

## Standard collection notice

1. CEDP (through our schools, Catholic Early Learning Centres (**CELCs**), Catholic Out of School Hours Care services (**COSHCs**) and offices) collects personal information, including sensitive information about students in our schools, children in our care (together '**Students**') and their parent/s, carer/s or guardian/s ('**Parents**') before and during the course of a Student's enrolment. The primary purpose of collecting this information is to enable us to provide schooling and care for our Students.
2. Some of the information we collect is to satisfy our legal obligations, particularly to enable our schools, COSHC, CELC and offices to discharge their duty of care.
3. Certain laws governing or relating to the operation of schools and childcare require that certain information is collected and disclosed. These include the Education Act and Public Health and Child Protection laws.
4. Health information about Students is sensitive information under the Privacy Act. We may request medical reports about Students from time to time. If we do not obtain the information we may not be able to enrol or continue the enrolment of the Student.
5. We may from time to time disclose personal information (including sensitive information) to others for administrative, care and educational purposes. This includes to other schools, government departments, government agencies, statutory boards, the Catholic Education Office Diocese of Parramatta, the Catholic Education Commission, your local diocese and the parish. We may also disclose your personal information (including sensitive information) to government authorities such as the NSW Board of Studies, the Australian Curriculum, Assessment and Reporting Authority (ACARA), medical practitioners and people providing services to us, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. In addition to the agencies and purposes cited at five (5) above, personal information relating to Students and Parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain school information relating to the circumstances of Parents and Students on the MySchool website. The information published on the MySchool website is aggregated information and will not identify the Parent or Student.
7. Personal information collected from Students is regularly disclosed to their Parents. On occasions, information such as academic and sporting achievements, student activities and other news is published in School newsletters, our magazines, posters and websites.
8. At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter or a website and social media, or to promote the school in newspapers and other media (including third party websites). Catholic Education Diocese of Parramatta (CEDP) may also wish to use student images, audio or material created by students' (Works) in print and online promotional, marketing, media and educational materials. CEDP seeks your consent to use your child's image/audio and his/her Works for the above purposes. Parental permission will be collected annually.
9. Our Privacy - Statement sets out how you may access and seek correction of your personal information and how Parents may access and seek correction of personal information collected about their child. 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 our schools', CELCs', COSHCs' or offices' duty of care to the Student, or where Students have provided information in confidence.
10. Our [Privacy - Statement](#) also sets out how you may complain about a breach of privacy and how we will deal with such a complaint. Our [Privacy - Statement](#) is available in Policy Central at <http://www.parra.catholic.edu.au/privacy> and at the end of this form.
11. As you may know, 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 in 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.
12. We may include your contact details in a class list and our schools, COSHCs, CELCs and office 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, that they can access that information if they wish and that we do not usually disclose the information to third parties.
14. We may use service providers who provide certain services to us and our staff and Students, including data storage and contemporary online teaching tools. We may provide your personal information to such service providers in connection with the provision of these services. Such service providers may store, or process, data outside Australia, including in the United States, Singapore, Ireland and possibly other countries. We endeavour to find where these providers store their data and update this collection notice as such information becomes available to us. In addition, our email service provider may store and process emails in the United States or in any other country utilised by Google.
15. You may obtain further information from the following:
  - For our schools: the school principal
  - For our CELCs: the CELC director
  - For our COSHCs: the COSHC supervisor
  - For our offices: Privacy Officer T: 9840 5600  
Catholic Education Diocese of Parramatta  
Locked Bag 4  
North Parramatta NSW 1750

## Catholic Education Diocese of Parramatta policies

Our Catholic learning community has in place a range of policies that set our direction and address the rights and responsibilities of its members. Our policies are available via [www.parra.catholic.edu.au](http://www.parra.catholic.edu.au). Alternatively please ask school staff for assistance. We recommend that you familiarise yourself with the following:

- [Enrolment Policy](#)
- [Enrolment Procedures](#)
- [Student Attendance Exemption Guidelines](#)
- [Student Anti-bullying Policy](#)
- [Responsible Use of ICT and Social Media Student – Guidelines](#)
- [Complaint Handling Procedures and Guidelines](#)
- [Countering Discrimination, Harassment and Bullying Procedures and Guidelines](#)
- [Procedural Fairness Guidelines](#)

## School fees

School fees are determined annually by CEDP and schools. School fees comprise:

- annual diocesan tuition fees billed in Terms 1, 2 and 3
- annual diocesan building levy billed in Terms 1, 2 and 3
- diocesan temporary residents education fees (if applicable)
- school-based fees which are set and advised by schools individually

Information about diocesan tuition fee, building levy and Sibling Discount Policy are available on the system website <http://www.parra.catholic.edu.au/school-fees> and are subject to variation and updates.

School fees are billed in Terms 1, 2 and 3. All school fees must be paid within 28 days of the invoice date unless a payment arrangement is agreed to by the school in writing prior to the payment due date. If parents/carers experience difficulties in meeting payments within 28 days of the invoice date they must make special arrangements for a payment plan with the school. Parents/carers are jointly and severally responsible for the payment of fees.

School based fees for items such as camps, excursions, materials or technology may be charged to a student's account or may be payable when they fall due at various times throughout the year.

A pro-rata fee based on weeks enrolled for the year is payable for enrolments commencing part way during term. If a student leaves the school during a term, no refund will be made in respect of the remaining portion of that term unless a full term's notice in writing is given to the principal before removal of the student from school. This requirement of one term's notice also applies if seeking a refund due to withdrawal of the student from an extra subject.

For overseas students eligibility and fees are contingent on the visa status, as indicated by the visa sub-class. Parents must advise the principal of changes to their visa status and sub-class as changes to a student's visa status might also result in a significant changes in applicable fees.

CEDP and its schools recognise that at times, parents/carers may experience financial hardship and have a genuine inability to pay school fees. In order for the School to consider a payment arrangement or payment plan based on financial hardship, the parents/carers must provide the School with a completed Statement of Financial Position, along with any other supporting documentation requested by the School. Where school fee accounts are unpaid and no prior arrangement has been made by the parents/carers with the school, or where arrangements made are subsequently not honoured by parents/carers, then the following school fee collection process applies:

- A collection agency or solicitors may be engaged by the school to follow up outstanding fees.
- Parents/carers must pay all expenses incurred in pursuing recovery of overdue amounts, including (but not limited to) legal fees, court costs, location administrative costs and any fees and commissions payable to debt recovery agents.
- Any legal judgements made by the court may be reported to a credit reporting agency.

## School attendance, educational programs and policies

Our school offers comprehensive educational programs for your child. Such programs may be varied from time to time and this may include the discontinuance of teaching subjects and other programs or replacement with other subjects or programs.

School activities include excursions and camps. These form an integral part of the school's educational program. In the event that a parent/carer anticipates need for absence this should be discussed with the school prior to the event. The principal may discuss such intended absence with you if it impacts upon the educational interests of your child.

Parents/carers have the responsibility to ensure that children in their care between the ages of six (6) and 17 attend school. If your child is absent for short periods due to medical reasons and you know of the intended absence in advance please advise the school of the date/s of the intended absence and provide reasons. Otherwise the school requires a written explanation from the parent/carer for every absence on the next day following the child's absence. Failure to comply with the attendance requirements of the *Education Act 1990* may result in the enrolment contract being terminated.

If you wish to apply for extended absence of your child from school please do so well in advance of the anticipated date(s) of the absence. To comply with law governing school attendance such requests may be refused.

The school does not undertake insurance of students' personal belongings. We recommend that you obtain suitable insurance for your child's belongings (including family belongings brought to school) throughout the year.

## Secure internet and email

Students are provided with internet access and an email account to enable learning opportunities in a protected and secure environment. Students must abide by the school's policies. Students and parents/carers should be aware of our [Responsible Use of ICT and Social Media Student – Guidelines](#) and [Password – Procedures](#): see <http://www.parra.catholic.edu.au/policy-central>