



St Paul the Apostle

CATHOLIC PRIMARY SCHOOL, DOREEN

80 Bassetts Road Doreen 3754

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Monday 21 March 2016

SCHOOL BOUNDARIES WITHIN OUR PARISH OF CHRIST THE LIGHT

Dear Parents,

We are pleased to welcome you as you consider a Catholic education for your child within our parish.

Our school principally and primarily accepts children from Catholic families who live within the Doreen catchment area of the Parish of Christ the Light. The accompanying map indicates the catchment areas for St Paul the Apostle School and our two sister schools, St Mary's School Whittlesea and St Joseph's School Mernda. However, if you live outside the Parish of Christ the Light, your application will be accepted if you are currently an active and regular parishioner within our parish.

The catchment areas have been established to ensure the provision of Catholic education for all Catholic families residing within our parish. There is an expectation that families would enrol their children at their respective Catholic school within their designated catchment area.

If you reside in the Mernda catchment of our parish, we ask you to visit our sister school, St Joseph's School Mernda and speak with the principal Mrs Marita Richardson, who will show you around and discuss their school. Likewise, if you reside in the Whittlesea catchment of our parish, we ask you to visit St Mary's School Whittlesea and speak with the principal Mr Phillip Smith, who will show you around and discuss their school.

NB: Having done so, if you still wish to enrol your child here at St Paul the Apostle School, you will need Mrs Marita Richardson or Mr Phillip Smith (of your school catchment area) to sign this letter in the section provided. Your application will then be considered for St Paul the Apostle School and a place offered for your child depending on our enrolment criteria, the number of enrolment applications received and places available. If you live in another parish, we ask you to speak with school principal of your residential parish and become familiar with their learning environment before submitting an enrolment application with us.

This agreement has been made in a spirit of cooperation between the principals of the three Catholic primary schools within our parish and with Fr Martin Ashe, our Parish Priest. We thank you for your enquiry.

Yours sincerely

Fr Martin Ashe (Parish Priest)

Mr Phil Doherty (Principal)

ENROLMENT ATTACHMENT FOR ST PAUL THE APOSTLE CATHOLIC PRIMARY SCHOOL DOREEN

I acknowledge that _____ visited our school, met with me/us and discussed the enrolment of their child _____ into our school on _____.

SIGNED: _____ OR _____

Mrs Marita Richardson
(Principal – St Joseph's School Mernda)

Mr Phillip Smith
(Principal – St Mary's School Whittlesea)

Please attach this signed letter to your Enrolment form or take it directly to our School Office.

STANDARD COLLECTION NOTICE

1. The School collects 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 enable the School to provide schooling to the pupil and to enable them to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, e.g. to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, the School's local diocese and the parish, Schools within other Dioceses/other Dioceses, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The School's Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
10. The School from time to time engages 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 in the School's 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. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines and on our website. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our intranet. The School will obtain separate permissions from the pupils' parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet.
12. We may include pupils' and pupils' parents' contact details in a class list and School directory. If you provide the School with the personal information of others, e.g. doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.