



St Paul's Catholic College, Manly



Dear Parents,

This prospectus is designed to introduce you to St Paul's Catholic College, Manly a systemic Year 7 to Year 12 school catering for boys on the Northern Beaches of Sydney for over 80 years. Our aim is to provide an excellent academic education in the Catholic tradition, enabling each boy to develop to his full potential. An education at St Paul's will inform, encourage and excite each boy, and promote the Catholic values of acceptance, love, forgiveness, compassion and prayerfulness in every aspect of school life.

The motto of St Paul's College is "**PRIMA PRIMUM**" – *First things first* – and is a challenge to all members of the St Paul's Community to properly arrange life's priorities. At St Paul's we aim for excellence in every area and purposefully educate each person's spiritual, intellectual, physical, social and emotional growth. We also recognise that parents are the prime educators of their children and we endeavour to support, complement and involve them in the education of their sons.

The College aims to produce confident young men who are flexible, innovative and well-rounded decision makers and who are consequently well-prepared to meet the challenges of a good tertiary education and a successful career. We have worked hard to create a school which is challenging yet friendly; demanding yet supportive; serious in purpose yet light in spirit. To achieve our aims we provide extensive information technology facilities, an excellent educational IT resource platform and dedicated, experienced and professional staff who teach in a disciplined and happy atmosphere.

We look forward to meeting you and your son at St Paul's.

Yours sincerely,

Mr Chris Browne  
Principal  
B.Ed, M.Ed (Ed.Admin), M.Ed.Stud, MACE, G.C.Theol.

## A Short History of St Paul's

Manly Christian Brothers School was originally situated in Raglan Street, Manly and classes began in 1929 under the leadership of Br T Bourke. Until 1965 it educated boys through Primary Grades right up to Leaving Certificate standard in the Secondary School. In 1965 classes began in a newly erected building in Darley Road for secondary school pupils and this became known as St Paul's under the leadership of Br WX Simmons.

In 1966, Br JA Taylor cfc established the College we know today as St Paul's. Until 1982, St Paul's was under the governance of the Christian Brothers which is an order constituted as a community of faith worship, of friendship and of service to the young People of God. In 1982 the Christian Brothers withdrew and Mr Brian Mayne was appointed as the first lay principal and for the first time St Paul's was fully staffed by lay people employed by the Archdiocese of Sydney.



In 1986 the Diocese of Broken Bay was formed and now St Paul's, as well as the Parish of Manly, forms part of this Diocese. Today St Paul's is conducted by the Diocese of Broken Bay and staffed fully by lay people. The College specifically serves the Catholic Parishes of the Northern Beaches but offers Catholic Education for all. All students are required to study Religious Education, and to attend the Religious observances and retreats, which are regularly organised and form part of the curriculum.

In 2005 the refurbished and historic Archbishop's Residence was handed over to the College and dedicated by Bishop David Walker as an educational administrative centre. This has also meant that St Paul's boys can enjoy more extensive school grounds.

The St Paul's crest is a symbol of our origins. The Celtic Cross symbolises the origin of the Brothers. Their founder, Blessed Edmund Ignatius Rice, sought to bring to God, educate and thereby improve the quality of life of the boys then roaming the streets of Waterford, Ireland, at the beginning of the 19th century. He is a role model to our young men to place others at their centre, to serve the poor and marginalised with their lives, to make a real difference in our world.



The Star is a symbol of the Catholic faith and especially the Virgin Mary, known as the Star of the Sea, to whom the Brothers are deeply devoted. As the original College was a stone's throw from Manly Beach, the symbol is most apt. The College colours of red and black are traditional colours from the words found on St Paul's own shield, "The Sword of the Spirit", and signify zeal, effort and determination. The motto, Prima Primum, meaning first things first, is a challenge to order life's priorities, typical of the common sense, hardworking attitude to life of the Christian Brothers.

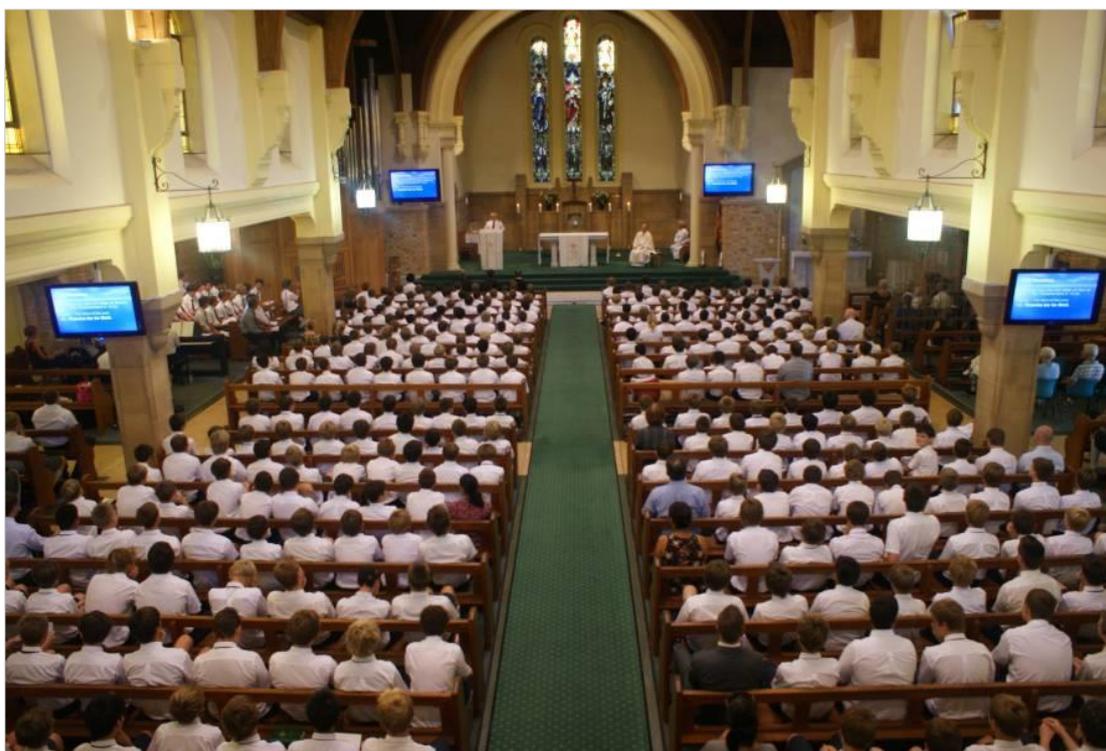
At this time in its history St Paul's is a thriving Catholic College for young men that is performing very strongly academically, providing outstanding care for the wellbeing of all and is a place where your interests, qualities, and skills will be welcomed, and your hopes and wishes will be fostered.

## A Catholic Education

St Paul's is administered by the Diocese of Broken Bay and staffed by lay people. The College specifically serves the Catholic Parishes of Manly Freshwater, North Harbour, Warringah, The Lakes, Pittwater, and Frenchs Forest, but welcomes boys outside the area and of all religious persuasions subject to the availability of places and Diocesan policy.

As such it exists to educate and form young men in Catholic discipleship. In this pursuit we aim to:

- offer the boys experiences of following Jesus, as members of the Catholic Community
- encourage within the boys the development of a personal faith and religious commitment in thought, words and actions
- provide the boys with a sound teaching of the truths of the Catholic faith, presented in a relevant and meaningful manner
- offer each boy the support of a community which shares his vision of life and which involves him in its prayer and worship
- facilitate the building of a personal relationship between each boy and his God.



All boys in all years are required to study Religious Education and to attend the religious observances and retreats which are organised and form part of the curriculum. The College follows the Diocesan Religious Education Curriculum from Year 7 through to Year 12 approved by the Bishop and endorsed by NESA. Students in Years 11 and 12 may choose a one or two unit board developed course in Studies of Religion.

The College employs the services of a Youth Minister who works with the students on a wide variety of projects involving faith development, social justice and liturgy.

## Care for the Individual

St Paul's Catholic College has the strength and resources of a 'large school' together with a 'small school' approach to the care of the individual. Pastoral Care is a core value at the College and we are committed to ensuring that each boy feels valued and welcome. The following structures are in place to ensure each boy is well looked after:

### **PASTORAL CARE TEACHER**

Each boy is assigned to a Pastoral Care (PC) teacher with a Pastoral Care group of around 20 students. It is the PC teacher's responsibility to monitor the progress of each of the assigned boys and to build community within that group. The PC teacher meets with the boys each morning for twenty minutes to mark the roll, attend to daily administration and lead the boys in discussion around issues pertinent to the group's concerns and needs. Ideally, the PC teacher moves through the years with the same group of boys and knows those boys well. It is this knowledge of each boy that contributes to an overall sense of belonging and sense of community. The Pastoral Care program is designed to ensure that every boy has at the very least one teacher to whom he can turn should the need arise.

### **LEADER OF STUDENT WELLBEING**

A Leader of Student Wellbeing is appointed as a key figure, responsible for day to day Pastoral Care and for the supervision of academic progress, personal development, discipline and general welfare of a year group. There are Leaders of Student Wellbeing for each year group from 7 to 12. The Leader of Student Wellbeing holds year group assemblies each week and meets with the Pastoral Care teachers regularly to ensure student welfare issues are communicated. Each of these Leaders work closely with the College Counsellors and the Director of Student Wellbeing.

### **ASSISTANT PRINCIPAL**

The day to day running of the College is overseen by the Assistant Principal whose special interest is the welfare of all students. The Assistant Principal coordinates the Pastoral Care policy with the Director of Student Wellbeing to ensure consistency of student management and flexibility to meet individual needs. At the heart of our Pastoral Care policy is the belief that each individual is unique and made in the image of God. Our discipline, counselling and anti-bullying programs extend from and reinforce this belief.

### **STUDENT LEADERSHIP**

As a group of young men there is special expectation placed on Year 12 as leaders in the College. From this group we elect the College Captain and Vice Captain of the College as well as a team of Prefect Leaders. These student leaders not only maintain a high profile in the College community but also in the community at large.



## Academic Achievement

For many years the College has enjoyed a reputation for its high academic standards, priding itself on the practice of academic rigour. Our Higher School Certificate results are evidence that St Paul's caters for the highest academic achievers as well as those interested in pursuing practical and cultural careers. We take pride in knowing that our graduating students go on to University, TAFE, and apprenticeships.

Our curriculum is planned to allow progressive development from Stage Four (Years 7 and 8), to Stage Five (Years 9 and 10) and to Stage Six (Years 11 and 12). Teaching programs are written according to the guidelines set down in syllabuses published by NSW Educational Standards Authority (NESA) and developed to specifically meet the needs of our students. Our programs are structured and our teaching explicit, consistent with the best advice around boys' education. The curriculum is appraised by experts from the Catholic Schools Office and is reviewed annually for compliance with NESA regulations.

All key learning areas are extremely well resourced. Facilities include science laboratories, computer rooms, art and music rooms, multi-media, industrial technology workshops and an industry-standard hospitality kitchen. The College has a very well equipped Information Resource Centre at its core, which is the heart of good teaching and learning.

The approach of the College to academic study is to encourage students to take pride in their work and to reach high standards. Boys are encouraged to become self-regulated learners and home study is an essential part of this development. The emphasis is always on producing work of high quality commensurate with each boy's ability.



### DIVERSE LEARNING NEEDS CENTRE

The centre supports teachers in developing enrichment programs and supports students with learning difficulties. The centre also has up to date information technology resources that are accessed by both students and the specially trained teachers.

## Excellence In and Out of the Classroom

### **CREATIVE AND PERFORMING ARTS**

Creative activities are a major part of the curriculum for all boys and an important part of the general life of the College. The Creative and Performing Arts department has an excellent reputation for creativity and flair and technological innovation. All students in Stage Four study Visual Arts and are introduced to drawing and painting, sculpture, ceramics, printing and art history. Older students can choose to study Visual Arts and St Paul's has produced many award winning works at the HSC level.

### **MUSIC**

Music has been traditionally strong at the College. As a subject, Music follows a similar pattern to Visual Arts, being compulsory in Stage Four and offered as an elective thereafter. Students are given opportunities for composition and performance, while a number of visiting music tutors provide tuition for boys wishing to learn an instrument. The College Big Band performs regularly in public and at College functions, and a Liturgical Band performs at Sunday Mass.

### **OUTDOOR EDUCATION**

St Paul's has a compulsory program of camps for Years 7, 9 and 10 students, organised to develop leadership, independence, personal spirituality and school spirit. The College is also involved with Duke of Edinburgh's Award.

A senior retreat is held in Stage 6 to give the boys a dedicated opportunity to reflect on their lives, relationships with God and others, and to prepare them for the future.

### **SOCIAL JUSTICE AND COMMUNITY SERVICE**

As a Catholic school we have a serious commitment to helping others less fortunate than ourselves. We assist a number of charities either by calling for students to volunteer as collectors or by raising money through donations at the College. Some of the charities which have been assisted in recent years include St Vincent de Paul Society, the Salvation Army, SIDS and Project Compassion. School projects in 2008, 2010, 2012, 2014 and 2016 involved students from the College participating in an immersion experience in Cambodia.

### **LEARNING TECHNOLOGY**

Classrooms are equipped with technology to allow teachers and students to access the curriculum through a variety of mediums. All students are on a one to one device program with a focus on integrated curriculum delivery which is student centred.

### **INFORMATION RESOURCE CENTRE**

Our Information Resource Centre supports the literacy and technological needs of young men today. Students are given access to a collection of fiction and non-fiction books as well as learning the specific skills of research necessary for a successful secondary school education. It is also a multi-media resource centre and the hub of technology at St Paul's.

### **COLLEGE WEBSITE AND INTRANET**

The College website [www.stpaulsmanly.nsw.edu.au](http://www.stpaulsmanly.nsw.edu.au) provides students, parents and teachers with the opportunity to access information about St Paul's. The latest College Newsletter, news stories, career updates and enrolment information are posted here.

Each student has his own email address via the College intranet and all classes have the facility to organise resources and interactive learning which can be securely accessed anywhere in the world with an internet connection.

## SPORT

We believe that sport is very important to boys. St Paul's has an enviable sporting reputation. Boys are encouraged to attain the highest standards both in their performances on the field and their behaviour on and off the field. The honour of representing the College is passionately pursued by the boys.

Students have represented the College in the following sports; touch football, rugby, soccer, cricket, rugby league, basketball, tennis, swimming, surfing and water polo. We also boast state and national representatives in various sports. We hold annual carnivals for athletics, cross country and swimming. St Paul's is a member of the Diocese of Broken Bay Secondary Schools Sports Association and boys can progress to represent NSW and Australian All Schools in a wide variety of sports.

A wide variety of team and recreational sports are offered to the boys. The College has tennis and basketball courts, a five a side soccer field and cricket nets. Students also have access to a fully equipped fitness centre for their PDHPE lessons and for team training. The Waterford Hall also houses additional indoor training facilities.

Most importantly, for many of our families, students at St Paul's are encouraged to maintain their links with community sporting activities on the weekends. The opportunity exists, for boys from St Paul's to represent their College in a range of sports but maintain commitment to local clubs with which they have been associated.





Dear Parents,

Thank you for considering St Paul's Catholic College as an option for your son's high school education.

If you wish to apply for enrolment at St Paul's, please complete the enclosed **Enrolment Application Form** and forward to the College with the following information;

- a copy of the applicant's Birth Certificate
- a copy of the applicant's Passport, Visa or Australian Citizenship Certificate (*if not born in Australia*)
- a copy of the applicant's Baptismal and other Sacramental Certificates (*Catholic or otherwise*)
- a copy of the applicant's Immunisation Certificate
- a passport photograph (*or similar*)
- a copy of the applicant's most recent School Report
- a copy of your son's NAPLAN Report
- a copy of any Specialist Reports for educational needs (*if applicable*)
- a copy of current Family Court Orders (*if applicable*)
- any other documents you deem relevant to support your son's application

Please note the enrolment application form must be signed by both parents and mailed directly to the College together with the enrolment application fee of \$100.00.

A non refundable acceptance fee of \$250.00 is payable for applicants applying for entry into year 7 upon your son being offered enrolment at the College.

Yours sincerely,

Mr Chris Browne  
Principal  
B.Ed, M.Ed (Ed.Admin), M.Ed.Stud, MACE, G.C.Theol.

## 2018 Subjects Offered

YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11	YEAR 12
<p><b>Mandatory Subjects</b>            Religious Education            English            Geography            History            Mathematics            Music            PDHPE            Science            Technology            Visual Arts            Sport</p>	<p><b>Mandatory Subjects</b>            Religious Education            English            Geography            History            Japanese            Mathematics            Music            PDHPE            Science            Technology            Visual Arts            Sport</p>	<p><b>Mandatory Subjects</b>            Religious Education            English            Geography            History            Mathematics            PDHPE            Science            Sport</p> <p><b>Elective Line 1</b>            Big History            Commerce            Industrial Technology (Multimedia)            Industrial Technology (Timber)            Japanese            Visual Arts</p> <p><b>Elective Line 2</b>            Commerce            Industrial Technology (Timber)            Information &amp; Software Technology            Music            Physical Activity &amp; Sports Studies            Visual Arts</p>	<p><b>Mandatory Subjects</b>            Religious Education            English            Geography            History            Mathematics            PDHPE            Science            Sport</p> <p><b>Elective Line 1</b>            Commerce            Design and Technology            Food Technology            Industrial Technology (Multimedia)            Industrial Technology (Timber)            Japanese            Physical Activity and Sports Studies</p> <p><b>Elective Line 2</b>            Commerce            Food Technology            Industrial Technology (Multimedia)            Industrial Technology (Timber)            Information &amp; Software Technology            Music            Physical Activity &amp; Sports Studies            Visual Arts</p>	<p><b>Line 1</b>            Economics            Hospitality (VET)            Industrial Technology (Multimedia)            Industrial Technology (Timber)            PDHPE            Physics</p> <p><b>Line 2</b>            Ancient History            Biology            Business Studies            Construction (VET)            Information Processes &amp; Technology            Legal Studies</p> <p><b>Line 3</b>            Design and Technology            Food Technology            Mathematics            Mathematics Standard            Sport Coaching (VET)            Visual Arts</p> <p><b>Line 4</b>            Business Studies            Chemistry            Mathematics Standard            Modern History            Music 1            Software Design and Development</p> <p><b>Line 5</b>            English Advanced            English Standard</p> <p><b>Line 6a</b>            Studies of Religion 2 unit            Studies of Religion 1 unit            Catholic Studies 1 unit</p> <p><b>Line 6b</b>            Studies of Religion 2 unit            Photography, Video and Digital Media 1 Unit            Work Studies 1 unit</p> <p><b>Extension Courses</b>            English Extension 1            Mathematics Extension 1</p>	<p><b>Line 1</b>            English Advanced            English Standard            English Studies</p> <p><b>Line 2</b>            General Mathematics 1            General Mathematics 2            Mathematics</p> <p><b>Line 3</b>            Ancient History            Business Studies            Chemistry            Hospitality (VET)            Industrial Technology (Multimedia)            Industrial Technology (Timber)            Music 1            Music 2</p> <p><b>Line 4</b>            Biology            Construction (VET)            Food Technology            Geography            Legal Studies            Physics            Senior Science            Visual Arts</p> <p><b>Line 5</b>            Design and Technology            Economics            Information Processes &amp; Technology            Modern History            PDHPE            Retail Services (VET)</p> <p><b>Line 6a</b>            Studies of Religion 2 unit            Studies of Religion 1 unit            Catholic Studies 1 unit</p> <p><b>Line 6b</b>            Studies of Religion 2 unit            Sport, Lifestyle &amp; Recreation 1 unit            Work Studies 1 unit</p> <p><b>Extension Courses</b>            English Extension 1            English Extension 2            History Extension            Mathematics Extension 1            Mathematics Extension 2            Music Extension</p>
<p><b>External Courses offered at St Paul's Catholic College Manly</b></p> <ul style="list-style-type: none"> <li>• Various language courses studied by correspondence through the NSW School of Languages.</li> <li>• Various language courses studied at Saturday Community Colleges.</li> <li>• Entertainment studied at Stella Maris College.</li> <li>• Various online courses studied through Diocese of Lismore "On-Line" Education Centre, Sydney Distance Education High School and the Open Training and Education Network (OTEN).</li> <li>• Various TVET courses offered through TAFE.</li> </ul>					

**Sport**

**SPORTS** (some sports are seasonal)

<b>Sport Afternoons Year 7 – 10 students</b>			
Some sports are seasonal and only available to particular age groups.			
AFL Baseball Basketball Beach Games Beach Volleyball Body Boarding Cross Country Crossfit	Drama European Handball Flag Football Futsal Golf Kayaking Lacrosse Martial Arts	Oz-tag Parkour Rock Climbing Rugby Soccer Softball Stand up Paddle Boarding Surf Survival	Surfing Tae Kwando Tennis Tenpin Bowling Touch Football Ultimate Frisbee Weights

<b>Inter-Schools Sports</b>			
Some sports are seasonal and only available to particular age groups. Boys are selected to represent the College in these sports.			
Athletics Basketball Beach Volleyball Cricket	Cross Country Running Golf Rugby League Rugby Union	Soccer Surfing Surf Life Saving Swimming	Tennis Touch Water Polo

All inter-school sport is held mid-week and students are free to play for their club(s) of choice on the weekend.

## 2018 Schedule of Fees

### Terms & Conditions Relating to the Payment of School Fees

- Tuition Fees and Building Levy are set each year by the Catholic Schools Office.
- School fees are billed and invoiced on an annual basis and represent the annual financial obligation. Fees are due and payable by the date stated. Non-payment of school fees can result in an enrolment being suspended. The due dates for payment will be clearly identified on the invoice at the beginning of the school year.
- Sibling discounts are **not** automatic and must be applied for by completing, signing and submitting the 2018 Family Registration form available from the office/website.
- Fees are payable by BPay, EFTPOS, credit card (Visa & MasterCard only) or *Qkr!* Note: *Qkr!* is the preferred payment method for all credit/debit card payments. The College also accepts cash or cheque.
- Families may make arrangements to alter the standard payment terms. Payments may be altered to yearly, monthly or fortnightly. Application should be made within the first two weeks of Term 1.
- If more than one account is to be issued per family, written approval of all parties involved must be obtained - please contact the College Bursar. Note both parents/caregivers are responsible for payment of the fees unless the official application has been received by the College.
- In case of genuine financial hardship, families should apply to the Principal, through the College Bursar, for consideration. In the first instance please contact the College Bursar.

### Eligibility for Sibling Discount

The first child is the child in the family who is in the most senior class of any systemic school in the Catholic Diocese of Broken Bay (some exceptions do apply). Second and subsequent children are defined in descending order of class seniority of children attending any systemic Catholic School in the Diocese of Broken Bay. Sibling Discounts on Tuition Fees are available on application to the College Office.

Discounts are available for siblings attending diocesan systemic schools within this diocese on the following scale

Second child	20% discount
Third child	50% discount
Fourth child	100% discount

Students attending systemic schools in the Archdiocese of Sydney, the Diocese of Parramatta and the Diocese of Wollongong may also be eligible for sibling discount on tuition fees, and a reduction on the Diocese of Broken Bay building levy.

### College-based Charges

St Paul's Catholic College sets its own school-based charges. These cover such items as curriculum resources, incursions, excursions and outdoor education camps, reflection day and/or retreat, publications, sport levies and general sport expenses, cleaning of the College and associated grounds maintenance, security and other needs.

### Additional Course Fees

These fees cover additional charges to students electing to study more costly subjects in Stages 5 and 6 which involve consumables and resources.

### College Issued Device / BYODD Program

A compulsory program is in place for all students at the College. Students in Years 8, 9, 11 and 12 have been provided with a College-issued device for which a licence fee is payable per annum over the three year life of the program. A Bring Your Own Designated Device program operates for Years 7 and 10 students in 2018. The minimum specification for the device is available from the College. The charge includes each child's eBook subscription for Years 7 to 10 and online HSC subscription for Years 11 and 12.

### Representative Sport & Extra Curricular Activity Fees

A user pays model operates for students who participate in representative or Out of School Hours (OOSH) sport or other extra-curricular activities. Details regarding fees for such activities are advised when boys participate.

## 2018 Schedule of Fees (continued)

Tuition Fees (per annum)			
	First Child	Second Child	Third Child
Year 7	\$3,442.00	\$2,754.00	\$1,721.00
Year 8	\$3,442.00	\$2,754.00	\$1,721.00
Year 9	\$3,575.00	\$2,860.00	\$1,787.00
Year 10	\$3,575.00	\$2,860.00	\$1,787.00
Year 11	\$4,090.00	\$3,272.00	\$2,045.00
Year 12	\$4,090.00	\$3,272.00	\$2,045.00

Per Student	Per Annum (College-based charge)
Year 7	\$2,682.00
Year 8	\$2,682.00
Year 9	\$2,682.00
Year 10	\$2,796.00
Year 11	\$2,269.00
Year 12	\$1,981.00

Per Student	Per Annum (College Issued Device /BYODD Program)	
Year 7	eBook subscription	\$150.00
Year 8	College Issued Device (inc eBook subscription)	\$750.00
Year 9	College Issued Device (inc eBook subscription)	\$750.00
Year 10	eBook subscription	\$150.00
Year 11	College Issued Device (inc online HSC subscription)	\$750.00
Year 12	College Issued Device (inc online HSC subscription)	\$750.00

Per Family	Per Annum
Diocesan School Building Levy	\$970.00
Parents & Friends Association Levy	\$99.00

### Additional Fees - Stage 4

Per Annum	Year 7	Year 8
Surf Education Program (Year 7 only)	\$130.00	-

### Additional Course Fees - Stage 5

Per Annum	Year 9	Year 10
Design & Technology	\$100.00	\$100.00
Food Technology	\$100.00	\$100.00
Industrial Technology - Timber	\$100.00	\$100.00
Visual Arts	\$60.00	\$60.00

### Additional Course Fees - Stage 6

Per Annum	Year 11	Year 12
Construction	\$125.00	\$125.00
Design & Technology	\$100.00	\$100.00 (plus the cost of the major project)
Food Technology	\$100.00	\$100.00
Hospitality	\$125.00	\$125.00
Industrial Technology - Timber	\$100.00	\$100.00 (plus the cost of the major project)
TAFE Courses	Refer to the College Bursar	
Visual Arts	\$60.00	\$60.00 (plus the cost of the major project)

Co-Curricular Activities	Per Annum
Co-Curricular Music Ensembles/Bands	\$400.00/ensemble

## Sydney Buses - Schedules

**Sydney Buses Website:** [www.sydneybuses.info/schools/stpm2](http://www.sydneybuses.info/schools/stpm2)

<b>136</b>	Dee Why - Howard Avenue to St Paul's Catholic College Manly
<b>142</b>	Skyline Shops to St Paul's Catholic College Manly
<b>156</b>	Mona Vale Junction to St Paul's Catholic College Manly St Paul's Catholic College Manly to McCarrs Creek
<b>690</b>	St Paul's Catholic College Manly to Skyline Shops
<b>691</b>	St Paul's Catholic College Manly to Narraweena - McIntosh & Alfred Roads
<b>692</b>	St Paul's Catholic College Manly to Skyline Shops
<b>693</b>	Brookvale Depot (out) to St Paul's Catholic College Manly Narraweena - McIntosh & Alfred to St Paul's Catholic College Manly Skyline Shops to St Paul's Catholic College Manly
<b>616</b>	NBSC Mackellar Girls High to St Paul's Catholic College Manly
<b>694</b>	War Veterans Home to St Paul's Catholic College Manly
<b>695</b>	Frenchs Forest to St Paul's Catholic College Manly
<b>696</b>	Warringah & Willandra Roads Beacon Hill to St Paul's Catholic College Manly
<b>697</b>	Cromer (Carawa Road & Alfred Street) to St Paul's Catholic College Manly
<b>698</b>	St Paul's Catholic College Manly Route 135 Stop to Wheeler Heights Shops
<b>699</b>	St Paul's Catholic College Manly to Collaroy Plateau
<b>700</b>	St Paul's Catholic College Manly to (Carawa Road & Alfred Street) Cromer
<b>701</b>	St Paul's Catholic College Manly to Frenchs Forest
<b>749</b>	St Paul's Catholic College Manly to Mona Vale Junction
<b>663</b>	Avalon to St Paul's Catholic College Manly St Paul's Catholic College Manly to Avalon
<b>702</b>	Rabbett Street & Forest Way to St Paul's Catholic College Manly



# Enrolment Form

Diocese of Broken Bay Systemic Schools



**ST PAUL'S CATHOLIC COLLEGE**  
 Darley Rd Manly NSW 2095 Ph:9977 5111  
 email: [stpauls@dbb.catholic.edu.au](mailto:stpauls@dbb.catholic.edu.au) website: [www.stpaulsmanly.nsw.edu.au](http://www.stpaulsmanly.nsw.edu.au)

<b>Office Use only</b>	Family Code	Student ID
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**Mail from school to be sent to**

Address (please circle) Mr & Mrs Mr Mrs Ms Dr Prof

Surname ..... Given Name .....

Address ..... Postcode.....

Contact tel. .... e-mail address .....

**Student Details**

Surname ..... Entry Year (eg 2018).....

Given name(s) ..... Entry Level (eg Yr 7).....

Preferred given name ..... Date of Birth .....

Religion ..... What is the student's sex? Male  Female   
 (please tick one box)

Address (if different from above mailing address) ..... Postcode.....

Contact tel. .... e-mail address .....

Does the student reside at this address seven days a week? Yes  No

**Sacramental Information**

Baptism Date ..... Parish .....

Confirmation Date ..... Parish .....

Reconciliation Date ..... Parish .....

Communion Date ..... Parish .....

Current Parish .....

**Kindergarten Enrolments only**

What type(s) of care outside of the home did this student have prior to enrolling at school? (choose the type accessed in the year prior to school)

Long Day Care  Family Day Care  Occasional Care  Pre-school  Playgroup

Other care  (please specify) .....

Extent of prior to school care Up to 6 hrs/week  Up to 12 hours/week  12 hrs to fulltime each week

Name of prior to school care service .....

I/We give permission to the school to contact this service provider Yes  No

<b>Student Details:</b>
Surname ..... First Name .....

**Student Details** *(cont'd)*

**Previous School**

Name .....

I/We give permission to the school to contact this previous school Yes  No

Nationality .....

In which country was the student born?

Australia  Other *(please specify)* .....

Is the student of Aboriginal or Torres Strait Islander origin?

	No	<input type="checkbox"/>	
Aboriginal	Yes	<input type="checkbox"/>	<i>(for persons of both Aboriginal and Torres Strait Islander origin, tick both Yes boxes)</i>
Torres Strait Islander	Yes	<input type="checkbox"/>	

**Residential Status**

- Australian Citizen *(Citizenship documentation or Australian Passport if country of birth is not Australia)*
- Permanent resident *(Passport if country of birth is not Australia)*
- Temporary resident *(Passport or Visa)*
- Foreign National without residential status *(Passport and Visa)*

Visa No ..... Passport No. .... Visa expiry date .....

Does the student or their Parent 1/Guardian 1/Carer 1 or parent 2/Guardian 2/Carer 2 speak a language other than English at home? *If more than one language, indicate the one that is spoken most often*

	Student	Parent 1/Guardian 1/Carer 1	Parent 2/Guardian 2/Carer 2
No - English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other *(please specify)* .....

**Medical Information**

Name of Doctor/ .....

Medical Practice .....

Address .....

..... Postcode ..... Contact tel. ....

Medicare No. ....

Medical Condition(s) *(Please list any medical condition(s) the student suffers from, eg asthma, diabetes and/or any prescribed medication taken by the student)*

.....  
 .....

Allergies *(Please list any known allergies the student has, eg allergy to nuts, penicillin, bee stings, etc. Include specific details)*

.....  
 .....

Has the student been diagnosed as being at risk of anaphylaxis? Yes  No

If yes, does the student have an EpiPen? Yes  No

<b>Student Details:</b> <b>Surname</b> .....	<b>First Name</b> .....
-------------------------------------------------	-------------------------

**Student Details** *(cont'd)*

Immunisation *(Please indicate if the student has been immunised against the following:*

	<i>Tick appropriate box</i>	<i>Date of immunisation</i>
Hepatitis B	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
Diphtheria - Tetanus - Whooping cough	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
Haemophilus Influenza Type B (Hib)	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
Polio	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
Pneumococcal Disease	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
Rotavirus	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
Measles - Mumps - Rubella	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
Meningococcal C Disease	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
HPV <i>(Secondary only)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....
Chickenpox (Varicella)	Yes <input type="checkbox"/> No <input type="checkbox"/>	.....

**Students with Special Needs**

Your application provides an opportunity to gather information that will support the learning needs of your child. Our school seeks to promote the spiritual, educational and social development of all our students. We work in partnership with families to collaboratively plan for students with additional needs.

**If the information provided is incomplete or misleading, any decision made as to enrolment may be revised.**

a) Has your child been assessed and diagnosed with a disability? No  Yes  *please complete the following information*

Physical disability Yes  No

Details, including practical implications

.....  
 .....

Cognitive disability Yes  No

Intellectual disability  Language disorder  Learning disorder

Other  .....

Social, communication, emotional challenges Yes  No

Autism

Behavioural concerns for self or others

Mental health concerns eg anxiety, separation disorder, elective mutism, etc

Concerns regarding attention eg ADD/ADHD

Other  .....

Sensory impairment Yes  No

Hearing  Vision

Other  .....

<b>Student Details:</b> Surname .....	First Name .....
------------------------------------------	------------------

**Student Details** *(cont'd)*

**Special Needs** *(cont'd)*

b) What supports are currently in place to support your child to access and participate in their current educational setting?

Adjustments to

- Learning
- Supervision
- Support for health care procedures
- Specialist furniture and/or equipment
- Mobility supports, equipment and/or personnel
- Communication supports (braille, signing, assistive technology, communication devices)
- Disability provisions for assessments
- Other *(please specify)*

.....  
 .....

c) Is your child receiving specialist therapy? Yes  No

Occupational therapy  Speech Pathology

Other  *(please specify)* .....

Please provide copies of all reports from a doctor or health professional relating to your child's special needs.

The school will contact you to begin the consultation process. Ongoing collaboration will assist the school to better understand your child's needs and to commence planning for required (reasonable) adjustments. If there are any changes to your child's special needs you must promptly notify the school.

**Health and Safety**

To your knowledge, is there anything in your child's history or circumstances (including medical history) which might pose a risk of any type to him/her, other students and/or staff at this school? No  Yes  *(provide details)*

.....  
 .....

Please provide names and contact details of health professionals or other relevant agencies that have knowledge of these issues

.....  
 .....

Does your child have any history of violent behaviours: Yes  No

Does your child have any history of behavioural problems including verbal bullying? Yes  No

Has your child ever been suspended or expelled from any previous school? Yes  No

- If yes, was this for
- Actual violence to any person
  - Possession of a weapon or any item used to cause injury
  - Intimidation, bullying or harassment of students/staff
  - Threats of violence
  - Illegal drugs
  - Other *(please specify)*

*Please tick any applicable box*

.....

**Student Details:**  
Surname ..... First Name .....

**Student Details** (cont'd)

**Health and Safety** (cont'd)  
**Consent** I/We will provide written consent to the school on request to contact health professionals or other relevant agencies Yes  No

**Court Orders / Parenting Agreements** (if applicable)

Are there any current court orders or parenting agreements relating to the student? Yes  No   
*If yes, copies of these court orders (eg. AVOs, Family Court/Federal Magistrate Court orders) or other relevant documents must be provided.*  
Is there any other parenting information you wish the school to be aware of?  
.....  
.....

**Family Details**

**Parent 1/Guardian 1/Carer 1** Mr Mrs Ms Dr Prof (please circle)  
Surname ..... First Name.....  
Address .....  
..... Postcode.....  
Contact Nos Home ..... Work .....  
Mobile..... email address.....  
Occupation .....  
Religion ..... Nationality.....  
Country of birth Australia  Other  (please specify) .....  
Relationship to Student eg. Mother/Father .....

**Parent 2/Guardian 2/Carer 2** Mr Mrs Ms Dr Prof (please circle)  
Surname ..... First Name.....  
Address .....  
..... Postcode.....  
Contact Nos Home ..... Work .....  
Mobile..... e-mail address .....  
Occupation .....  
Religion ..... Nationality.....  
Country of birth Australia  Other  (please specify) .....  
Relationship to Student eg. Mother/Father .....

**Student Details:**  
**Surname** ..... **First Name** .....

**Non-residential Parent** Mr Mrs Ms Dr Prof (please circle)

Surname ..... First Name.....

Address .....

..... Postcode.....

Contact Nos Home ..... Work .....

Mobile..... e-mail address .....

Occupation .....

Religion ..... Nationality.....

Country of birth Australia  Other  (please specify) .....

Relationship to Student eg. Mother/Father .....

What is the **highest** year of primary or secondary school the parents/guardians/carers have completed?  
 (Persons who have never attended school, tick 'Year 9 or equivalent or below' box. Mark one box only in each column)

	Parent 1/Guardian 1/ Carer 1	Parent 2/Guardian 2/ Carer 2	Non-residential Parent
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is the level of the **highest** qualification the parents/guardians/carers have completed? Mark one box only in each column

	Parent 1/Guardian 1/Carer 1	Parent 2/Guardian 2/Carer 2	Non-residential Parent
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including Trade Certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is the occupation group of:

Parent 1/Guardian 1/Carer 1  Parent 2/Guardian 2/Carer 2  Non-residential parent

Please select the appropriate parental occupation group from pages 8 or 9

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter "8" in the space(s) above

<b>Student Details:</b>	
Surname .....	First Name .....

**Emergency Contact - in addition to parents and carers**

Name .....

Relationship to student .....

Contact tel. ....

**Sibling Details**

List all children in your family attending school or pre-school *(from oldest to youngest including applicant)*

Name	School/Pre-school	Year/Grade <small>(Current calendar year)</small>	Date of Birth <small>(Pre-school only)</small>

## List of parental Occupation Groups

<b>Group 1</b> Elected Officials, senior executives/managers, management in large business organisation, government administration and defence, and qualified professionals
<p><b>Elected officials</b> (major parliamentarian, alderperson, trade union secretary, board member)</p> <p><b>Senior executives/general managers/department heads in industry, commerce, media or other large organisation</b></p> <ul style="list-style-type: none"> <li>• <b>Public sector manager</b> (public service manager – section head or above – regional director, hospital/health services, education)</li> <li>• <b>Other administrator</b> (school principal, faculty head/dean, library/museum/gallery director, research facility director)</li> <li>• <b>Defence forces</b> (commissioned officer)</li> </ul> <p><b>Qualified professionals</b> generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems, identify, treat and advise on problems; and teach others</p> <ul style="list-style-type: none"> <li>• <b>Health</b> (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet psychologist, therapy professional, dietician, radiographer, podiatrists)</li> <li>• <b>Education</b> (primary/secondary school teacher, university lecturer, professor, VET, special education)</li> <li>• <b>Law</b> (lawyer, judge, barrister, coroner, solicitor, legal officer)</li> <li>• <b>Engineering</b> (architect, surveyor, chemical/civil/mechanical/mining engineer)</li> <li>• <b>ICT</b> (computer systems manager, designer, software and applications programmer)</li> <li>• <b>Science</b> (all scientists)</li> <li>• <b>Business</b> (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)</li> <li>• <b>Social</b> (social/welfare/community worker, counsellor, minister of religion, urban/rural planner, librarian, archivist, interpreter/translator)</li> <li>• <b>Air/Sea transport</b> (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)</li> </ul>
<b>Group 2</b> Other business managers/professional and associate professionals
<p><b>Other business managers/professionals</b></p> <ul style="list-style-type: none"> <li>• <b>Farm/business owner/manager</b> (crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)</li> <li>• <b>Specialist manager</b> (works manager, engineering/production manager, sales/marketing managers, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professional)</li> <li>• <b>Finance</b> (bank manager, finance/investment/insurance broker/advisor, credit/loans officer, accountant)</li> <li>• <b>Retail sales/service manager</b> (shop, post office, petrol station, café/restaurant, club, hotel/motel/caravan park, cinema, theatre, travel/betting agency, sports centre, car rental, car/fleet/station manager, other hospitality, retail services manager)</li> <li>• <b>Arts/media</b> (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof reader, graphic designer, web designer)</li> <li>• <b>Sports</b> (coach, trainer, sports official, sportsperson)</li> </ul> <p><b>Associate professional</b> generally have diploma/technical qualifications and support managers and professionals</p> <ul style="list-style-type: none"> <li>• <b>Medical, science, architectural, building, surveying engineering, computing, ICT support technician</b></li> <li>• <b>Health</b> (enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)</li> <li>• <b>Legal</b> (police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer bailiff)</li> <li>• <b>Business/administration</b> (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisor, management and organisation analysts, contract program)</li> <li>• <b>Defence Forces</b> (senior non-Commissioned Officer [NCO])</li> <li>• <b>Other</b> (library assistant, museum/gallery technician, research assistant, proof reader)</li> </ul>

## List of parental Occupation Groups (cont'd)

<b>Group 3</b> Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff
<p><b>Tradespeople</b> (generally have completed a 4-year Trade Certificate, usually by apprenticeship. All tradespeople are included in this group – metal fitters and machinists, motor mechanics, structural steel/welding trades workers, carpenters and joiners, plumbers, painters, electricians, chef/cooks, hairdressers)</p> <p><b>Advanced/intermediate clerical, office, sales, carer and service staff</b></p> <ul style="list-style-type: none"> <li>• <b>Recording clerk</b> (bookkeeper, bank/post office clerk, statistical/actuarial clerk, account/claims/audit clerk,, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk,, purchasing/supply logistics/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, administration clerk)</li> <li>• <b>Inquiry/admissions clerk</b> (customer inquiry/complaints/services clerk, hospital admissions clerk)</li> <li>• <b>Office</b> (secretary, personal assistant, desktop publishing operator, switchboard operator)</li> <li>• <b>Sales</b> (customer inquiry/complaints/services clerk, hospital admissions clerk)sales representative – goods and service – auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate sales agent)</li> <li>• <b>Carer</b> (aged/disability/refugee/child care/welfare support worker, nanny, nursing support)</li> <li>• <b>Service</b> (parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor/supervisor inspectors and regulatory officer)</li> </ul>
<b>Group 4</b> Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers
<p><b>Machine operators</b></p> <ul style="list-style-type: none"> <li>• <b>Driver or mobile plant operators</b> (car/taxi/bus/coach/tram/truck/train driver, driving instructor, courier/deliverer, forklift driver, garbage collector, bulldozer/loader/grader/excavator//earthmoving plant operators, farm/horticulture/forestry machinery operator)</li> <li>• <b>Production/processing machine operator</b> (engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/glass/clay/stone/concrete production/processing machine operator)</li> <li>• <b>Other machine operator</b> (photographic developer/printer, industrial spray painter, boiler/air conditioning/refrigeration plant operator, railway signals/points, crane/hoist/lift/bulk materials handling machinery operator, driller, miner)</li> </ul> <p><b>Sales office, hospitality staff and other assistants</b></p> <ul style="list-style-type: none"> <li>• <b>Sales</b> (sales assistant, motor vehicle/caravan/parts salesperson, sales representative, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler)</li> <li>• <b>Office</b> (typist, word processing/data entry/business/keyboard/machine operator, receptionist, office assistant, general clerk)</li> <li>• <b>Hospitality staff</b> (hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchen-hand, porter housekeeper fast food cook)</li> <li>• <b>Assistant/aide</b> (trades assistant, school/teachers'/education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher home helper, salon assistant, animal attendant)</li> <li>• <b>Sales</b> (sales assistant, motor vehicle/caravan/parts salesperson, sales representative, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler)</li> </ul> <p><b>Defence Forces</b> (ranks below senior NCO)</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b> (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)</p> <p><b>Other worker</b> (labourer, factory hand, store person, guard, commercial cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security officer)</p>

**Agreement - please tick appropriate boxes**

- 1 I/We agree to support school policies in relation to program of studies, sport, pastoral care, school uniform, discipline and the general operation of the school
- 2 I/We have included copies of the following documents with this application for enrolment:
  - Birth Certificate \*
  - Sacramental Certificates to date \*
  - Parish Priest Reference Form - unless the priest has indicated he will forward the form directly to the school
  - Passport, visa, citizenship documentation \* (if applicable)
  - Most recent previous school reports and external test results
  - Current Family Court Orders (if applicable)
  - Relevant medical and/or special needs information (if applicable)
  - Immunisation Certificates
  - Reports of assessments your child has received for speech, hearing, cognitive (IQ), occupational therapy (if applicable)

**\* Original documents will need to be produced during the enrolment process**

- 3 If this enrolment application is successful, I/We agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges
- 4 I/We understand that if this application is successful, the information that I/we have provided (eg of address, court orders, special needs etc) must be kept up to date throughout the period of enrolment.
- 5 If this enrolment is accepted, I/we agree to support our child's participation in the religious life of the school (eg school liturgies, retreat programs)
- 6 If, in time of emergencies, accidents or serious illness, I/we cannot be contacted I/we give permission for the principal or their representative, to seek medical attention for my/our child as required. This may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle Yes  No

I/We have read all the information in the enrolment package and understand the policies that we will need to abide by should this enrolment application be successful.

I/We have read the Standard Collection Notice about the collection and management of the personal information contained in this form.

I/We understand that if any misleading information has been provided or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance, the enrolment may be withdrawn.

**Signatures**

..... (Parent 1/Guardian 1/Carer 1) ..... (Date)

..... (Parent 2/Guardian 2/Carer 2) ..... (Date)

**Note** Acceptance of this *Application for Enrolment* is subject to the approval of the school's Enrolment Committee. Acceptance to this school does not constitute acceptance into any other Catholic primary or secondary school.

- 1 The school and the Diocese both independently and through its schools collects personal information, including sensitive information about students and parents or guardians before and during the course of a student'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 students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students 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 schools require certain information to be collected and disclosed. These include education, public health and child protection laws.
- 4 Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about your child from time to time.
- 5 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.
- 6 The school may disclose personal and sensitive information for educational, administrative and support purposes. This may include:
  - Other schools and teachers at those schools
  - government departments and agencies
  - the Catholic Schools Office
  - the Catholic Education Commission NSW
  - the Diocese of Broken Bay and its parishes
  - medical practitioners
  - people providing educational, support and health services to the school, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
  - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) 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 to the school
  - anyone you authorise the school to disclose information to
  - anyone to whom the school is required or authorised to disclose the information to by law, including child protection laws
- 7 Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters, magazines and on our website. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. The school will obtain permissions annually 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.
- 8 Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Older students may also seek access to personal information about themselves. 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 the school's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons, if appropriate.
- 9 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.
- 10 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.
- 11 The school may use online or Cloud service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in the school's Privacy Policy.
- 12 The Diocesan Schools System Privacy Policy sets out how to make a complaint about a breach of privacy and how the school will deal with such a complaint.



# CREDIT CARD PAYMENT

Darley Road, MANLY 2095

Telephone: 9977 5111

Fax: 9977 0959

VISA CARD

MASTERCARD

CARD NO :

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EXPIRY DATE :

		/		
--	--	---	--	--

NAME ON CARD:

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(please print)

NAME OF STUDENT:

---

YEAR:

---

PAYMENT FOR:

---

AMOUNT: \$

---

Cardholder's Signature

---

Date

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**St Paul's Catholic College, Manly**

Darley Road Manly NSW 2095 **Tel:** 02 9977 5111 **Fax:** 02 9977 0959

**Email:** [stpauls@dbb.catholic.edu.au](mailto:stpauls@dbb.catholic.edu.au) [www.stpaulsmanly.nsw.edu.au](http://www.stpaulsmanly.nsw.edu.au)