

# ST. LEO THE GREAT

PARISH PRIMARY SCHOOL

ALTONA NORTH



## Enrolment Information Booklet

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## Welcome to St Leo the Great Primary School

Welcome to St. Leo's School, Altona North, and thank you for enquiring about our enrolment process. We hope that the following information will prove helpful to you in your deliberations about choosing a school for your child.

St. Leo's is a Catholic Primary School and is a vital part of the Parish. Here at St. Leo's, we offer a comprehensive and Catholic Education, where Jesus Christ and the Church He established are central to our endeavours. Hence, we strive to provide a nurturing environment in which children, parents, teachers and the other members of the Parish community form a **partnership** in the Pastoral mission of the Church.

Within this partnership, we aim to foster an environment that is welcoming, supportive and collaborative, ensuring that all of our students receive the best education possible.

Accompanying this booklet is an Enrolment Application Form. If you choose to apply please return the completed form to the school office either in person or by mail.

# St Leo the Great Primary School, Altona North



## Our School Vision

As a most important part of our parish, St Leo the Great Primary School provides a welcoming, safe and enriching learning environment that promotes success for all.

Our staff presents and gives witness to the teachings and traditions of the Catholic Church, so that our students may come to know, worship and love God, and to love and respect their neighbour.

Our motto '*Unity is Strength*' inspires our children, parents and staff to cooperate in all we do.

## Our Mission Statement

St Leo The Great Primary School aims to deliver quality *Catholic Education* to the children of our Parish.

Our vocation is teaching and learning. We focus on spiritual, intellectual, physical, social and emotional growth.

Our curriculum programs will be:

- Enlightened by the teachings and values of the Catholic Faith
- Based on Government, CECV and CEOM policies \*
- Delivered in a safe, welcoming and cooperative learning environment
- Enriched by modern technology
- Underpinned by Pastoral Care

\* Catholic Education Commission of Victoria; Catholic Education Office, Melbourne

## Enrolment Policy

### Rationale:

- All children enrolling at our school deserve a smooth transition that enables them to become a part of our school with a minimum of disruption and maximum support.

### Aim:

- To provide an efficient process of enrolment that satisfies the needs of Students, Parents and the School.

### Implementation:

- Students enrolling at our school as part of a Prep intake will be required to provide proof of age (**indicating that they have turned 5 years of age by the 30 April of that year**) and a Certificate of Immunisation.
- Students with Disabilities and Impairments may be enrolled at St. Leo's School. The enrolment of Students with Disabilities and Impairments will be conducted in accordance with CECV policies.
- Students wishing to enrol at our school from a neighbouring school will be able to do so if the Principal of such a school is in agreement with the transfer, or if there has been a change of address that places the student within our parish, or if there are pastoral reasons.
- A member of our Leadership team will contact the Administration of schools of all students seeking transfers in order to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate and to discuss any academic or behavioural matters. The Principal has the authority to defer admission in order that enquiries of the previous school are carried out in the interests of the student.

## Enrolment Priority Order

Enrolment at St. Leo the Great Primary School, Altona North would normally be accepted according to the following priority order:

- First: Baptised Catholic children who reside in the Altona North Parish.
- Second: Baptised Catholic children who reside in other parishes. Consultation with the Parish Priest and/or Principal of the school or the Parish where the child resides may occur.
- Third: Brothers and sisters of children currently enrolled in the school.
- Fourth: Baptised children from Christian religions which share a special relationship with the history and traditions of the Catholic Church.
- Fifth: Non-Christian children (provided that acceptance of enrolment is consistent with limits approved by the Archbishop of Melbourne).
- Note: The Parish Priest reserves the right to allow an enrolment in cases he considers to be of a special or pastoral nature.

## Enrolment Timeline

- Most interviews regarding Prep applications are held in Term Two. If possible, we require both parents and the child to attend the interview.
- Letters of offer are sent to families shortly after the Interview Process.
- Parents return an acceptance of enrolment slip by return mail or in person at the office.
- Children enrolling in Prep are involved in an Orientation Program early November. This involves attending two sessions at the school. Parents must attend the first session.
- A **Parent Handbook** and a **Prep Information Booklet** are provided during the first orientation session. This booklet includes specific information regarding your child's first year at school.

## **School Expectation of Parents**

**St. Leo the Great Primary School has many expectations of parents.**

Included among these many expectations are the following:

- (a) Parents will respect and support the school's Catholic Ethos and Religious Education Program.
- (b) Parents will support the School in implementing positive behaviour and discipline consistent with our Vision and Mission Statements.
- (c) While at School (or any event organized by the School) parents will give a positive example to all students (and others who might be present), in such matters as common courtesy, polite manners and appropriate language.
- (d) Parents will not attempt to correct the perceived misbehaviour of someone else's child enrolled at our school; also, no such discipline or reprimand will take place at school, nor on the way to or from school.
- (e) Parents will discuss any serious concerns they might have about any aspect of their child's education, with appropriate school authorities – for example, their child's Teacher, the Wellbeing Leader or the Principal.
- (f) Parents will attend Parent/Teacher Interviews.
- (g) Parents will help ensure that their children:
  - wear the School Uniform with pride and
  - avoid extremes, in such matters as hairstyle, fashion items etc.
- (h) Parents will consider the prompt payment of school fees to be a high priority within the family's budget, and that serious problems with fees will be discussed with the Principal.
- (i) Parents will observe rules relating to:
  - careful driving in the car park and the vicinity of the school
  - parking restrictions near the school
  - not smoking in the buildings/grounds.

## St Leo's Privacy Policy

1. The School (the Archdiocese both independently and through its Schools) 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. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
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. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We 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. This includes to other schools, Government departments, Catholic Education Office, the Catholic Education Commission, your local Archdiocese and the Parish, Schools within other Dioceses/Archdioceses medical practitioners, and people providing services to the School, including specialist visiting teachers, (sports) coaches, volunteers and counsellors.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information 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. A fee may be charged for the retrieval of information, and there will be delays depending on the need to access archived material (and other factors).
9. As you may know 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 organizations 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.
10. We may include your contact details in a class list and School directory. \*\*
11. If you provide the School 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 the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

\*\* The School will seek specific consent if contact details are to appear in a class list or School Directory