sacrifices to pay fees.

3. Where concessions are granted, the possibility of parents making contributions to the school through voluntary work should be investigated.

4. Parents seeking a concession must complete and sign an Application for Concessional Fees form.

5. Concessions shall be reviewed annually. This may necessitate a new application for a fees concession for the following year.

6. Parents whose fees are in arrears and who do not seek a fees concession will be subject to the Diocesan fee collection procedures.

7. An annual audit shall be carried out to ensure the policy and guidelines are being adhered to.
APPENDIX
ENROLMENT

From The Queensland Bishops' Project – Catholic Schools for the 21st Century the six Defining features of Catholic Schools in the Diocese of Rockhampton are:

- Give witness to the message of Jesus and the mission of the Church
- Have a clear Catholic identity
- Be open and accessible to all who seek their values
- Offer a relevant and holistic curriculum of quality teaching and learning
- Be communities of care
- Be characterised by inclusive partnerships within a community of faith.

Catholic Education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting young people to discover and embrace the fullness of life in Christ.

The values reflected by this policy: respect, acceptance, inclusivity, the nurturing of Catholic faith and spirituality – are inherent in the creation of a community of faith.

Catholic schools and colleges are open and accessible to all families who support the Catholic identity and ethos of the school and colleges.

1. Schools and colleges will accept students for enrolment on the understanding that they and their family respect the Catholic identity of the school and agree to support and contribute to it, commit to supporting the school values, accept that religious education and the spiritual life are integral to the school's existence and meet obligations as detailed in the Enrolment Application Form.

2. Schools and colleges will strive to make a preferential option for the poor, marginalised and those most in need.
3. Schools and colleges will not deny enrolment to any family on the basis of inability to pay school fees and levies. Further information can be obtained by referring to the policy and procedures relating to school fee collection.

4. To enrol students who require significant educational adjustments, the Diocesan procedures provide clear advice when trying to ascertain the support required to adequately (or appropriately) support the student.

5. Order of priority for enrolment would be given as follows:
   a) Students with siblings who currently attend or have attended the school or college
   b) Students whose families worship in a Catholic parish
   c) Students whose families demonstrate a commitment to the ethos and values of Catholic Schools and have a desire for faith education in the Catholic tradition

6. All schools and colleges will develop a set of enrolment procedures that reflect the implementation issues.

7. Schools and colleges will act with fairness and compassion in implementing this policy.

8. Diocesan enrolment application forms and procedures support this policy.

REFLECTION MATERIAL

Congregation for Catholic Education The Catholic School on the Threshold of the Third Millennium 1997

Defining Features of Catholic Schools in the Diocese of Rockhampton 2002

Enrolment Application Procedures Including Students requiring Significant Educational Adjustments 2010


DCEO Policy Inclusive Practices in Catholic Schools and Colleges 2006

Pope John Paul II Ecclesia in Oceania 2001

Replaces Policy No.: 2004/11 Enrolment
SCHOOL FEES

Catholic schools are open to all who seek and support our values. For some families the payment of fees associated with enrolment may present an unreasonable financial burden. The continuing provision of quality Catholic Education for all students in the Diocese of Rockhampton requires that all parents/carers/guardians assume responsibility for the payment of school fees and levies according to their ability to pay. This policy establishes procedures to ensure that access to Catholic Education remains a viable option for all families within our Diocese.

RATIONALE

Federal and State governments acknowledge the right of parents/carers/guardians to choose the school which best suits their children’s needs for educational, religious, cultural or other reasons. However, in comparison with funds spent on children in government schools, government funds committed to non-government schools remain limited. School fees are essential to the continued operation of Catholic schools. Upon enrolment, parents/carers/guardians accept responsibility for the payment of school fees. Parents/carers/guardians will be made aware of the available concessions and payment options during the enrolment process.

VALUES

Fairness, Equity and Responsibility

All who work in Catholic Education must show respect for others and act in accordance with the demands of both justice and compassion for all.

Privacy of Information

The privacy of each person’s information and circumstances is respected.

Justice Respect and Dignity of all

The dignity and rights of all are to be valued.
POLICY STATEMENT

No student should be excluded from a Catholic school because of the inability of their parents/carers/guardians to pay the prescribed fees - in whole or in part.

Where parents/carers/guardians are financially able to pay the prescribed fees in full or part but do not do so, collection action as outlined in Diocesan procedures referred to in this policy will be progressed.

IMPLEMENTATION ISSUES

1. Diocesan school fees and levies are reviewed annually and communicated to schools in August.

2. In signing the enrolment contract parents/carers/guardians agree to abide by the school fee collection and concession procedures.

3. Schools will make available to parents/carers/guardians a wide range of payment options.

4. The document School Fee Collection and Concession Procedures is available to guide schools in implementing this policy. All concessions are to be approved by the principal and reviewed annually.

REFLECTION MATERIAL

<table>
<thead>
<tr>
<th>Replaces Policy No.:</th>
<th>2001/01- School Fee Collection Policy</th>
</tr>
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<tbody>
<tr>
<td>Approved by Diocesan Education Council:</td>
<td>22 May 2009</td>
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<tr>
<td>To be Reviewed:</td>
<td>2014</td>
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**Diocese of Rockhampton**

**Catholic Schools and Diocesan Catholic Education Office**

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**PRIVACY STATEMENT**

This privacy statement applies to schools administered by the Diocese of Rockhampton and the Diocesan Catholic Education Office (DCEO).

In accordance with the *Privacy Amendment (Private Sector) Act 2000*, the Diocese of Rockhampton Catholic schools and the DCEO (referred to as Catholic Education within this statement) have adopted and are bound by the ten (10) National Privacy Principles established by the Federal Privacy Commission and set out in the Act – see [www.privacy.gov.au](http://www.privacy.gov.au)

Catholic Education considers all personal, sensitive and health information of parents/guardians, students and prospective employees (considered Rockhampton Catholic Education’s “consumers” under the Act) to be private and only uses information collected and recorded to fulfil the educational mission of the Diocese of Rockhampton.

In abiding by the National Privacy Principles Catholic Education will:

- collect personal, sensitive and health information by fair, lawful and non-intrusive means.
- only use information collected for the provision of quality Catholic schooling. In addition, information may be collected and recorded to satisfy Catholic Education’s legal obligations.
- not disclose or distribute personal, sensitive or health information collected from its consumers without the consumer’s specific consent or unless required to do so by law. Catholic Education may distribute aggregated statistical information for reporting purposes, but information that is personally identifying will not be disclosed to third parties.
- disclose, with consent, from time to time, personal, sensitive and health information to others for administrative and educational purposes. This includes to individuals within DCEO, systemic schools within the Diocese of Rockhampton, parish authorities, medical practitioners, and people providing services to schools, including specialist visiting teachers and consultants, sports coaches and volunteers.
- take reasonable steps to ensure information collected is accurate, complete and up-to-date.
- take reasonable steps to protect personal, sensitive and health information held from misuse, loss and unauthorised access, modification or disclosure.

If a consumer believes that any of the personal, sensitive or health information held by Catholic Education regarding them is inaccurate, incomplete or out of date, they have the right, in accordance with the provisions of the Act, to make any updates or corrections.

Privacy issues arising within schools can be discussed on a confidential basis in the first instance with individual School Principals. Alternatively, if an individual believes that their privacy has been breached and this matter is unable to be resolved at school or local level, a complaint may be made in writing to **Director, Diocesan Catholic Education Office Rockhampton**. Similarly, privacy issues arising within the DCEO are to be discussed on a confidential basis with Director.

If you would like further information about the way DCEO or a particular school manages the personal information it holds, please contact the school or the Assistant to the Director – Administration at the
**Procedures for the access and correction of personal, sensitive and health information within Catholic schools and Diocesan Catholic Education Office of the Diocese of Rockhampton**

Parents/guardians, students and prospective employees (all part of the Catholic education community within the Diocese of Rockhampton and, for the purposes of privacy Legislation, considered as Catholic Education’s “consumers”) have the right to request access to personal, sensitive and health information regarding them held by Diocesan schools and the Diocesan Catholic Education Office.

If any of the personal, sensitive or health information regarding a consumer is inaccurate, incomplete or out of date, consumers have the right to make any updates or corrections.

No fee will be charged for making a request to access the information, but an administrative fee may be charged to cover any costs incurred in fulfilling the request.

Access will generally be allowed except where:

- It would unreasonably impact on the privacy of other individuals;
- The request is frivolous or vexatious;
- The information relates to existing or anticipated legal proceedings between the parties, and the information would not be accessible through discovery;
- It would reveal a negotiation position;
- It would be unlawful;
- Denying access is required or authorised by or under law;
- Providing access is likely to prejudice the presentation, detection, investigation, prosecution or punishment of an unlawful activity, the activity of a law enforcement agency or legal proceeding;
- Providing access is likely to reveal evaluative information generated within the organisation in connection with commercially sensitive decision making processes;

Requests for access to and correction of personal, sensitive or health information held within schools should be directed in the first instance to individual school principals. Similarly, written requests for access to and correction of personal, sensitive or health information held within the Diocesan Catholic Education Office should be directed to the Director at P O Box 524 Rockhampton 4700.

Enquiries regarding the way schools and the Diocesan Catholic Education Office of the Diocese of Rockhampton manage personal, sensitive and health information can be directed to the particular school principal or the Director.
Procedures for the handling of complaints regarding the breach of the Diocese of Rockhampton Catholic Schools and Diocesan Catholic Education Office’s privacy obligations

Parents/guardians, students and prospective employees (all part of the Diocese of Rockhampton Catholic Education community and for purposes of Privacy Legislation considered as the Diocese of Rockhampton Catholic Education’s “consumers”) have the right to make a complaint about any breach of our obligations.

Privacy issues or concerns arising within schools can be directed on a confidential basis in the first instance to individual school principals. Alternatively, if an individual believes that their privacy has been breached and this matter is unable to be resolved at the school or local level, a complaint may be made in writing to

The Director
Diocesan Catholic Education Office
PO Box 524
ROCKHAMPTON QLD 4700

Similarly, privacy issues or concerns arising from within the Rockhampton Diocesan Catholic education Office should be directed on a confidential basis to the Director.
Enrolment Collection Notice

Information we collect
Our school collects and records personal, sensitive and health information from students and parents/guardians before and during the course of a student’s enrolment at our school.

Purpose of collection
The primary purpose of collecting and recording this information is to enable the provision of quality Catholic education. In addition, some of the information we collect and record is to satisfy the school’s legal obligations, particularly to enable the school to discharge its duty of care to students and parents/guardians. This information may also be used for appropriate parish purposes.

Disclosure of Information
This information may be disclosed by us for administrative and educational purposes to others including, but not limited to, personnel within Rockhampton diocesan Catholic Education Office, other systemic schools, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants.

Our privacy position
Catholic schools and the diocesan Catholic Education Office of the diocese of Rockhampton are bound by the Privacy Amendment (Private Sector) Act 2000, and have adopted the ten (10) National Privacy Principles. A privacy statement detailing our practices and procedures for the use and management of the personal, sensitive and health information we collect and record can be obtained upon request at our school office or from the Diocesan Catholic Education Office (P O Box 524 Rockhampton 4700).

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

By completing and submitting the school enrolment form you have confirmed your understanding of and agreement with the above.
“To act justly, 
to love tenderly 
and walk humbly 
with your God”
Micah 6:8