



ENROLMENT POLICY

POLICY STATEMENT

Salesian College Chadstone (SCC) was established by the Salesians of Don Bosco to provide Catholic secondary education for boys in the eastern suburbs of Melbourne. In 1957, a group of dedicated people brought St John Bosco's pastoral vision to Melbourne's rural Chadstone. Today, building formations and technological advancements communicate the College's commitment to progress, while our core pedagogical vision remains just as relevant as it was in 1957. Empowering young people to discover their own intrinsic goodness, while developing the skills and courage to express it in practical ways, is at the core of the Salesian Charism.

We understand that parents/guardians and carers, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education, in particular their education in faith.

Salesian is a Catholic school that embraces all boys and their families who are committed to living out the values espoused in the Gospel and who make a commitment to respect the Catholic philosophy and expectations of the College.

The College is governed by a Board of Directors.

As a Catholic secondary school for boys within the Archdiocese of Melbourne, Salesian College Chadstone operates to serve families who want their son/s to be educated in the spirit and charism of St John Bosco.

The purpose of this policy is to provide information about Salesian College Chadstone and its Charter and whether it is the right fit for your son and family, as well as the process used to consider enrolment applications.

POLICY SYNOPSIS

Salesian College Chadstone abides by an inclusive and open enrolment policy. The College makes available places to any boy who seeks enrolment and is prepared to commit themselves to respecting the Catholic nature of the school, its expectations and educational goals.

It is the intention of Salesian College Chadstone to provide clear guidelines and processes to all prospective and current parents within the community regarding the enrolment of their son.

VERSION CONTROL

Prepared by	Principal
Version	1.3
Approved by	Salesian College Chadstone Board
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ISSUE HISTORY

Date Modified	Modified by	Version	Details
27/01/2023	Principals EA	1.0	Formatting
05/02/2024	Daniel Nguyen, Business Manager	1.1	Updates to fees
22/02/202	Principal	1.2	Cyclic review updates

Whilst an application is a pre-requisite to admission, it is not a guarantee of admission and the College reserves the right to offer or to refuse an enrolment for a boy in accordance with this Enrolment Policy.

Enquiries for Salesian College Chadstone enrolment can be made by contacting the College's Registrar on 9807 2644.

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RATIONALE

Salesian College Chadstone was established by the Salesians of Don Bosco to provide Catholic secondary education for boys in the eastern suburbs of Melbourne. Salesian is a Catholic school that embraces all boys and their families who are committed to living out the values espoused by the Gospel and who make a commitment to respect the Catholic philosophy and expectations of the College.

The enrolment of each student at Salesian College Chadstone will be compliant with all applicable State and Commonwealth laws for the delivery of education, including:

- [Education and Training Reform Act 2006 \(Vic\)](#)
- [Education and Training Reform Regulations 2017 \(Vic\)](#)
- [Family Law Act 1975 \(Cth\)](#)
- [Public Health and Wellbeing Act 2008 \(Vic\)](#)
- [Public Health and Wellbeing Regulations 2019 \(Vic\)](#)

SCOPE

This Enrolment Policy provides clear and transparent enrolment information regarding the enrolment of prospective and current families. It also provides clarity as to how and where the College seeks enrolments. A Salesian College Chadstone enrolment is the provision of a Catholic education by the School (including online learning, if required by the College).

DEFINITIONS

Applicant	The person/s set out in the Application for Enrolment form being the Parent/s and/or Guardian/s and or Carer/s of the student seeking enrolment at the College
Student	The son of the applicant identified in the Application for Enrolment form that is seeking enrolment at the College
Disability	In relation to a student, disability means: <ul style="list-style-type: none">• total or partial loss of the child’s bodily or mental functions; or• total or partial loss of a part of the body; or• the presence in the body of organisms causing disease or illness; or• the presence in the body of organisms capable of causing disease or illness; or• the malfunction, malformation or disfigurement of a part of the student’s body; or• a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or a disorder, illness or disease that affects a student’s thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour
Enrolment Agreement	The Agreement forming part of this Enrolment Policy that the applicant agrees to be bound by
Enrolment Application Form	The document which the Applicant is required to complete in order for their son to be eligible to be considered for enrolment at the College
The Principal	The Principal of the College, or the Principal’s authorised representative
Salesian preventive system	A system based on reason, religion and loving-kindness that excludes every violent punishment and tries to do without even mild punishments

POLICY

Salesian College Chadstone abides by an inclusive and open enrolment policy. Whilst operated by the Salesian of Don Bosco, the College enrolment processes are supported by the criteria set out by Melbourne Archdiocese Catholic Schools (MACS). The College makes places available to boys who seek enrolment and are prepared to commit themselves to respecting the Catholic nature of the school, its expectations and educational goals.

1. Salesian Charter

Salesian College Chadstone espouses to educate boys with “heart and mind” as outlined in the Salesian Charter for Schools.

In keeping with the spirit of Saint John Bosco, whereby “education is largely a matter of the heart” that leads young people to “know that they are loved”, the Salesian school community of today is challenged to be:

- A home that welcomes
- A parish that evangelises
- A school that prepares for life
- A playground where friends meet and enjoy themselves

A home that welcomes by:

- Being committed to the care and support of all young people, especially the poor and marginalised
- Cultivating relationships based on genuine affection, openness and acceptance of others
- Fostering an atmosphere of joy and hope, based on the ‘Good News’ of Jesus Christ
- Encouraging an attitude of optimism and a conviction that life is fundamentally worthwhile

A parish that evangelises by:

- Addressing the spiritual yearnings of young people and adults
- Having a strong and vibrant Religious Education and liturgical programme
- Prioritising the faith development and formation of staff
- Providing students with significant experiences of faith in action

A school that prepares for life by:

- Encouraging a passion for life-long learning and a quest for excellence
- Developing a sense of meaning and purpose, which expresses itself in a spirit of service and self-giving
- Proclaiming the challenge of community building, commitment to others and responsible decision-making
- Cultivating resilience, resourcefulness and adaptability as important skills for life

A playground where friends meet and enjoy themselves by:

- Being present to each other in an active, engaging and constructive manner, in fidelity to the Salesian Preventive System
- Building positive and inclusive relationships between each other
- Having a rich experience of interaction and sharing, especially between students and staff
- Creating occasions for celebration and festivity

Faithful to the tradition of Saint John Bosco, the Salesian school community is constantly challenged to reinterpret and re-enliven his educational vision in every generation and circumstance, according to the requirements of the contemporary situation and the needs of young people, to whom he once said: "I have only one wish: that you be happy in this world and the next".

2. Catholic Education

The Applicant understands by applying for enrolment of their son, that their son will be taught consistent with Christian teachings, which will involve their attendance and participation in Catholic practices including (but not limited to) prayer, liturgy and religious education from Years 7 to 12 inclusive. The College reserves its right to insist that the applicant agree to a Catholic education for their son.

3. Vision, Mission and Values

The Applicant is expected to support the College's, Vision, Mission, and Values. Parents/guardians and carers, as first educators of their children, enter into a partnership with Salesian College Chadstone to promote and support their son's education. Parents, guardians and carers must assume a responsibility for maintaining this partnership by supporting the College in furthering the spiritual and academic life of their son.

Salesian College Chadstone is a diverse community and subsequently welcomes applications from different cultural and religious backgrounds.

The College welcomes all applications and interviews all applicants.

4. Ability to participate in the full school program

Salesian College Chadstone welcomes all students and no student will be denied enrolment on the basis of an inability to participate in the full school program. The College makes every effort within its resources to provide the facilities and services to cater for the individual needs of every student enrolled at the College.

5. Tuition Fees

Acceptance of an offer of enrolment at the College is accompanied by an expectation that tuition and other fees will be paid. The College acknowledges and accepts that many parents/guardians and carers make sacrifices to provide their son with a Salesian education. However, the College is also aware that financial circumstances can be strained and can change. Accordingly, the College seeks to ensure that no Catholic student will be excluded because of their parents', guardians' or carers' inability to pay tuition fees and consideration is given to all students with regard to this matter. Parents, guardians and carers who believe they may be unable to pay the fees in full have an obligation to discuss this with the College's Business Manager when applying for enrolment, if it is known at that time, and at any other time after enrolment if such a situation arises. Some level of fee alleviation is available in genuine cases of hardship.

The Principal has the ultimate discretion in determining all offers of enrolment.

6. College Discretion

When the number of applications exceeds the number of places that can be made available, the College follows the guidelines as set out by Melbourne Archdiocese Catholic Schools (MACS). Preference for enrolment will always be given to Catholic students in our priority parishes. Notwithstanding the above, the College confirms it has discretion in determining whether to make an offer of enrolment. Enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account as well as:

- the actual numbers of currently enrolled students and practical availability of places;
- the resources available to cater for the educational needs of the College's students; and
- the willingness and capacity of the student and the applicant to comply with the College's policies and expectations.

The applicant and child understand that the College has limited places for each year level each year and as such, the College may not be able to offer a place due to class-size limits.

An enrolment offer may be withheld, withdrawn or cancelled by the College at its own discretion, using procedural fairness, in situations where:

- it becomes apparent that the student's enrolment at the College is likely to be detrimental to other students, the staff or the College;
- information is obtained which demonstrates a history of illegal activities or anti-social behaviour by the student;
- the applicant or the student acts inconsistently with the College's policies and procedures;
- the applicant or the student is suspected of having a history of adversarial conduct towards the College;
- relevant information is withheld by the applicant or information provided is found to be inaccurate; or
- there is a significant change in the circumstances of the applicant and/or the student which cannot be reasonably accommodated by the College.
- the relationship between a school and a family has irretrievably broken down as a result of significant and/or repeated breaches by a parent/guardian/carer of the school's Parent / Guardian / Carer Code of Conduct (Code of Conduct), the school's Enrolment Agreement, and relevant school policies.

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

authorised persons. A termination of enrolment on the basis of parental/guardian/carer conduct must be approved by the College Board.

Students are also, as a condition of enrolment, expected to read and comply with the school's Student Code of Conduct (Code of Conduct). In cases of serious and/or persistent breaches of the student code of conduct, the Student Behaviour Policy outlines the consequences for student misbehaviour. The school's Pastoral Care and Student Management Policy and procedures outlines the management of suspension and expulsion and appeals processes.

7. Priority Parishes for Enrolment

Salesian College Chadstone seeks to enrol students according to the priorities set out below.

1. Catholic students from Priority Parishes
2. Catholic students from Catholic Schools
3. Catholic students from Non-Catholic Schools
4. Brothers of existing or former students and sons of Past Pupils
5. Orthodox students from Catholic Schools
6. Orthodox Students from Non-Catholic Schools
7. Non-Catholic Christian students from Catholic Schools
8. Non-Catholic Christian students from Non-Catholic Schools
9. Non-Christian students and students with no Religious Affiliation from Catholic Schools
10. Non-Christian students and students with no Religious Affiliation from Non-Catholic Schools

In accepting student's enrolment, Salesian College Chadstone commits itself to holistically educating the boy in the spirit of Don Bosco, in partnership with his parents/guardians and carers.

Salesian College Chadstone reserves the right to determine the suitability of a student based on their previous school history and in light of the perceived support of his parents/guardians and carers for Salesian College's vision, mission and values, and its policies and procedures.

The College aims to be inclusive in its Enrolment Policy and processes, particularly in regard to Catholic students applying to enter Year 7. Consequently, every effort will be made to accommodate students with individual needs, whether these require a high level of support for a disability or for a gifted and talented student.

The following parishes have been allocated to Salesian College by MACS. Priority is given to those applicants who reside within those parish boundaries. If you are unsure of the parish areas please contact the College Registrar for confirmation of your parish of residence by phone or email to enrol@salesian.vic.edu.au

Location	Parish	Location	Parish
Ashburton	St Michael's Parish	Moorabbin	St Catherine's Parish
Bennetswood	St Scholastica's Parish	Murrumbeena	St Patrick's Parish
Bentleigh	St Paul's Parish	Noble Park	St Anthony's Parish
Burwood	St Benedict's Parish	Oakleigh	Sacred Heart Parish
Clayton	St Peter's Parish	Oakleigh East	Christ our Holy Redeemer Parish
Clayton South	St Andrew's Parish	Springvale/ Dingley	St Joseph's / St Mark's Parish
Jordanville	St Mary Magdalen's Parish	Syndal	St Christopher's Parish
Malvern East	Holy Eucharist Parish	Wattle Park	Our Lady's Parish
Mount Waverley	Holy Family Parish		

8. Enrolment Procedure by year level

Year 7

- Applications to be submitted by the closing date as directed by Victorian Catholic Education Authority (VCEA) (by the end of August in the student's Grade 5 year).
- Appropriate accompanying documentation to be submitted. NAPLAN results are to be submitted at the earliest time upon receipt.
- Families will be invited to attend an interview (by the end of September in the student's Grade 5 year).
- Places offered during October when the student is in Grade 5

Years 8 - 12

- Applications can be submitted at any time.
- Applicants will be invited to attend an interview with the College Principal or College representative.
- Applications will be judged using the above criteria. Offers will be made dependent upon availability of places and, where appropriate, the ability of the College to provide a suitable sequence of studies.

Once an application has been submitted, if the applicant decides to change the entry level and/or entry year of the original enrolment application, the date the change is made becomes the new date on the application. The date of the original submission is no longer valid.

Late applications will be processed, where possible, with consideration given to the classifications above and the date of receipt.

Where places are not immediately available on the basis of the application of the priority rules above, the Principal may determine to place the enrolment procedure on hold and a waiting list will be maintained by the College. Allocation of any places that arise would be determined by the Principal.

The College reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.

9. Enrolment Documentation

Application form to be submitted with:

- A non-refundable application fee of \$100.00
- A copy of the student's most recent school report
- A copy of the student's most recent NAPLAN results
- A copy of the student's Baptismal Certificate
- Proof of Australian Residency-Birth Certificate/Passport/Visa.

10. Child Safety

Catholic school communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they feel safe.

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

Salesian College's Child Safe Policy, Codes of Conduct and practices set out our commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with children in order to safeguard

them against abuse. These policies and procedures are readily available and accessible on our College website.

Salesian College Chadstone has established human resource practices where newly recruited staff, existing staff and volunteers in our school understand the importance of child safety, are trained to minimise the risk of child abuse and are aware of our school's relevant policies and procedures. Our school also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with children as part of our employment practices.

The College has robust, structured risk management processes that help establish and maintain child safe standards, which involve consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities that children within our school engage in.

Our College, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.

11. Fees

The setting of fee levels and other compulsory charges is the responsibility of the College Board. Salesian College Chadstone offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. The College may engage or utilise the services of a third party to assist families with their fee obligations under this agreement. The College reserves the right to refer families to a third party service provider where deemed appropriate.

The fees must be paid for a student to enrol and to continue enrolment at the College.

The fees charged is inclusive of tuition for students regardless of senior school pathway chosen by the student. Further charges may be necessary to cover external course providers (i.e. VET).

In some circumstances the College may exercise discretion in providing applicants or current enrolled families with a discount on fees and charges in line with the College's Fee Policy.

The students of any families receiving fee assistance, during their time at the College, or having arrears on their school fee account, may not be permitted to participate in any non-compulsory extra-curricular activities that have an additional cost. This also applies if the activity is to be funded by the student himself or any other third party.

The College Board reserves the right to vary the enrolment contract and fee schedule.

12. Enrolment Process

The applicant is required to provide particular information about their son during the enrolment process, both at the application stage and if the school offers the child a place. Lodgement of the Enrolment Application Form does not guarantee enrolment at the College.

The applicant is required to submit to the Registrar a completed Enrolment Application Form signed by both parents, guardians, carers (unless a court order provides otherwise and a copy is given to the College), with relevant paperwork enclosed, and payment of the non-refundable enrolment application fee.

At any stage of the enrolment process, the College staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the Enrolment Application Form.

The applicant(s) and the child may then, at the discretion of the College, be invited to attend an interview.

The applicant must truthfully disclose any:

- court order (including any custody information) with respect to the applicant parents/guardians/carers; and
- nationality and/or residential visa status.

Having multiple applications will not impact on the consideration of the application. It helps to ascertain where preferences lie when lists are exchanged with other Catholic schools and ensure applicants have not listed more than one school as their first preference.

Any intentional misinformation on any matter may result in the College terminating the application.

At the discretion of the Principal, a financial interview with the Business Manager or delegate may be required. The aim of the interview is to ascertain an applicant's financial capacity to meet the fees and charges and inform the applicant of various financial matters and potential fee-payment arrangements. This interview provides a confidential opportunity for the College and the applicant to partner together in the best interests of the student to:

- assist the Applicant to avoid accumulating an unpayable debt; and
- assess eligibility for the College's Fee Policy.

Following successful completion of previous steps, the College may make an enrolment offer by way of a Letter of Offer to the Applicant.

To accept an enrolment offer, the Enrolment Form provided with the Letter of Offer and Terms and of Enrolment must be submitted and signed by both parents / guardian/s (unless a court order provides otherwise and a copy is given to the College), including payment of an enrolment fee within 14 days of acceptance. The College may, at its discretion, offer the enrolment to another student if there is no communication from the applicant within 14 days.

If a student is enrolled and then withdraws before commencement date or defers to a year where only a waiting list exists, all fees previously paid may be forfeited at the College's discretion.

If a student is enrolled and then withdraws without providing at least 4 weeks' notice, all fees for the next month will be due and payable.

If a student has received a scholarship and decides to leave the College before completing studies in Year 12 (excluding relocation interstate or overseas), then the value of the scholarship already received will be repaid by the applicant to Salesian College Chadstone.

Parents/guardians/carers are advised to apply for enrolment when their child is in Year 5.

13. Reasonable adjustments

Salesian College welcomes parents/guardians/carers who wish to enrol a son with additional needs and will do everything possible to accommodate the student's needs, provided that an understanding has been reached between the school and parents/guardians/carers prior to enrolment.

Where information obtained by the College indicates that a student has a disability, the Principal or their delegate will consult with the applicant and the student to determine whether the disability would affect the student's ability to participate in or derive substantial benefit from the educational program at the College. Following the consultation, the College will assess whether it is necessary for the College to make adjustments, and whether those adjustments are reasonable.

The College will consider relevant circumstances and interests when identifying and assessing adjustments, including the following:

- the nature of the disability;
- the information provided by, or on behalf of, the student about how the disability affects the student's ability to participate;

- views of the student, or an associate of the student, about whether proposed adjustments are reasonable and will enable the student with a disability to access and participate in education and training opportunities on the same basis as all students;
- information provided by, or on behalf of, the student about their preferred adjustments;
- the effect of the proposed adjustments on the student including the child's ability to participate in courses or programmes and achieve learning outcomes and independence;
- the effect of the proposed adjustments on anyone else, including the education provider, staff and other students; and
- the costs and benefits of making the adjustments.

The Principal may require the applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the student to enable the Principal to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).

If adjustments are necessary to enable a student to enrol in or participate at the College, the College will make those adjustments to the extent that they can be reasonably accommodated. In determining whether an adjustment can be reasonably accommodated, the Principal will take into account the relevant circumstances of the case, including:

- the nature of the benefit or detriment likely to impact any persons concerned (such as other students, staff, the College community, the student and their family). This includes (without limitation):
 - costs resulting from the student's participation in the learning environment, including any adverse impact on learning and social outcomes for the student, other students and teachers;
 - benefits deriving from the student's participation in the learning environment, including positive learning and social outcomes for the student, other students and teachers;
 - the effect of the disability of the child;
- the College's financial circumstances and the estimated amount of expenditure required to make the adjustments - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
- the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
- the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the student's participation); and
- the nature of the student's disability, their preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

The Principal will discuss with the student and their family (as appropriate) the concerns that it has regarding any proposed adjustment that it believes it can't reasonably accommodate.

If the Principal is satisfied that it has sufficiently consulted the student and their family (as appropriate), and adjustments required are assessed as not reasonable, the College may decline to offer the student a position or may defer the offer.

14. Overseas Students

When considering the enrolment of students on visa, the Principal is required to comply with CVEA procedures and legislative requirements. Salesian College Chadstone will determine a student's eligibility for government funding and where not eligible, consider the Dependant Full-Fee Paying Overseas Student (FFPOS) application process.

15. Parent Responsibilities

At the time of enrolment, parents/guardians/carers are to understand they have a responsibility to provide ongoing support for their child's Catholic education. In particular, Parents/guardians/carers are to be asked to make an explicit commitment to the following responsibilities:

- When enrolling at the College the Enrolment Form is returned by the due date. This does not guarantee enrolment in the school, which is finalised following the signing of the enrolment agreement as formal acceptance of the offer of enrolment.
- Be prepared to support the school in the Catholic education of their child and involve themselves as much as possible, as well as committing to adhering to the expected standards of parental behaviour as outlined in the school's Parent / Guardian / Carer Code of Conduct.
- Attend Student Parent Teacher Conferences to support the learning of your son.
- Acknowledge and commit to meeting the financial responsibilities arising from the ongoing enrolment of their child. Any difficulties in meeting this commitment should be discussed with the College's Business Manager.
- Advise the Principal of any court order or custodial arrangement/s that may exist in relation to their child, or any changes to such order/s, and provide a copy of the court order/s and any subsequent changes for the child's school file.
- Provide evidence of visa status from the Department of Home Affairs as soon as notified where applicable.

16. Privacy

The College collects personal information, including sensitive information regarding parents, guardians, carers and students, during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable the completion of the enrolment process and, during enrolment to provide for the best interests of the student. Please refer to the College's Privacy Policy and Standard Collection Notice for further information.

RESPONSIBILITIES

The College Board is responsible for the governance of this Enrolment Policy.

The Principal, in collaboration with the Leadership Team, are responsible for the review and implementation of the policy in the community.

The Registrar is responsible for the operations associated with the Enrolment Policy, including applications, communication with families, communication with Primary and Secondary schools, letters of enrolment offer and the collection of enrolment information and payments.

The Business Manager and Finance Team are responsible for the collection of all fees associated with this Enrolment Policy.

RELATED POLICIES AND DOCUMENTS

Child Safety and Wellbeing Policy

Parent Guardian Carer Code of Conduct

School Community Safety Order Scheme Review Process

Fees Policy

Privacy Policy and Collection Notice

ICT Policy

Complaints Policy

Pastoral Care and Positive Management Policy

VCEA (formally CECV) Schedule of Visa Subclasses and Conditions for Enrolments of Overseas Students