



St John Bosco College

Enrolment Information Package

This information package is to be used in conjunction with the enrolment form when applying for enrolment at St John Bosco College. It contains a range of policy information from the Catholic Education Office, Sydney and St John Bosco College, Engadine.

This information is also available in pdf format in the enrolments section of the College website (www.bosco.nsw.edu.au)

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Educational Excellence in a Caring Environment

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1. ENROLMENT PROTOCOLS

1.1 Sydney Archdiocesan Catholic Schools Board Enrolment Policy/School Enrolment Policy

ENROLMENT POLICY FOR SCHOOLS WITHIN THE SYDNEY ARCHDIOCESAN SYSTEM

This Policy Statement has been developed in the context of government and system requirements. It accommodates the provisions of, and draws policy implications from:

- **The Sydney Catholic Schools “Towards 2005” Strategic Management Plan**
- **The Sydney Archdiocesan Catholic Schools Board’s “Vision Statement”, 1988**
- **The Commonwealth Disability Discrimination Act, 1992**
- **The NSW Anti-discrimination Act, 1977.**

This document was adopted by the SACS Board at its meeting on 27 August, 1997 and published on 20 November 1997. It supersedes:

- **Enrolment Policy for schools within the Archdiocesan system (28 February 1990)**
- **Policy on the Enrolment and Ongoing Education of Students with Special Educational Needs (1 December 1993).**

GUIDING PRINCIPLES

- 1.1 The Catholic school is a precious instrument for education in the faith and for the integration of faith and culture in the development of each child.
- 1.2 The Australian Catholic community has contributed to the establishment and maintenance of its schools with the specific intention that they promote the continuance of that community and the development of each child through an active process of catechesis.
- 1.3 The Archdiocese of Sydney, within its saving mission, develops Catholic schools which are founded on the person of Jesus Christ and enlivened by Gospel values in order to highlight the relevance of our faith to life and contemporary culture.
- 1.4 The Archdiocese of Sydney, through the Sydney Archdiocesan Catholic Schools (SACS) Board, encourages parish communities to establish Catholic schools which are committed to the development of the whole person and embedded within the community of believers, and share in the evangelizing Mission of the Church.

- 1.5* The SACS Board acknowledges the Church's exhortation to Catholic parents to send their children to Catholic schools whenever it is possible. It accepts a concomitant responsibility on the part of Catholic education authorities to ensure that quality¹ Catholic education, which caters for all enrolled students, is provided in each school.
- 1.6* The responsibility for admitting children to a systemic Catholic school is one that is ultimately shared by the whole Catholic community. While immediate responsibility is delegated to individual school communities, their decisions must be:
- a) informed by the Gospel values of inclusiveness and equity;
 - b) in accord with Archdiocesan policy as well as Commonwealth and State legislation; and
 - c) subject to an appeals procedure.
- 1.7* The Catholic systemic school strives to cater for the needs of all students at each level, and to meet individual needs over a wide range of learning abilities. These objectives must be equitably achieved within the constraints of the available teaching and material resources and recognise the rights of all students to educational opportunities which expand life choices.
- 1.8* SACS Board acknowledges circumstances may arise subsequent to enrolment (such as a student suffering deterioration in health or behaviour) which compromise a school's capacity to adequately cater for the altered learning needs of a particular student.

MANDATORY PROVISIONS

- 2.1 All parents seeking to enrol children in Catholic schools should be assisted to understand the ideals and principles, upon which the Catholic school is based, in accordance with the "Vision Statement" SACS Board in September, 1988.
- 2.2.1 Each school within the Archdiocesan system shall formulate an enrolment policy which is consistent with the Archdiocesan policy. A school may adapt the Archdiocesan Enrolment policy to cover specific local circumstances, provided that such adaptations have the approval of the Regional Director. A School Enrolment Policy shall not come into force until it has been approved by the Regional Director.
- 2.3* All duly completed applications for enrolment received before the official closing date shall be treated equally in accordance with the School Enrolment Policy. Where an application indicates that a student has a special educational need², it will be referred to the Regional Consultant responsible for the particular school, who will assess whether or not the school can provide the facilities, resources and suitably trained personnel to support the educational needs of the applicant. The Regional Consultant will then meet with the Principal and the applicant's parents/caregivers to discuss the prospective enrolment prior to the application being considered, along with all other applications, by the School Enrolment Committee.
- 2.4 The formulation, implementation and ongoing evaluation of the School Enrolment Policy shall be the responsibility of the School Enrolment Committee.

Parish Primary Schools

- 2.5* The School Enrolment Committee for each parish Primary school shall consist of:
- 2.5.1 The Principal;
 - 2.5.2 The Parish Priest;

- 2.5.3 A representative of the Parish community on which the school depends. The Parish Priest and Principal shall together arrange for the selection of the Parish representative.

The Committee shall be convened by the Principal and instructed as to its duties under Commonwealth and State Anti-Discrimination Legislation.

Regional Schools

- 2.6* The School Enrolment Committee for each school dealing with clusters of parishes shall consist of:

- 2.6.1 The Principal;
- 2.6.2 The Principal, or Assistant Principal of one Feeder School as invited by the Regional Director;
- 2.6.3 One Parish Priest elected by the Parish Priests of the designated Feeder Parishes;
- 2.6.4 Two parents, one elected by the Parish Priest (as in 2.6.3 above) and one elected by the Principals of the Feeder Schools;
- 2.6.5 One nominee of the Regional Director.

The Committee shall be convened by the Principal of the regional school and instructed as to its duties under Commonwealth and State anti-discrimination legislation.

In addition, the Regional Director has the discretionary power to require Chairpersons of School Enrolment Committees whose enrolments overlap to attend a meeting chaired by the Regional Director in order to resolve enrolment conflicts across the cluster.

- 2.7 Children from all families who are prepared to support Catholic ideals and principles may be considered eligible for enrolment. Priority in enrolment is to be given in the following order, except in special circumstances (see Bases of Discretion 3.1):

Children of Catholic families³, such families being actively involved in the parish community or communities on which the school depends;

Children of Catholic families residing in other parishes, such families being actively involved in their home parishes;

Children of families affiliated to churches in communion with the Roman Catholic Church who, for reasons deemed sufficient, seek enrolment in the school;

Children of Catholic families residing within the parish/parishes on which the school depends;

Children of Catholic families residing in other parishes;

Children of Orthodox or other Christian families;

Children of families with other religious convictions.

- 2.8 In cases of poverty, disability⁴ or special needs a child may, and if possible should, be given a higher position in the priorities listed in Provision 2.7 than would otherwise apply.

- 2.9 It is expected that normally, Catholic students shall make up approximately 90% or more of the enrolment of the school. Permission to allow any significant departure from this norm would have to be sought from the SACS Board through the Executive Director of Schools.

- 2.10 Appeals against the decision of the School Enrolment Committee shall be made, in the first instance, to the School Enrolment Committee, then to the appropriate Regional Director.

- 2.11 The Executive Director of Schools shall determine, as part of the effective operation of the system, the minimum age for enrolment in the first year of Primary schools, and shall determine and publish dates for the enrolment period in all schools within the Archdiocesan system.

BASES OF DISCRETION

- 3.1 With regard to the criteria for enrolment as outlined in 2.7 above, special considerations may be given to individual cases, as determined by local circumstances, for the following reasons:
- 3.1.1 Parents' intentions with regard to their own and their children's search for education in the faith';
 - 3.1.2 Family situations necessitating a pastoral approach or requiring the exercise of compassion;
 - 3.1.3 The enrolment of siblings of children already attending the school;
 - 3.1.4 Family circumstances regarding mobility;
 - 3.1.5 The desire to balance the enrolment of boys and girls in a co-educational school.
- 3.2* It is recognised that the provision of appropriate educational opportunities for all students, but especially for those students with special educational needs, involves a partnership between school staff and parents/caregivers. In keeping with this principle, the educational progress of students with special educational needs will be regularly evaluated by the school staff in consultation with the parents/caregivers. In conjunction with Regional Office staff, the school staff will periodically review the school's continuing capacity to provide quality educational opportunities to particular students with special educational needs. Where it is determined that, despite a school's best attempts to accommodate a child's special educational needs, the continued enrolment of that child compromises both his/her right to appropriate educational opportunities, and the school's human and material resources, then the Principal may request approval from the Regional Consultant to notify the parents/caregivers of the situation. The Principal, Regional Consultant and other specialist staff will then consult with the student's parents/caregivers as to what course of action should be taken in order to best meet the altered educational needs of the student.

* **These sections have been amended with regard to students with special needs.**

Notes:

1. For the purpose of this document, quality Catholic education is defined as education that conforms to the NSW Education Reform Act (1990) and the requirements of the Catholic Education Office, Sydney.
2. A student may be deemed as having special educational needs if, in endeavouring to offer the student equitable access to educational opportunities, modifications need to be made to curricula, assessment procedures, school premises or modes of course delivery, or, if the provision of special equipment or suitably trained staff is required.
3. Catholic families are defined as families in which at least one parent is a Catholic or in which the children have been baptised Catholics. This presupposes that there will be no discrimination against Catholic children of marriages of mixed faiths or single supporting parent families, and poses a challenge to schools to take into account the particular needs of such children.
4. For the purposes of this document, the term "disability" has the meaning ascribed to it under the New South Wales Anti-Discrimination Act, 1977 and the Commonwealth Disability Discrimination Act, 1992.



Catholic Education Office, Sydney

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1.2 Enrolment Procedures For Secondary Schools In The Sutherland Shire

The purpose of this document is to provide practical guidance to Principals and pastors in processing enrolment applications to systemic Catholic secondary schools in the Sutherland Shire. Parents may also find this document useful in understanding the processes used by schools.

Processes outlined in this document are mandatory and form the basis for enrolment procedures at the local level. They are intended to support Principals in their implementation of the Sydney Archdiocesan Catholic Schools' Board Enrolment Policy 1997.

An enrolment committee will be established by each school to advise the Principal on enrolment matters. This committee will include the following: the Principal, a Primary Principal, a Parish Priest of one of the designated feeder parishes and two parents.

While the Catholic systemic school must endeavour to provide opportunities for evangelisation whenever possible, the priority for enrolment is given in the following order.

Order of Acceptance

1. Baptised Catholic children of families who live within the geographic boundaries of the designated parish/parishes, who are actively involved in the life of a feeder parish community and who attend the nominated feeder schools.
2. Baptised Catholic children of families who live within the geographic boundaries of the designated parishes, who are actively involved in the life of a Feeder parish community but who do not attend a nominated feeder school.
3. Baptised Catholic children of families who are actively involved in the life of a parish that is not a feeder parish, provided there are no vacancies at the child's own designated systemic secondary school.
4. Baptised Catholic children of families who attend the nominated feeder schools and who live within the geographic boundaries of the designated parish or parishes.

5. Baptised Catholic children of families who live within the geographic boundaries of the designated parish or parishes but who do not attend a nominated feeder school.
6. Baptised Catholic children of families who live outside of the geographic boundaries of the designated parish or parishes, provided there are no vacancies at the child's own designated systemic secondary school.
7. Children of Orthodox or other Christian families who live within the geographic boundaries of the designated parish/parishes and already attend a Catholic primary school.
8. Children of Orthodox or other Christian families who live within the geographic boundaries of the designated parish/parishes.
9. Children of families of other or no religious convictions who live within the geographic boundaries of the designated parish/parishes.

Note: "Catholic" includes Roman Catholic and Eastern Catholic churches.

Protocols

1. All children are enrolled on the condition that they and their parents agree to respect and abide by the Catholic mission of the school, including the religious education it offers for their children, and all the policies and procedures of that school.
2. Within the above categories consideration may be given to students with siblings already in the school.
3. Principals will confer when an individual application is received from outside the school's feeder school(s) or parish(es). The Principal of the school to which the application is made will inform the Principal of the designated school and consult with them about the circumstances of the application, before an enrolment offer is made.
4. A Principal may enrol a student for specific pastoral reasons in consultation with the Principal of the student's designated school.



PETER TURNER
REGIONALDIRECTOR

DATE 17 March 2005

1.3 Special Needs Enrolment Protocols

- Copies of all information relative to the specific learning needs of the student applying for enrolment must be disclosed to the school. Examples include any of the following:
 - paediatric reports related to medical conditions
 - therapeutic interventions
 - psychometric assessments
 - speech and language clinical reports
 - occupational therapy reports

If the enrolment application is successful-

- The above documentation must be updated as further assessments occur or as additional information becomes available.
- It is essential that parents/carers co-operate with the school Principal or delegated teacher when they may need to discuss the educational support of the student with the relevant practitioner.
- In the case of Kindergarten enrolments the Principal or delegated teacher may visit the preschool of the student applying for enrolment to discuss educational matters.
- This information may be forwarded to the Catholic Education Office in order to ascertain possible additional education support.
- The special needs information supplied during the course of enrolment within a Catholic school will be forwarded to another Catholic school, if enrolment is sought at that school (eg when moving from Primary to Secondary school or moving from one primary to another etc.).
- It is essential that parents/carers co-operate with the Principal in obtaining appropriate medical /educational/behavioural assessments or advice in relation to the student's educational progress.

2. SCHOOL POLICIES

2.1 Pastoral Care Policy

Rationale

St John Bosco College strives to offer students quality educational opportunities in the context of a caring environment. Hence we are committed to the ideal of a learning community in which all members will offer mutual care and support. We understand pastoral care as a living and dynamic reality that is a reflection of God's love for us, especially as expressed in the person of Jesus, the Good Shepherd.

It is our mission to nurture a dynamic Christian community, which seeks to develop the full human potential of each of its members. Hence, we endeavour to ensure that our pastoral care is a practical and tangible expression of our love for the students entrusted to our care.

Principles

At St John Bosco College we believe the quality Pastoral Care should:

1. be an expression of God's love for all people regardless of race, creed, colour or culture;
2. be oriented towards enabling each person to live fully their dignity as sons and daughters of God;
3. demonstrate a balance between the needs and rights of the individual and the needs and rights of the community;
4. meet each student at his/her point of need and within the context of community;
5. be expressed in quality personal relationships between all members of the College community;
6. nurture an environment where each student's full educational, spiritual, physical and social potential might be realised;
7. be supported by means of appropriate resources, personnel, structures and programmes;
8. cultivate an environment which promotes a sense of communal direction and a sense of belonging;
9. offer solidarity, compassion, encouragement and challenge;
10. provide opportunities for personal growth, reconciliation and professional care;
11. be supported by educative programmes that develop knowledge, skills and attitudes;
12. be enhanced by means of a safe, aesthetically pleasing and welcoming environment (both physically and emotionally).

Guidelines

1. There are four "House Groups" and each House is split into eight Pastoral Classes;
2. Each House is co-ordinated by a member of staff who acts as House Leader and each House also has two House Captains – a male and female Year 12 student;
3. Each Pastoral Class is led by a Pastoral Teacher, who is a person in a significant relationship of care of the student;
4. Each student belongs to a House and is allocated to a Pastoral class.
5. Students meet with their Pastoral Teacher in their Pastoral Class each morning for the purposes of roll call, administration and Silent Sustained Reading;
6. One period per week is devoted to Pastoral Care and a formal and informal programme of pastoral care operates;

7. The Year Co-ordinator has the specific role of nurturing the community of the year group and overseeing the care of students in that year
8. Year teams meet on a regular basis to anticipate pastoral care issues in the year group;
9. The pastoral care support system is outlined in the student diary. It is the framework for both the merit and caution system;
10. A school counsellor is employed to give assistance and guidance to all members of the College community
11. House leaders have the specific role of promoting school spirit across Years 7 – 12 and encourage competition amongst the houses

HOUSE PATRONS

MARY MACKILLOP - GREEN

Mary MacKillop is expected to become Australia's first saint. She was born in Melbourne in 1842 and died in Sydney in 1909. She came from a poor family and, early in her life, worked as a shopkeeper and teacher to support her family. Later she moved to South Australia and founded the Sisters of St Joseph, a religious order devoted to education, nursing and welfare in impoverished areas in large cities and the outback. Mary Mackillop's life is a great example for all members of our College community. She was a woman who dedicated herself to serving God and others and a woman who lived the Gospel through her service of the poor and those in need, especially through education.

CAROLINE CHISHOLM - BLUE

Caroline Chisholm was born in England in 1808 and died in England in 1877. However, she is primarily remembered for her contribution to Australian society. She is credited with creating the beginnings of welfare for the poor in Australia. She gave special attention to unemployed migrant women, spoke on their behalf before government bodies in Australia and England, established employment schemes and engaged in many other activities on behalf of the disadvantaged. For more than 20 years her face was on the Australian \$5 note. Her faith was her inspiration for all she did and for this reason she is renowned for the manner in which she spread the Good News of Jesus by her courageous service of the poor and vulnerable.

FR THOMAS DUNLEA - YELLOW

Fr Thomas Dunlea was born in 1894 and died in 1970. He was the founding parish priest of Engadine and the founder of Boys' Town, where there is a memorial stone in his honour to this day. In response to a promise to care for the "high spirited" son of a dying mother, he began his work for the welfare of disadvantaged boys and young men. Convinced that the boys in his care needed an education if they were to make a go of their lives, he established a rural college on the site of the present-day Heathcote High School in order to teach the students basic agricultural skills. This work has developed into the present-day Boys' Town. Fr Dunlea was renowned amongst his parishioners as a man of practical faith, a faith which sustained him in times of trial and a faith which inspired him in his service of others.

DOMINIC SAVIO - RED

Dominic Savio was born in northern Italy in 1842 and is one of the few teenage saints in the history of the Church. He attended the school of St John Bosco, who personally guided Dominic's human and Christian development. Dominic's life was a great example for all members of the College community. He was a young man whose short life was dedicated to loving and serving God by actively fulfilling his responsibilities as a Christian, a friend and a student. His dedication to his studies, his loyalty as a friend, the generosity of his service to others and his love of God have inspired generations of young people throughout the world to love.

2.2 Student Code Of Conduct

Introduction

St John Bosco College strives to cultivate an environment in which all members of the College community feel welcome, safe, secure and valued.

It is in such an environment that learning best takes place and that students grow in their own sense of self-esteem and self-respect, and be able to more effectively extend esteem and respect to others.

Students have a responsibility to contribute to the building of a positive interpersonal climate within the College and to establishing a constructive learning culture in which all are able to succeed to their full potential.

Expectations

All students at St John Bosco College are expected to:

- o respect the rights of all those who attend or visit the College, especially fellow students, members of staff, casual and student teachers, parents, visitors, contractors and representatives of other schools;
- o care for the properties of the College and the possessions of those who attend or visit the College;
- o demonstrate courtesy to others through the use of polite and sensitive language, avoiding all words that are degrading or discriminatory;
- o be truthful and honest in their dealings with others;
- o cultivate respect, tolerance, forgiveness and fairness in their dealings with others;
- o work and study at school and at home to the best of their ability, be regular in their attendance at school, and be punctual for lessons and commitments;
- o co-operate with their teachers in their efforts to guide and educate, and support their fellow students in their efforts to learn and progress;
- o uphold the good name of their College in the wider community, on public transport, in sporting competitions, on excursions, camps and retreats, and when representing the College;
- o maintain a high standard in the wearing of their College uniforms and in their general personal appearance;
- o contribute to the positive environment of their College by keeping desks, classrooms, playgrounds and facilities neat, clean and tidy;
- o adopt a responsible attitude to personal health issues, particularly be refraining from tobacco, alcohol and other drugs whilst at school, participating in College activities and when wearing the College uniform;
- o obey all regulations which apply at school and on school activities, and whilst travelling on public transport;

Finally, all students are expected to abide by the College Rules set out in the College Diary and as issued by the College, since these rules give practical expression to the expectations outlined above.

Consequences

At St John Bosco College we believe that that each and every student is responsible for their own behaviour and that all students can expect to be held accountable for their behaviour. Hence, the College has a series of consequences in place.

Students who experience some difficulty in meeting these expectations will be assisted to do so as a normal part of the College's pastoral care programme. Through such means as communication through the College Diary, interviews with students and/or their parents, individual counselling at school or referral to professionals beyond the school, exclusion from class activities and school representation, detentions or deprivation of privileges, these students will be helped and encouraged to actively pursue these expectations.

In addition, those students whose behaviour is seriously inconsistent with the College's expectations and those students who show a consistent unwillingness to live out the expectations of the College will be suspended from regular school activities, the length of suspension being discussed with parents. Ultimately, if a student's behaviour is deliberately, seriously or persistently opposed to the College's expectations and the well-being of its community, expulsion, as a last resort, may result.

2.3 Discipline Procedures

Introduction

The basis of these guidelines is care and concern for others and ourselves so that we may live together in a co-operative and harmonious school community. A key feature of good pastoral care is an effective and just reward/discipline system based on Gospel values. We believe that the College community should function within a system of Christian attitudes and relationships, which develop the self-esteem and self-confidence of our students. Students are expected to recognise the rights of others and accept responsibility for their actions.

Merit System

The Merit System affirms students who strive to achieve personal excellence in many areas of College life and within the wider community. Merits are intended to reward effort and may be given for academic achievement, high standards of behaviour and uniform, sporting achievements, service to others, honesty, participation, etc. When students have received ten Merit cards they can apply to their Year Co-ordinator for a Year Co-ordinators' Award which will be presented at a Year Assembly.

Once a student has five Year Co-ordinators' Awards they may apply to the Pastoral Care Co-ordinator for the Principal's Award. At a whole school assembly the student receiving the award will be presented to the Principal by their Year Co-ordinator.

Caution System

The Caution System is intended to keep students on task whilst enabling them to accept ultimate responsibility for their own actions. For a range of issues teachers may issue cautions, some of which might include incomplete work, lateness to class, failure to bring books/equipment, uniform infringements, not having the diary signed, etc. Cautions will be recorded in students' diaries and once six have been issued an after school detention will follow. Once that detention is completed the tally returns to zero, as it does at the start of each term. Students must have their diary with them each day and failure to present the College diary upon request results in an automatic after school detention.

Detention

Formal after school detention is run on Wednesday afternoons from 3:15pm – 4:15pm as a consequence of more serious matters. When it is deemed necessary students may be placed on detention on days other than Wednesday. The school will always notify parents if their son/daughter is required for detention.

Other Sanctions

Where appropriate other sanctions may be employed. These include:

- o Note in the College diary
- o Discussions with student/parent
- o Lunchtime clean-up
- o Loss of privileges
- o Placement on a conduct card
- o Suspension (internal or external)
- o Expulsion

Bullying

All students have the right to be educated within a safe, secure and welcoming College community. The College has an “Anti-Bullying” policy a “hands off” policy which are strictly enforced. No-one is permitted to touch another student’s person or property on the way to or from school, in the playground or in class. All games played at recess or lunch must be non-contact in nature. Any form of harassment whether it is physical, verbal or psychological will not be tolerated and will be dealt with accordingly.

Banned Items

The following items are not permitted to be brought onto the College grounds or to College functions or events:

- o Scooters, skates, rollerblades, skateboards
- o Chewing gum
- o Items to sell to other students
- o Cigarettes
- o Alcohol
- o Students who have mobile phones at school must not use them during school hours. The College accepts no responsibility for the safe keeping of students’ phones.
- o Students who bring illegal substances or implements to the College / College events, immediately place themselves outside the school community.
- o The College reserves the right to search the bag, locker or personal effects of any student suspected to be in possession of illegal substances/implements or banned items.
- o Students who have personal electronic devices (IPODS, MP3 players etc) must not use them during class time. The College accepts no responsibility for the safe-keeping of such items.

2.4 Anti-Bullying Policy

Rationale

St John Bosco College does not tolerate bullying. Within the College we seek to build a safe and caring Christian environment in which everyone has the right to feel safe and valued, where individual differences are accepted as everyone's right. We all share in the responsibility of caring for others within and beyond the College Community.

Definition

Bullying occurs when any member of the College is subjected to behaviour that is hurtful, threatening or frightening. Bullying usually involves an imbalance of power and by its nature can include verbal, physical, social and/or psychological harassment. Bullying can be carried out by an individual or a group.

Examples of bullying include:

- o purposely leaving someone out of activities;
- o spreading rumours;
- o demand for money or possessions;
- o damaging, removing or hiding belongings;
- o physical violence or threats;
- o putting down others and their achievements;
- o name calling, teasing and ridiculing;
- o writing offensive notes or graffiti about others;
- o rude gestures;
- o being attacked because of your religion or race.

Principles

At St John Bosco College we aim to provide a supportive environment that encourages positive relationships between all members of the school community by:

- o informing students, parents and staff of the College's Anti-bullying Policy;
- o encouraging young people to learn the values of tolerance, honesty, self-discipline and co-operation within the community;
- o creating a safe and happy environment for both students and staff;
- o incorporating anti-bullying educational activities into pastoral programmes;
- o including anti-bullying activities across all KLAs ensuring a whole school approach;
- o acting immediately upon any reported cases of bullying;
- o encouraging staff and particularly students in leadership positions such as College Captains and members of the SRC to be role models.

Guidelines

How to prevent bullying

At St John Bosco College we aim to prevent bullying by encouraging students to:

- o be accepting of individual differences;
- o be tolerant of individuals' strengths and weaknesses;
- o deal with conflicts in a calm and respectful manner.

How to respond to bullying

Bullying is viewed as a serious breach of the College code of discipline. Any reports of bullying will be investigated thoroughly and appropriate actions will be taken. The College seeks to promote a culture in which students will be encouraged to:

- intervene if they observe an incident; take some positive action to stop the bullying;
- report the bullying incident to an adult as soon as possible;
- make it clear to their peers that bullying is not accepted.

The recipient of bullying will be encouraged to:

- not overreact to comments (if possible or appropriate);
- be assertive and ask the person concerned to stop;
- tell an adult – talk to your parents, teachers, Year Co-ordinator, or another responsible adult;
- report the bullying to your Pastoral Teacher, Year Co-ordinator, the Pastoral Care Co-ordinator, the Assistant Principal or the Principal.
- if the bullying continues, report the problem again;
- report instances of other people being bullied;
- respond to victims of bullying in a caring and supportive manner.

Pastoral Care

Students who are subjected to bullying:

- are treated with respect and concern;
- have access to the College Counsellor, if necessary;
- are encouraged and will be offered assistance to develop strategies to better cope with and prevent being bullied.

Bullying and the College's Discipline Policy

St John Bosco College does not tolerate bullying. Disciplinary action may include:

- asking the student to examine his/her behaviour and make immediate changes;
- notifying parents;
- referring the student to a counsellor;
- initiating a Mediation Conference;
- the Year Co-ordinator initiating the College's Step-by-Step Anti-Bullying Consequence Plan;
- the Year Co-ordinator assessing the situation and deciding upon further disciplinary action (depending upon the seriousness of the situation);
- the teachers and the Year Co-ordinator continuing to monitor the student's behaviour.

The College will deal seriously with students who retaliate against a person for reporting bullying.

What can parents do?

Parents play a key role in the support of both the victims and the perpetrators of bullying. The College must work in partnership with parents in the disciplinary process. Parents can assist in the following ways:

- let your child know that bullying in any form is never acceptable;
- listen to your child and take their feelings and fears seriously;
- reassure your child that being bullied is not their fault;
- inform the school of any incidents of bullying or encourage your child to inform the school.

Step-by-Step Anti-Bullying Consequences Plan

Both the person being bullied and the person reported for bullying will be interviewed separately.

Step One: Warning by Year Co-ordinator

Any student involved is warned about their behaviour and has explained to them the consequences of it. This stage also allows any conflicts between students to be resolved. If the initial instance of

bullying is of a serious nature, the Year Co-ordinator may decide to proceed immediately to Step Two. Parents must be informed.

Step Two: Student is placed on afternoon detention.

Once they have received **two** detentions for this behaviour, their parents are requested for a formal interview with the Assistant Principal. There is also the option for counselling.

Step Three: In-school suspension.

If bullying continues, the student will be placed on an in-school detention by the Assistant Principal, who will meet with the student's parents. The Pastoral Care Co-ordinator will arrange for **compulsory counselling**.

Step Four: Suspension.

If bullying continues, the bully will be formally suspended by the Principal. An interview between the Principal and the parents will take place.

Step Five: Further Sanctions.

If bullying persists or is of an extremely serious nature, the Principal will discuss the student's enrolment status with the parents.

2.5 Homework Policy

Rationale

The purpose of homework, like schooling, is learning. When conscientiously undertaken, homework is a valuable aspect of the learning process.

Principles

At St John Bosco College we believe that homework:

1. is important for students of all ages as it helps them build on what they have already learnt at school;
2. is valuable for teachers, as it helps them assess the progress of the students;
3. provides the opportunity for students to acquire sound study habits and a constructive time-management skills;
4. encourages students to make consistent personal effort without direct adult supervision;
5. helps bridge the gap between home and school, providing a partnership between home and school;
6. facilitates self-discipline, independence and responsibility in students.

Guidelines

1. As a guide St John Bosco College recommends the following for home study (as stated in the Students Diary):

Year 7	1 hour per night
Year 8	1½ hours per night
Year 9	2 hours per night
Year 10	2 hours per night
Year 11/12	3 hours per night
2. Homework activities may vary according to the needs of the various subject areas being studied.
3. Regular review of the day's lessons should be the first homework done each evening. Time should also be spent revising previous work or making use of textbooks and other resources in preparation for coming tests.
4. Homework may include the completion of written work from class, projects, research activities, assignments and reading tasks. Normally written work may take between half and two thirds of homework time. The remaining time should be given to study and revision.
5. Homework is based on work recently covered in class or work shortly to be covered.
6. Homework is to be entered into a student's diary.
7. Homework is set for all subjects on the evening of the day that the subject has been studied.
8. Homework will be excused only with a parent note.
9. In providing the link between home and school parents are asked to be involved in their child's education by:
 - o Supporting students in completing their homework
 - o Providing, if possible, a dedicated place and desk for homework and study
 - o Assisting teachers to monitor homework by signing the diary each week.
 - o Communicating with teachers about any concerns with homework or their child's approach to homework.

2.6 Internet Use Policy

Information Technology Acceptable Use Agreement

Introduction

St John Bosco College's information technology facilities, resources and services are for the purpose of facilitating and enhancing the teaching and learning process and should be for educational uses only.

Rules and Expectations

The following rules and expectations are designed to ensure the appropriate, safe, productive and equitable educational use of the College's information technology facilities, resources and services.

1. The College's information technology facilities, resources and services should be used in an appropriate, responsible and respectful manner under the supervision of staff.
2. All equipment, hardware, software and furniture is to be respected, and used and cared for appropriately. Inappropriate use and damage will result in disciplinary action and the responsible person may be liable for any costs. Any damage should be reported immediately to a staff member.
3. Any and all use of the College's information technology facilities, resources and services must be for College related purposes. Use of the College's facilities, resources and services for the following purposes is explicitly prohibited:
 - o For commercial or profit making purposes; for product advertisement or political lobbying;
 - o For composing, copying, sending or distributing hate mail, discriminatory material, and other anti-social communications;
 - o For the unauthorised infiltration the College's network and/or system;
 - o For accessing, copying, publishing or distributing pornographic, violent, illegal, hateful or offensive materials;
 - o For any inappropriate, immoral, deceitful, disruptive, malicious, illegal or offensive purposes.
4. Network and/or internet accounts are to be used only by the authorised user, who is deemed personally responsible for the contents and use of that account. Users may not conduct any unauthorised activities on the network/internet.
5. Passwords may only be used by the authorised user, and then only for the purpose for which they are intended. Passwords must never be divulged, shared, exchanged, or passed on to another user.
6. Software is not to be installed, used on or copied from the College network without the explicit authorisation of the Administration Co-ordinator. It is illegal to interfere with any item of equipment or to attempt to change, copy or interfere with software, data or files that have been developed by another person.
7. Personal information or details should not be sent across the network/internet. The College will not be responsible for the consequences of such activity.
8. Australian and international law regulates the use of electronic information. The notions of plagiarism, copyright and intellectual property must be fully understood and taken into account when using information. The work of others must be appropriately and correctly acknowledged.
9. College staff authorised by the Principal may monitor the activities of users, inspect account contents, and examine files and software to ensure that the College's facilities, resources and services are being appropriately used.
10. The College reserves the right to suspend network and/or internet privileges and/or take other disciplinary action against users who inappropriately use the College's facilities, resources and services.

2.7 Privacy Policy/Standard Collection Notice

The College's Privacy Policy is available on the College website (www.bosco.nsw.edu.au) and is also available from the College Office.

COMMONWEALTH PRIVACY AMENDMENT (PRIVATE SECTOR) ACT 2000

Standard Collection Notice- This statement is provided to you by the school and specifically itemises the reasons for collecting information about students and their families and the way in which that information will be used by the school. Please refer to the Parent Information Brochure for further explanation.

1. This School (and the Catholic Education Office, Sydney) 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 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. This includes disclosure to other schools, government departments, Catholic Education Office Sydney, the Catholic Education Commission, NSW, your local diocese and the parish, Schools within other Dioceses/other Diocesan offices, medical practitioners, and people providing services to the School, including specialist visiting teachers, 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.
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. 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 (where, in general, access is limited to school staff).
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.

USE OF STUDENT PHOTOS AND VIDEO IMAGES

Photos and video footage of students are used regularly by schools for a number of purposes and under current legislation this practice can continue.

- a) **Situations covered by the Standard Collection Notice.** The Standard Collection Notice covers schools for the use of photo images in school or system-based publications. In the following cases the school is NOT required to collect any permission from students/families for the use of students images:
- the school magazine
 - school newsletters
 - *About Catholic Schools*
 - school notice boards
 - photos taken by an authorised member of the press e.g. when a local politician visits the school and brings a press photographer along.
 - photo or video images taken by families at school functions.

These situations are generally for the purpose of praising or promoting the efforts of the student or the school, are not for the purpose of direct marketing and are a reasonably expected use of students images when enrolling at a school. **However, any photos or video taken by families must be for personal use only and not posted in any public places outside of the school.**

Principals will :

- inform the school community of the impending use of photo or video via the newsletter
 - afford families the right to inform the school of any issue that would negate the use of their child's image in such a way.
- b) **Situations requiring specific permission.** Any use of photos or video for the **direct marketing** of the school or system or for use in the public domain, require the school to obtain specific permission from families. Some examples include:
- paid advertisements in local newspapers
 - any images that could be accessed via the world wide web.

These situations are, in most instances, for the purpose of directly marketing the school or for another purpose for which the school is required to obtain permission.

Parents/carers should notify the Principal immediately if any circumstance arises that would prevent the school from using their child's photo or video images as outlined above.

2.8 Child Protection Policy

- This school complies with all requirements of the *NSW Child Protection Legislative Reform Package 1998*. This includes:
 - Requirements to collect declarations from all paid employees and volunteer helpers who undertake tasks on behalf of the school that may involve unsupervised contact with students. If you wish to volunteer for such tasks at this school you will be required to sign such a declaration.
 - Undertaking the *Working with Children Check* (employment screening) for paid employees of the school.
 - Making notifications of 'risk of harm' or abuse to students to the Department of Community Services as per mandatory reporting laws (see attached brochure).
 - Managing allegations of child abuse against employees of the school according to the requirements of the NSW Ombudsman and the Commission for Children and Young People.
 - Ensuring that all paid employees or volunteers are appropriately informed of their obligations under the legislation.
- This school also applies curriculum and pastoral practice to ensure the safety and well being of students attending the school.

VOLUNTEERS

- Child Protection legislation **requires** that all those who undertake volunteer tasks on behalf of the school, where those tasks may involve unsupervised contact with students, must sign a *Prohibited Employment Declaration*.
- This means that the volunteer must not be a prohibited person (i.e. have been convicted of a serious sex crime) and must sign the declaration accordingly.
- This school will require you to sign the declaration if you are intending to volunteer to undertake tasks on behalf of the school where unsupervised contact with students is possible.

CHILD PROTECTION BROCHURE

- A brochure for parents containing information about Child Protection accompanies this information package.

2.9 Excursion Policy

- From time to time educational excursions, sporting carnivals, camps and retreats are organised for the students at this school.
- The school aims to keep the costs of these experiences to a minimum and no student should miss out as a result of financial hardship. Parents/carers are asked to contact the Principal to discuss this on a confidential case-by-case basis.
- When excursions, sporting carnivals, camps or retreats are organised by this school, students will be expected to participate as part of fulfilling the curriculum and pastoral requirements of the educational program.
- When these experiences are arranged parents/ carers can expect due notice in writing detailing the venue, dates, times, nature, cost, transport, requirements etc of the specific experience. This will be in the form of an information/consent form and individual consent must be provided by the due date for the student to participate.
- This school fully considers the Occupational Health and Safety implications when taking students off the school site and any necessary details are included in the parent/carer information/consent form.
- This school will take all reasonable care in the event of a student suffering accident or illness. However, it does not accept responsibility for the costs of any medical or dental attention or treatment administered to the student, nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer treating the student.
- This school is in an Ambulance Fund, which provides full ambulance service from the school to the nearest Public Hospital.
- In any incident of accident or illness (either on excursion or at school) a parent/ carer, or if unavailable a nominated emergency contact, will be informed as soon as possible.
- This school provides some personal and accident insurance coverage to students for accidents that may occur during school time and on authorised school activities such as excursions, camps, retreats and work experience. More information is available at the Catholic Church Insurance Ltd. Website:

https://www.ccinsurances.com.au/church_ins/school-care.asp

- Information about additional student insurance that can be purchased is also available on the website.

3. OTHER INFORMATION

3.1 Schedule of Fees and Charges

- For over one hundred and eighty years Catholic schools have provided education for young Australians and have supported parents and carers in their role as the first educators of their children. In choosing a Catholic school for their children parents are very conscious that this will involve making a significant financial contribution towards the cost of providing that education.
- The schools of the Archdiocese have been established over many years by the generosity of parents, parishioners and the religious and staff in our Catholic schools.
- This school is one of one hundred and forty eight primary and secondary schools that form the Sydney Archdiocesan system of Catholic schools. There are over 62,000 students enrolled in these schools. The Catholic Education Office has the responsibility of leading and managing the system of schools.
- The funding of these schools is a shared responsibility between Commonwealth and State Governments, parents and parishes.
- The Commonwealth Government provides about 55% and the State Government about 22% of the income needed to fund the system of schools. The contribution of Governments to the running costs of our schools needs to be recognised, appreciated and also guarded.
- Parents contribute over 20% to the funding of the parish primary schools and regional secondary schools of the Archdiocese. This financial contribution is essential to providing the best possible educational opportunities for the students. The continuing support of parents is greatly appreciated.
- The fees charged at this school are made up of:
 - ii) **The Archdiocesan Tuition Fee.** This fee level is set each year by the Sydney Archdiocesan Catholic Schools Board. The school retains a portion of this fee to assist with operating costs. The balance is returned to the Catholic Education Office to assist with the payment of salaries, workers compensation, public liability, student accident insurances and other operating costs.
 - iii) **The Building and Maintenance Levy.** The Parish sets this levy for Primary schools and by each Secondary school. The income from the levy assists in the repayment of loans for school buildings, repairs and maintenance and building insurance.
 - iv) **Local fees and charges.** These are set by the school finance committee and are used to pay for school resources, educational activities, subject charges and other operational costs such as electricity, water, council charges and contents insurance

For families with more than one child, or with children attending other Catholic schools within the Archdiocesan system of schools, sibling and family discounts apply to the Archdiocesan Tuition Fee and to the Building and Maintenance Levy.

- Accounts for School Tuition Fees, Building and Maintenance Levy and other local fees and charges are issued early in each of Terms 1, 2 and 3.
- It is expected that accounts will be paid within 28 days of issue of the statement.
- Accounts may be paid by cash, cheque, money order, credit card or EFTPOS.
- If any family is experiencing genuine financial difficulty in meeting any of the fees please contact the school to seek an appointment with the Principal.
- An application for enrolment fee of \$50 should be lodged with this application. This is a non-refundable fee which is charged to cover the administrative costs of processing applications.
- A separate Confirmation of Enrolment Fee of \$60 is charged when the enrolment of a student offered a position at the College is confirmed. This non-refundable fee is credited to the first fees account of 2008. However, if at a later time the student does not take up the confirmed position, the Confirmation of Enrolment Fee is not refundable.

A copy of St John Bosco College's 2007 Fee Schedule and an explanation of the fees and charges accompanies this information package.

3.2 College Uniform Requirements

Code of Dress

By wearing the uniform correctly and neatly, students show pride in their school and its good name. Our uniform has been designed to reflect our College's symbolic colours of green and white. It is expected that students will conform with the uniform code as this in itself is an exercise in self-discipline as well as a sign of the faith they proclaim.

Junior Uniform

Boys' Summer Uniform

Shirt: White Short Sleeve with College Emblem
Shorts: Grey College Shorts with black leather belt
Socks: Grey Caribbean walk socks
Pullover: Bottle green, machine washable wool, chest bar stripe, embroidered College emblem
Shoes: Black leather lace-up school shoes
Hat: College cap or visor

Girls' Summer Uniform

Frock: Knee length fashion styled tropical weight, green and white stripe with white collar and green tie
Pullover: Bottle green, new machine washable wool, chest bar stripe, embroidered College emblem
Socks: College socks with green band
Shoes: Flat black leather lace-up school shoes
Hat: College cap or visor

Boys' Winter Uniform

Shirt: White short sleeve shirt with College emblem
Trousers: Grey College style (Standex) with black leather belt
Pullover: As for Summer
Tie: College tie
Socks: Grey Wool Blend ankle style
Shoes: Black leather lace-up school shoes
Blazer: Black serge, collared with College emblem
Scarf: Plain black or bottle green only

Girls' Winter Uniform

Skirt: Knee length green check, pleated
Blouse: College overblouse, short sleeve
Pullover: As for Summer
Tights/Stockings: Black
Shoes: Flat black leather lace-up school shoes
Blazer: Black serge, collarless, with College emblem
Scarf: Plain black or bottle green only

Boys' Sports Uniform

Shorts: Bottle green, College logo
Top: College logo, white/green polo shirt
Socks: College socks with bottle green /
Shoes: Predominantly white joggers (not skate shoes)
School tracksuit
Hat: College cap or visor

Girls' Sports Uniform

Shorts: Bottle green, College logo
Top: College logo, white/green polo shirt
Socks: College socks with gold stripe
Shoes: Predominantly white joggers
School tracksuit
Hat: College cap or visor

- o If correct Sports Uniform cannot be worn students must wear the College Uniform and change before going to sport.
- o The Sports Uniform is to be worn at sporting fixtures including College swimming and athletics carnivals.

Senior Uniform

Senior Girls' Summer Uniform

Blouse:	College overblouse, short sleeve
Skirt:	Grey/Bottle/Black Tartan (knee length)
Pullover:	Bottle green with Chest Stripe
Socks:	College socks with green band
Shoes:	Flat black leather lace-up school shoes.

Senior Girls' Winter Uniform

Blouse:	College overblouse, short sleeve
Skirt:	Grey/bottle/black Tartan (knee length)
Slacks:	Grey tailored
Pullover:	Bottle with chest stripe
Blazer:	Black serge, collarless with College emblem
Tights:	Black
Shoes:	Flat black leather lace-up school shoes
Scarf:	Black or bottle green only

Senior Boys' Summer Uniform

Shirt:	White Short-sleeve with College emblem
Shorts:	Grey College shorts with black leather belt
Pullover:	Bottle with chest stripe
Socks:	Caribbean grey walk socks
Shoes:	Flat black leather lace-up school shoes.

Senior Boys' Winter Uniform

Shirt:	White Short-sleeve with College emblem
Trousers:	Grey College style (Standex) with black leather belt
Pullover:	Bottle with Chest Stripe
Blazer:	Black serge, collared, with College emblem
Tie:	College tie
Socks:	Grey wool blend, ankle style
Shoes:	Flat black leather lace-up school shoes
Scarf:	Black, Bottle Green, or Grey only.

N.B. In summer, blazers are only to be worn with long pants and tie.

These uniform requirements are subject to change from time to time.

Notes On Uniform and Grooming

1. White socks are not part of the girls' Winter Uniform. Black stockings/tights are to be worn with black leather lace-up school shoes.
2. Girls' summer dresses and winter skirts are designed to be worn at **knee length**.
3. **The correct items of uniform are only supplied by Lowes/Beare and Ley. Some second hand uniform items are available through the College Clothing Pool.**
4. Black leather, lace-up, flat-heeled school shoes are the only acceptable form of footwear for students. All variations (eg, buckles, high heels, ripple soles, sport shoes and desert boots) are not allowed. If students appear in non-regulation footwear, parents will be requested to have those shoes replaced. The opinion of the student as to what is acceptable is often not reliable. Parents should check with the College where necessary to avoid the unnecessary expense of replacing shoes.
5. The College fully supports the NSW Cancer Council's campaign to encourage students to wear protective headwear. A College cap or visor is available. No other headwear will be accepted, including on sports day.
6. Make-up and nail varnish are not allowed. Only the following items of jewellery may be worn:
 - o one ring
 - o one pair of earrings (studs or sleepers) in lobes only
 - o one watch
 - o one simple metal bracelet or necklace (no leather thongs).**Other jewellery will be confiscated if worn with school uniform.**
7. The wearing of a scarf in winter is optional. The only colours permitted are Black, Bottle Green or Grey.
8. Hair should be well groomed, neat, tidy and natural in colour. Untidy and bizarre hairstyles will not be tolerated. Hair needs to be in such a condition that it does not invite comment. Long hair on both boys and girls must be tied back at all times using green, black or white.
9. Boys must be clean-shaven. Facial hair, including sideburns, is not permitted.
10. Unless otherwise stated, students who attend excursions are required to wear full College uniform.
11. The Principal reserves the right to alter and interpret the above provisions.



School Care

Accidents will happen, and they can be costly. Playing sport, riding bicycles, at home and in the playground, students are at risk from injury.

Catholic Church Insurances Limited (CCI) has developed CCI School Care, which is students' personal accident and disability insurance specifically designed for schools, colleges and kindergartens.

CCI School Care is a worldwide policy that is purchased by educational institutes to cover all enrolled students.

The options available are:

- 1) School (and College or Kinder) Activities only cover
- 2) 24 hour cover

School Activities only

This includes cover for school camps, school sports (including sports out of school hours, as long as they are organised by the school), work experience, camps, travelling to and from school or school activities.

It also includes any activity organised or authorised by the school. This includes before and after school care, if organised by the school.

24 hour cover

Cover 24 hours a day, 365 days a year.

Listed below is some further information outlining the benefits of Schoolcare together with a detailed account of the table of benefits and protection afforded under each available Schoolcare cover.

For more information on CCI Schoolcare please contact Catholic Church Insurances on 1300 655 001.

Available Schoolcare Covers

[24hr Basic Cover](#)

[24hr Standard Cover](#)

[School Activities Basic Cover](#)

[School Activities Standard Cover](#)

[TOP](#)

For further details please refer to the Catholic Churches Insurances website:
https://www.ccinsurances.com.au/church_ins/school-care.asp