



Key Information for Parents

**THE START OF THE 2019
SCHOOL YEAR**

Please ensure that you read this before school begins in 2019

INDEX

Please note it is important that you read all of the information in this publication. We will expect that you have. It is **very important** that you are aware of the coloured material in this index.

| Page | ITEM |
|--------|---|
| 3 | Communication with Parents |
| | Safety |
| | Meeting our Students' Needs - Case Management |
| | Counselling |
| | Changes to School Start Times - Some Tuesdays |
| | The Importance of Attendance |
| 4 | Responses to Defiant Behaviour |
| | Mobile phones in class |
| | The School Leadership Team |
| | Student Leadership appointments |
| 5 | Leadership appointments |
| | Teacher appointments |
| 6 | Our Business Manager |
| | Opening School Mass - 22nd February, 2019 |
| | Changes to the End of Year Celebrations for Year 10 |
| | Uniform and grooming |
| | Technology for Learning |
| 7 | The Return of Parental Permissions |
| | Timetable Structure and Daily Lessons |
| | The School Building - Project Stages 1 and 2 |
| | Year 7 Camp |
| | Horizon Excursions - a new initiative |
| | Resources |
| 8 - 11 | School uniform - expectations and pictures. |
| 12, 13 | Uniform Price List and Uniform Shop Trading Hours |
| 14 | Bring Your Own Device (BYOD) - specifications for purchasing technology |
| 15, 16 | School Fees - 2019 |
| 17, 18 | Privacy Notification - Standard Collection Notice |
| | |

Communication with Parents

We will be priding ourselves on effective communication with our parents. If you contact the school about a matter we will be making every effort to get back to you within 24 hours. If the matter you are raising is specifically related to your child's safety please let us know immediately when your call is answered and someone will speak to you straight away to take details.

Safety

Over the course of Term 4 we have put in place some clear expectations about how students are to relate to one another. It is very important that you inform us of situations that may concern you about your child's safety. This allows us to respond as quickly as possible if this is required. It is important that you help us to ensure that our community **does** not accept bullying and threatening behaviour or racist, homophobic and discriminatory language. If you believe that any such matter is not being dealt with appropriately please contact the Principal immediately.

Meeting our Students' Needs - Case Management

It is important at the school that we work systematically to meet the needs of our students who may experience some difficulties in learning. This could be a result of a variety of things. In order to support our students we have introduced a special case management approach. If you are concerned that your child may need some additional support or attention please do not hesitate to contact our **Leader of Learning Diversity, Mrs Deborah Watts**.

Counselling

Please be aware that the school has a full-time counsellor. **Ms Lauren Luthra** offers our students and families wonderful support. Please do not hesitate to contact Lauren at the school if you have any concerns or would like some advice. All of our students are able to self refer if they feel they need. Through Lauren we are able to access through Catholic Education, Diocese of Parramatta (CEDP) a variety of different services including family counselling. It is always worth the call if you are concerned about something.

Changes to School Start Time - Tuesday Mornings

On Tuesday mornings the school will rotate, each three weeks through different activities.

Approximately one Tuesday every three weeks school will not start for all students until 9.05am. You will be notified of this via regular correspondence and this has been indicated in the Student Diary. During this time one or more of the following activities will take place:

- a full Staff Meeting;
- parent and student interviews;
- rehearsals for performances;
- coaching for sports teams;
- learning and homework support groups

Students will be informed if they have an appointment or group to attend. **All other students must be at school no later than 9.05am.** Supervision will be available for all students from the usual time on these days until Learning Groups starts.

PLEASE NOTE: (U&G) students who regularly fail to meet our expectations for uniform and grooming will not be eligible for a late start on these days.

Attendance at School

We are always concerned when students are unable to attend school for whatever reason. The research is very clear on the damage that is done to any student's learning if they are not regularly attending school. If there are reasons that your child does not want to attend school, you need to contact us immediately. Please do not fall into the trap of thinking that it will be "good" for your child to have the odd day off. Students will often get into this habit and the effects are evident in their learning. If you require any support with ensuring that your child attends school regularly please do not hesitate to contact the Leader of Learning Pathways so that we can support you. During the course of the year, the School may send letters home informing you about your child's attendance rate.

Responses to Defiant Behaviour

Defiance is defined as the “refusal on the part of a student to follow a reasonable instruction given to them by a staff member”. Students will be cued to the fact that they are being “defiant” in an effort for them to modify this behaviour. Defiance is not tolerated in the work force and will not be tolerated at St Clare’s Catholic High School. The consequence for defiance is an “out of school” suspension. A student suspended for defiance will not return to the College until a meeting has been conducted between the parents and the College Principal.

Mobile Phones in Class

All mobile phones are to be left in students’ bags during lessons. All mobile devices are to be switched OFF at all times during classes unless the teacher expressly instructs students to turn them on and use them. If the student is seen to have a phone they will be asked in the first instance to put this in their bag. If they continue to use the phone and/or refuse to put this in their bag they will be asked to go to the front office and sign the phone in and return to class. If they have been defiant about not using the phone they will be removed from class and parents will be contacted.

The aim of this is to stop students distracting themselves by constantly checking for contacts from others. If parents need to, they should only contact their children via their mobile phone **during Recess or Lunch times.**

School Leadership Team

| POSITION | NAME |
|------------------------------|---------------------|
| Principal | Mr Kevin Jones |
| Assistant Principal | Ms Shauna Nash |
| Assistant Principal | Ms Mary Refalo |
| Leader of Mission | Ms Stephanie Cassar |
| Leader of Learning Diversity | Mrs Deborah Watts |
| Learning Mentor Coordinator | Ms Theresa Nielsen |

Student Leadership Appointments 2019

We have seen a significant number of students nominating for Student Leadership positions. This augurs very well for our future. At the end of the appointment process the following students have been appointed to leadership positions for 2019. Congratulations to all these students and their families.

| STUDENT LEADERSHIP | | YEAR GROUP | HOUSE |
|-----------------------------|-------------------|------------|-----------|
| College Captains | Kurt Edwards | 11 | Chisholm |
| | Kaylan George | 11 | Chisholm |
| Social Justice Captain | Camille Bautista | 11 | Kolbe |
| Social Justice Vice Captain | Justine Gutierrez | 10 | Benedict |
| Benedict House Captain | Ronan Wu | 11 | Benedict |
| Benedict Vice Captain | Adut Deng | 10 | Benedict |
| Chisholm House Captain | Jadine Roman | 11 | Chisholm |
| Chisholm Vice Captain | Calven George | 10 | Chisholm |
| Kolbe House Captain | Elizabeth Akosah | 11 | Kolbe |
| Kolbe Vice Captain | Elijah Luavao | 10 | Kolbe |
| MacKillop House Captain | Jeralynn Tui | 11 | MacKillop |
| MacKillop Vice Captain | Dheo Delgado | 10 | MacKillop |

Leadership Appointments

The College has made a number of new leadership appointments for the coming year. Many of these are a result of our reorganisation for the future as the school develops in the coming years. These new positions, and the teachers appointed are included below:

| ROLE | NAME | Teaching Areas | School in 2018 |
|-------------------------------------|----------------------|---------------------------------------|-------------------------------|
| Leader of Learning Diversity | Mrs Deborah Watts | Maths | St Clare's |
| Leader of Learning | Mr Dale Ahern | HSIE/Religious Education | St Clare's |
| Leader of Learning | Ms Sally Johnstone | HSIE | Loyola College |
| Leader of Learning | Mrs Sherene Mitchell | English | St Clare's |
| Leader of Learning | Mrs Amanda Watton | PDHPE | St Clare's |
| Leader of Learning | Mr Tim Woodbine | Maths | Parramatta Marist High School |
| Leader of Learning Pathways Stage 5 | Ms Tracie Huet | HSIE | Loyola College |
| Leader of Learning Pathways Stage 6 | Mr Anthony Pope | English/RE | Loyola College |
| Leader of Learning Pathways Stage 4 | Ms Nikki Valeri | Visual Arts | St Agnes High School |
| Instructional Coach | Mr Colin Newell | HSIE | Loyola College |
| Learning Mentor- Benedict House | Ms Theresa Nielsen | Italian/TAS | St Clare's |
| Learning Mentor- Chisholm House | Ms Deb Baker | Visual Arts/ Religious Education | St Clare's |
| Learning Mentor- Kolbe House | Ms Mea Brown | English/Religious Education | St Clare's |
| Learning Mentor – MacKillop House | Ms Hayley Lalor | English/Religious Education/Diversity | Bede Polding College |

Teaching Appointments for 2019

| NAME | Teaching Area | CURRENT SCHOOL |
|--------------------------|------------------------------------|----------------------------------|
| Ms Brittany Bonarius | Science | OLMC Parramatta |
| Ms Bethany Carder | TAS | Moriah College |
| Mr Khari Carlos | PDHPE/Religious Education | St John Paul II Catholic College |
| Mr Paul Cross | English/Religious Education | St Clare's |
| Mrs Jessica Damski | HSIE/Religious Education/Diversity | Bede Polding College |
| Mr Victor Fenech | TAS | Bede Polding College |
| Ms Melanie Hall | Science | Bossley Park High School |
| Mr William Melevo | Music | Nagle College |
| Ms Enjoli Rodricks-Testa | Religious Education /Science | Bede Polding College |
| Mr Gaviel Rodriguez | Maths | St Clare's |
| Ms Sue Turnbull | PDHPE/TAS | St Clare's |

Our Business Manager

Many of you would already be aware but we offer our congratulations to [Mrs Debby James](#) who has recently been appointed as the school's Business Manager. Please do not hesitate to contact Debby if you have any concerns about school fees.

Opening School Mass

All parents are invited to our Opening School Mass to be celebrated at Good Shepherd Parish at Plumpton on Friday, February 22nd at 11.00am

Changes to the End of Year Celebrations for Year 10

There will not be a Year 10 Formal in 2019.

It is important to recognise that we now entering a new phase of development as a school. Part of this means changing the landmarks that were established in the past. Although we understand that this will cause some disappointment for some students, we have made a decision to make the Year 12 Graduation and the subsequent Ball the focus of celebrations at the conclusion of schooling for the majority of our students.

Uniform and Grooming (U&G)

During Term 4, in order to prepare the students for the expectations that would apply from the start of 2019, the following steps were taken.

- an email was sent to each student providing them with a clear indication of what was required in terms of uniform and grooming;
- a notice was posted on Facebook and on Skoolbag for all parents clearly explaining what would be required;
- a separate letter was sent to parents of Year 7 students;
- repeated reminders were posted in the Learning Group notices for students in the last week of school so that teachers could check if anyone did not understand what was required;
- a meeting was held with all students in Years 8 and 9 who had represented the school in the PDSSSC Competition during 2018 to inform them of the requirements for selection in 2019
- a letter was written and emailed to all students who had represented the school on Thursday afternoons in the PDSSSC Sporting Competitions.

We do this so that a minimal amount of time is wasted on basic expectations rather than learning.

In order to help you to understand we have once again provided the necessary information with this publication.

We remind all parents that students will lose specific privileges if they repeatedly fail to be groomed and dressed appropriately. This includes the ability to represent the school at sport and cultural activities and excursions.

Students who come to school at the start of the school year without the correct uniform and/or not appropriately groomed will be given three days to rectify this situation. Your child will receive a letter if this is the case.

Technology for Learning

All our students are required to have a chromebook or laptop with them each day next year. If you are seeking to purchase a new computer we have attached the specifications for your reference. **Most important notices will be communicated to our students via email or a Google site.** This includes daily notices which will inform students about sport selections, fixtures and cultural excursions. This will mean that all students, from the start of the day, will need to be logged onto the school network. To reinforce this, all students will have to access the daily "Learning Group Announcements" via their device. Once key information has been made available in this way, we fully expect that all students have accessed this information. This is their responsibility.

The return of correspondence giving parental permission for activities

Reminders about the submission of notes will be included in notices. We will expect students to be organised and submit these notes on time. Those who do not submit these on time will not be allowed to participate in the organised activity. We will of course be making some allowance initially for our Year 7 students.

Timetable Structure and Daily Lessons

In 2019 we will be reverting back to a **five period day for the students**. Each day, except for Thursday, will be made up of five 60 minute periods. There is no change to the start and finish times for the day. Students must be ready for Learning Group in the morning at 8.15am and school will conclude at 2.30pm.

Building Project - Stage 1 and 2

The first stage of the Building Project will be completed by the end of January. This involves the creation of a new hub for Stage 4 (Year 7 and Year 8) and a Senior Hub for our new students in Year 11. Of course, these will over the year also be used by a variety of other classes.

Stage 2 of the program involves demolishing the whole of D Block and P Block so that a large two storey classroom block, which will include a Library and an open space which can be used as a chapel, can be constructed. It is expected that this stage will start in March or April. The good news about the construction of Stage 2 is that it will mean that the disruption caused will be limited to one area of the school.

Year 7 Camp

In Week 9 of Term 1 (25th-27th March 2019), Year 7 students will attend a two night camp at the Great Aussie Bush Camp in Kincumber. The aim of this camp is for students to build strong, positive relationships with their peers and teachers. Students will participate in a series of team building tasks designed to challenge their comfort zone in a safe and fun environment.

Horizon Excursions

Next year our staff will be offering what we will call "Horizon Excursions". These will be excursions to a variety of venues and activities for a small group of students, usually about ten, and will be conducted on the weekend or in the evening. These will be advertised to students and the first students to indicate they would like to attend and return the necessary permissions and money will be included. These excursions will include transport to and from the venue at no cost.

PLEASE NOTE: (U&G) students who regularly fail to meet our expectations for uniform and grooming will not be eligible for these activities.



St Clare's Catholic High School

A Catholic school of excellence and improvement

December, 2018

Dear Parents / Guardians,

We believe it is important that you are aware of the school's expectations regarding our students' grooming and the wearing of their uniform. We believe that our students' uniform helps the local community to recognise them as a representative of St Clare's Catholic High School. This also prepares our students for the variety of different workplaces in their future. In this way, a school uniform can be either a tremendous asset or a visible sign of a lack of pride and commitment. Unfortunately, at the moment, for too many of our students, it is the latter.

These expectations were emailed to your child last week. We understand that often you would be unable to check on your child before they leave for school as a result of your own work and family responsibilities. We believe that in the vast majority of cases that the students make specific choices about how they wear their uniform and they decide whether they will be meeting requirements or not.

From the start of next year, we will be applying reasonable and consistent standards to all of our students. These are outlined in the document that is attached and will be included in the student diary next year.

We would like to highlight a few key areas below.

In terms of **grooming**, the approach will be consistent for males and females in that:

- hair should be off the face at all times and should not fall below eyebrow level at any time;
- there should be no hair on the collar- long hair needs to be tied back in a red, yellow or black ribbon or tie. This is for both neatness and for safety;
- hair must be of a natural colour. Students may dye their hair but the colour/s must be natural and cannot be of extreme contrast;
- all students are to be cleanly shaven;
- in terms of piercings, students are allowed to wear one set of earrings which must be sleepers or studs. These are not to be more than 1cm in diameter as shown.

--1cm--

PLEASE NOTE that the College Leadership Team will make the final decision about what is acceptable in terms of hair style or cut.

In terms of the **uniform** itself, as clearly indicated in the material you were provided with when you enrolled your child:

- Clean black leather shoes are expected – please see illustrations attached;
- skirts are to be knee length – that is when standing these reach the middle of the knee as illustrated;
- students are not to mix and match the full school uniform and the sports uniform.

We believe that these expectations should be easy to maintain. Unfortunately, **students who regularly decide not to be groomed and dressed correctly will be ineligible for certain privileges** next year.

These include being able to:

- take up future student leadership positions;
- represent the school at sporting events and/or be selected for representative teams on Gala days and in the PDSSSC competitions conducted on a Thursday afternoon;
- attend subsidised cultural and sporting excursions that will be conducted next year in the evenings and on weekends.

PLEASE NOTE on the day of any excursion, event or competition

- only students in the correct uniform whether, that be a sport or cultural event, will attend. This includes representative Thursday Sport and Gala Days.

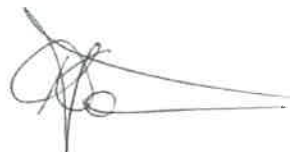
Daily details will be kept in regard to students' uniform.

We will be expecting all of our students to be attending school from the first day of 2019 in the correct uniform and meeting our expected standards of grooming.

If this is not the case students will be expected to address any issues within three (3) days.

If you have any questions about anything included in this letter please do not hesitate to contact us here at the College.

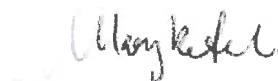
God bless,



Kevin Jones
Principal



Shauna Nash
Assistant Principal



Mary Refalo
Assistant Principal

Uniform

Summer Uniform (Mondays-Wednesday and Friday)



* Please note- skirt must be knee length. Blazer may be worn.

Winter Uniform (Mondays-Wednesday and Friday)



* Please note- skirts must be knee length

Sport Uniform (Thursdays only)



- Please note- school shorts with school name only.

General Appearance for All Students

In terms of grooming, the approach will be consistent for males and females in that:

- students are expected to be neat and well groomed;
- hair should be off the face at all times. Hair should not fall below eyebrow level at all times;
- there should be no hair on the collar - long hair needs to be tied back in a red, yellow or black ribbon or tie. This is for both neatness and for safety;
- hair must be of a natural colour. Students may dye their hair but the colour/s must be natural and cannot be of extreme contrast;
- hair must be conservatively styled. Extreme styles which draw attention to the student are not permitted, some examples are mohawks, rats tails, dreadlocks etc.;
- in terms of piercings, students will be allowed to wear one set of earrings in each ear lobe and these must be sleepers or studs, these are not to be more than 1cm in diameter as shown;
- one fine silver or gold bracelet and one fine signet ring may be worn;
- tattoos/body art are to be covered at all times;
- nail polish and acrylic nails are not permitted;
- makeup is not permitted;
- boys are expected to be clean shaven at all times;
- only the regulation school bag is to be used (see picture on right);
- students are required to wear black hard-soled, leather, laced school shoes (see below).



- On sport days, students are required to wear sport shoes (not canvas).



Bob Stewart Uniform Specialists

BOB STEWART
Our history - our legacy since 1923

ST CLARE'S CATHOLIC HIGH SCHOOL UNIFORM PRICE LIST 2019



ACADEMIC UNIFORM

GIRLS UNIFORM

| | |
|---|---------------|
| Blouse | \$ 36.00 |
| Skirt (Required length is below knee) | \$ 59.95 |
| Socks (Tri-colour stripe, Terms 1 & 4) | \$ 9.95 |
| Tights (Black opaque, Terms 2 & 3) | \$ 8.50 |
| Blazer (Terms 2 & 3) | \$179.95 |
| Pullover (With crest) | From \$ 79.95 |

BOYS UNIFORM

| | |
|------------------------------|---------------|
| Shirt (White) | |
| Short Sleeve | \$ 29.95 |
| Long Sleeve | \$ 32.95 |
| Trousers Boys | \$ 48.95 |
| Trousers Mens | \$ 52.95 |
| Socks (Grey, 3pk) | \$ 14.95 |
| Tie (Terms 2 & 3) | \$ 20.00 |
| Blazer (Terms 2 & 3) | \$179.95 |
| Pullover (With crest) | From \$ 79.95 |

SPORT UNIFORM

| | |
|---|---------|
| Polo Top | \$30.00 |
| Sport Shorts | \$28.95 |
| Track Pants | \$44.95 |
| Spray Jacket | \$79.95 |
| Sport Socks (White, tri-colour stripe) | \$ 9.95 |
| Sports Cap | \$14.95 |

SCHOOL BAG & ACCESSORIES

| | |
|--|--------------|
| School Bag | From \$44.95 |
| Scarf (Acrylic) | \$ 7.50 |
| Apron | |
| White (Yr7 Food Technology or Navy, Yr7 TAS) | \$11.95 |
| Blue Striped (Yr9 & Yr10 Food Technology) <u>with</u> | \$19.95 |
| Beret (White, Yr9 & Yr10 Food Technology) | \$ 3.95 |
| Belt | \$15.95 |
| Science Goggles | \$ 6.50 |

~All of our prices are firm until March 1 2019~

ST CLARE LOCATION & TRADING HOURS

Bob Stewart Uniform Specialists
St Clare's Catholic High School
Demountable Building
Colebee Crescent, Staff Car Park
T: 02 9045 2552
E: cos@bobstewart.com.au

NORMAL TRADING HOURS

Tuesday 8:00am - 1:30pm

Thursday 12:00pm - 3:00pm

Excludes school & public holidays. Open through students' lunch-time.

SELLING DAYS FOR NEW STUDENTS

16th October - 20th December 2018

Tuesdays 12:00pm - 5:30pm

Thursdays 3:00pm - 6:00pm

OPEN SATURDAY 17th NOVEMBER 2018 FOR ALL STUDENTS
~ 9:00am - 2:00pm ~

~ LAST DAY OF TRADE THURSDAY 20th DECEMBER 2018 ~

EXTENDED TRADING HOURS JANUARY 2019

Saturday 19 January 9:00am - 2:00pm

Tuesday 22 January 9:00am - 2:00pm

Thursday 24 January 9:00am - 2:00pm

Normal trading hours resume Tuesday 29th January 2019
~ 8:00am - 1:00pm ~



St Clare's Catholic High School

Bring Your Own Device (BYOD) Requirements Checklist

Your child is required to bring a learning device to the College as part of their education.

The approved devices are as follows;

Approved Devices & Operating Systems

- **Apple** Laptop - OS 10.12 or above
- **Chromebooks** - latest Chrome OS 4GB (requires Google Management Console Licence)

Please go to goo.gl/Rqaw8C to access CEDP preferred suppliers and discounts.

Your child's device must also meet the following requirements:

Wireless Connectivity

- Devices must support the following 3:
 - Wireless frequencies (2.4 GHz & 5 GHz)
 - **802.11 "a", "g", "n" and/or "ac" wireless standards**
 - WPA2 enterprise security

Screen Size

- Ensure the screen size is of a reasonable size **not less than 9 inches (23cm measured diagonally)** and a resolution of **600 dpi** to enable ease of use throughout the school day.

Hardware Features

- A **camera/video camera and microphone** is necessary to ensure students can participate in 21st century learning activities
- A **stylus** or **keyboard** is optional though may be useful

Battery Life

- **6hrs minimum battery life.** The device needs to last a full school day.

Memory and RAM

To be able to store and process data effectively the device requires:

- **Chromebooks** - 16GB storage and 4GB RAM
- **Laptops** - 128GB storage and 4GB RAM

Other Considerations

- A **tough**, sturdy cover/case in the event the device is dropped
- **Light** enough for your child to carry each day
- **Durability** of the device
- **Insurance** in the event the device is broken or lost
- Extra **warranty** to reduce future possible repair costs

BYOLT Conditions:

1. All **BYOLT** authorised to connect to the CEDP ICT network are required to be enrolled;
2. **Enrolled** BYOLT automatically receive the necessary settings to connect to the CEDP ICT network;
3. **Non-enrolled** BYOLTs will not be able to access the Internet via the CEDP ICT network;
4. For the purpose of network security/management and student safety, **user identification**, **device specifications** and **application data** is captured via the enrolment process; and
5. CEDP reserves the right to temporarily or permanently **restrict or prevent** any Bring Your Own Learning Tool connecting to the CEDP ICT network.



St Clare's Catholic High School

A Catholic school of excellence and improvement

ST CLARE'S CATHOLIC HIGH SCHOOL 2019 School Fees

School Fees are expressed in terms of both 'Diocesan' and 'School-Based' fees and will be billed in three Instalments.

DIOCESAN FEES are set by and collected on behalf of the Catholic Education Diocese of Parramatta. They include Tuition Fees and a Diocesan Building Levy.

Discounts are available for Diocesan Tuition Fees for students with siblings attending Systemic Schools in the Diocese of Parramatta and St Dominic's at Kingswood or Systemic Schools in the Archdiocese of Sydney and Diocese of Wollongong and Broken Bay.

The Diocesan Building Levy enables the Diocese to continue the Capital Works Program to meet the needs of schools throughout the Diocese.

SCHOOL-BASED FEES include:

| | |
|-------------------------------|---|
| Resource / Subject Fee | One School Planner per year (replacement copies - \$20), One identification card (replacement cost - \$11), Administration costs, for example, photocopying, exam papers, teacher texts, school notes, postage, utilities, cleaning costs, maintenance and SMS Messaging, IT and Library books and Maths Online, where applicable. TAS and Art Equipment (Years 7 & 8), Elective Subject Costs (Years 9 & 10) and Year 11 Subject Costs (VET costs will be billed separately) |
| Activity Fee | Sports / Activities and Excursion Costs. Entrance fees to venues on Sports Carnival Days and payment for extra-curricular sporting/activities. Bus fares to and from local sporting venues and excursions. Year 7 Swimming Program |
| Camps | The following will be billed in addition to the above: <ul style="list-style-type: none">- Year 7 Camp will be billed with Instalment One- Year 9 Overnight Retreat will be billed with Instalment Three |
| Additional Costs | Some costs may arise that are not included in the above, such as textbooks, non- compulsory attendance at Dance or Music Events and Vocational Education Courses for Years 11. |

As a school community we have sought to reduce costs and have maintained 2019 School-Based Fees at the same level as 2018 School-Based Fees and with the introduction of Year 11 in 2019, the School-Based Fees for Year 11 have been set at the same amount as Year 10.

2019 Diocesan Tuition Fees have increased by 2.7% on 2018 fees.

Continuing enrolment will not be affected by a family's genuine inability to pay fees. If you are experiencing financial hardship, please contact us to discuss how we may be able to help you.

Payment Options

Fees will be billed in three Instalments. There are a range of options available to assist families with the payment of fees. Fees may be paid in full each Instalment or an arrangement may be discussed with the Finance Office by calling 9830 2400 and selecting Option 2.

Flexible Payment Options are offered to families at the start of each year. Payments may be made by Direct Debit or BPay on a weekly, fortnightly or monthly basis. These options will be sent with Instalment One fees.

Please note that 10 weeks' notice in writing to the Principal, is required before the removal of a student, or 10 weeks fees will be payable.

2019 Tuition Fees

| | 1 st Child | 2 nd Child | 3 rd Child | 4 th & Subsequent Child |
|--------------|-----------------------|-----------------------|-----------------------|------------------------------------|
| Years 7 & 8 | \$2,157 | \$1,617 | \$1,080 | NIL |
| Years 9 & 10 | \$2,394 | \$1,794 | \$1,197 | NIL |
| Year 11 | \$3,057 | \$2,292 | \$1,530 | NIL |

2019 Diocesan Building Levy \$804 per family in a Diocesan School

2019 School-Based Fees

| | Yr 7 | Yr 8 | Yr 9 | Yr 10 | Yr 11 |
|----------|---------|-------|---------|-------|-------|
| Resource | \$672 | \$672 | \$753 | \$753 | \$753 |
| Activity | \$273 | \$213 | \$213 | \$213 | \$213 |
| Camp | \$288 | - | \$252 | - | - |
| | | | | | |
| Total | \$1,233 | \$855 | \$1,218 | \$966 | \$966 |

PDHPE First Aid Course for Year 11 Students only \$80

Vocational Education Training

The college is offering VET Courses for Yr 11 in 2019, billed to individual students at the following costs:

| | |
|--------------|--|
| General Vet | \$90 (includes Business Services and IDT) |
| Hospitality | \$180 |
| Construction | \$120 |
| Nursing | \$500 (includes a \$250 Bond to be returned upon completion of the course) |



Standard Collection Notice

1. Catholic Education Diocese of Parramatta (CEDP), its schools, Catholic Early Learning Centres (CELCs) and Catholic Out of School Hours Care services (COSHCs) collect personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to educate pupils, exercise our duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all relevant activities.
2. Some of the information we collect is to satisfy our legal obligations, particularly to enable us to discharge our duty of care.
3. Laws governing or relating to the operation of schools and child care require certain information to be collected and disclosed. These include relevant education, public health and child protection laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Commonwealth *Privacy Act 1988*. We may ask you to provide medical reports about pupils from time to time.
5. We may disclose personal and sensitive information for legal, educational, administrative and support purposes. This may include to: other schools; government departments and agencies; Catholic Schools NSW; the local diocese and the parish; medical practitioners; people providing educational, support and health services, including specialist visiting teachers, coaches, volunteers and counsellors; providers of learning and assessment tools; assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN); people providing administrative and financial services; anyone you authorise us to disclose information to; and anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. We may use third party online or 'cloud' service providers to store personal information and to provide services that involve the use of personal information. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. Further information about our use of third party online or 'cloud' service providers is contained in the CEDP Privacy Policy.

8. The CEDP Privacy Policy, accessible on the CEDP website, sets out how parents or pupils may seek access to and request correction of their personal information which we have collected and hold. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of our duty of care, or where pupils have provided information in confidence.
9. The CEDP Privacy Policy also sets out what action parents and pupils can take in relation to a breach of privacy laws.
10. We may, from time to time, engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist our fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. Occasionally, information such as academic and sporting achievements, pupil activities and similar news is published in our newsletters, magazines, and on our website. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. We will obtain permissions from the pupil's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos, or other identifying material, in our promotional material or otherwise make this material available to the public, such as on the internet.
12. We may include pupils' and parents' contact details in a class list and in our directories.
13. If you provide us with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to us and why.
14. You may obtain further information by contacting the Catholic Education Diocese of Parramatta on (02) 9840 5600 or at privacy@parra.catholic.edu.au.