



CONDITIONS OF ENTRY

In consideration of Ormiston College accepting the enrolment of our child, we agree as follows:

1. We understand that Ormiston College operates for Christian students and that enrolment preference will be given to applications made on behalf of Christian students. As a parent/guardian, we agree to support our child's Christian development in the school. We understand that all students and parents/guardians are to attend an interview with the Headmaster or his representative prior to commencement. We understand that acceptance of our child is at the discretion of the Headmaster.
2. We have read and accept the content of the College's Mission Statement, Privacy Policy, Enrolment Policy, Expectations and Behaviour Code, Uniform and Presentation Policy. We and our child accept that his/her ongoing enrolment with the college is subject to our and our child's compliance with the requirements set out in those statements, rules and policies.
3. We undertake to keep the College informed, at all times, of any change in postal address, contact telephone numbers, email address and medical information.
4. We understand that the College will communicate to parents via a range of media eg. formal letters, email, SMS, College App, College News etc.
5. We accept that, unless agreed in writing by the Headmaster, both parents/guardians are jointly and severally liable for payment of all fees and charges levied by the College.
6. We understand that a non-refundable Confirmation Fee and Building Fund Donation per student is payable within 14 days of receipt of offer. A non-refundable and non-transferable Advance Fee is payable in the year prior to commencement and credited to the student's first term of Tuition Fees.
7. We understand that fees are payable in advance two weeks prior to the commencement of each new term unless alternative written arrangements are made with the Headmaster or his representative. We understand that if the College fees or up-front fees are in arrears, our child's enrolment at the College may be suspended or terminated at the discretion of the Headmaster and additional fees may apply as per the Schedule of Fees and Conditions received each year.
8. We understand that student involvement in extra curricular trips and tours may not be accepted until all fees and charges levied by the College are paid in full.
9. We understand that during any period in which our child is absent from the College, we will continue to be liable for fees payable.
10. We understand that written notice is required to the Headmaster, by completion of a Departure Form, no later than the first day of the school term at the end of which it is intended he/she should leave; or if it is intended he/she should leave during a school term, not later than the first day of the immediate preceding term. If this notice is not given, it is College policy that you will be charged for the subsequent school term's fees. Such a policy is necessary to allow the College to adequately replace those students who may leave without giving notice.
11. We have read, understand and accept the Fees and Business regulations set out in the Application for Enrolment.
12. We understand throughout the year, Ormiston College compiles a range of photographs from classroom, co-curricular and outdoor activities. These photographs are used in publications such as the College News, the annual Yearbook and the Oracle magazine. Photographs are sometimes used for promotional use in communication sent to prospective parents, Alumni and the wider community. On occasion photography can be used as part of the marketing collateral for the College including but not limited to: the College website, social media, brochures, print advertising and College App.

Student's full name: _____

Parent/Guardian 1 name: _____

Parent/Guardian 2 name: _____

Signature Parent/Guardian 1

Signature Parent/Guardian 2

Date

Date



ENROLMENT POLICY

VERSION:	V251125
AUTHORISED BY:	M. Hornby, Headmaster & CEO
AUTHORISATION DATE:	15/01/2026
NEXT REVIEW DATE:	November 2027

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POLICY STATEMENT

Ormiston College is an independent, co-educational, non-denominational Christian school seeking to achieve academic excellence. Ormiston College aims to nurture and encourage enthusiasm for and commitment to the pursuit of lifelong learning.

The College is committed to providing holistic, integrated educational programs which develop problem solving, decision making, critical and creative thinking skills to enable students to participate as confident and contributing members of society, and be capable of meeting the demands of a technologically advanced and rapidly changing world.

The College affirms individual difference and actively promotes cultural and intellectual understanding and the development of physical skills of each member of the school community. The provision of challenging opportunities for development of character, responsibility, initiative and integrity, social awareness and good citizenship is a priority in the College.

ENROLMENT CONSIDERATIONS

The key considerations for enrolment at Ormiston College throughout a major intake process, or from the enrolment waiting pool include those considerations (the **Enrolment Considerations**) set out below:

- Consistent with the College being a non-denominational Christian school, enrolment preference is given to applications made on behalf of Christian students.

A position maybe offered based on the following considerations, however is not guaranteed:

- Siblings of currently enrolled students, or siblings of accepted enrolments for the immediately preceding two (2) calendar years.
 - For the purpose of this Enrolment Policy (and related fees schedule), a sibling is defined as a biological child of one of the parents, a child by legal adoption, a child in long term foster care under the direction of the relevant government authority, or by the marriage of the biological parent to a step-parent and living in the same household as other siblings.
- Children of Ormiston College Alumni.
- Children of currently employed Ormiston College staff members and staff members of its related entities.
- Children, or siblings of children, attending the Ormiston College Early Learning Centre.
- Non-Practising Christian students.
- Gender of applicants (to maintain a supportive and balanced co-educational environment for students, staff and families).
- Scholarship offers awarded by the Headmaster.
- Early Date of Application.
- Completion of the Ormiston College Family Questionnaire Form.
- Family and student attitudes, values and priorities that are aligned with the College ethos and values.
- The contribution a student may make to the College, including co-curricular activities.

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- Review of student School Reports from previous schools detailing attendance, behaviour, effort and commitment to learning. A completed reference from the students current or most recent Head of School is also required if student report cards do not record student behaviour, attendance or commitment to studies.
- Ormiston College also reserves the right to progress students throughout a major intake process or from the Waiting Pool that currently attend school or early learning centres within the local zoning. Should students be progressed for a pre-enrolment interview, confirmation of current enrolment will be required by way of receipt of the most recently issued Semester School Report.

At all times, the Headmaster will have discretion in enrolment preferences and offers made to applicants, including for those awarded scholarships and on academic grounds.

The Ormiston College Board of Directors and Headmaster reserve the right to change the above Enrolment Considerations at any time to ensure the enrolment process continues to balance the needs, rights and responsibilities of the College.

The College also reserves the right for the Headmaster to progress applicants from the Waiting Pool at any time to ensure all cohorts commence and remain at capacity throughout the academic year.

ENROLMENT PROCESS

Application Process

The College accepts applications following receipt of a child's birth certificate and encourages applications as early as possible to avoid disappointment. However, families should note that applying early does not guarantee an enrolment, because an offer of enrolment is based on the application of the Enrolment Considerations.

Major intake year levels at the College are Prep, Year 5 and Year 7, with all major intake processes commencing two (2) years prior to year of entry. Enrolment for all other year levels is considered if vacancies become available. Enrolment Applications must be submitted prior to a major intake process commencing for the application to be considered. Should the application be received following the commencement of the major intake process, the application will be placed in the Waiting Pool.

All applicants submitting an Enrolment Application understand that enrolment is not guaranteed and acknowledge that the Application Fee is non-refundable and payable at the time of submitting their application. The applicant must provide the following documentation, where applicable:

- Birth Certificate
- Baptism or Christening Certificate, or Letter from current Church Pastor/Leader to confirm Christian Student consideration
- Australian Residency Visa or Australian Citizenship Certificate (required if child or both parents were born overseas)
- Court Orders, Parenting Plans, Consent Orders (if applicable)
- Year 3, Year 5, Year 7 and Year 9 NAPLAN Test results (if applicable)
- Semester 1 and Semester 2 School Reports for the previous school year (if applicable)

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- Medical reports (if applicable)
- Specialist reports (if applicable)
- Behaviour and attendance report from Head of School if not noted on most recent School Report (if applicable)

The online application is only applicable for domestic students as the College does not currently provide an International Student or Short-Term Education Program.

Applications for enrolment to the College are registered when the application is completed and all requested documents received, and the Application Fee paid. Applicants should note that submitting an Enrolment Application does not automatically guarantee the offer of a place at the College. Parents/Guardians are responsible for keeping the College updated regarding current contact details to enable the timely communication of information regarding the Enrolment Process.

On receipt of the completed Enrolment Application and Application Fee, the application will be placed in the Enrolment Waiting Pool for the nominated year of entry.

The Ormiston College Board of Directors and Headmaster reserve the right to change the Enrolment Process at any time to ensure the enrolment process continues to balance the needs, rights and responsibilities of the College.

Changes to an Enrolment Application

The College must be notified of any change to the parent contact details provided on the Enrolment Application, noting that if the College is unable to contact parents, the applicant's placement in the College's Enrolment Waiting Pool may be forfeited. Parents should advise the College as soon as possible if they wish to change the intake or entry year for their child, noting that if the offer process for the intake or entry year has commenced, an offer of a place cannot be guaranteed.

Review of Applications and Required Documents

The College progresses applications in the Enrolment Waiting Pool to the Review phase of enrolment up to two (2) years prior to entry for Prep, Year 5 and Year 7, to assist with shortlisting students for Pre-Enrolment Interviews.

All offers of places of enrolment for Year 5 and Year 7 are conditional upon receipt of the following documents:

- School Report – The provision of School Reports and NAPLAN results demonstrating successful completion of the prior year of education at an Australian school (or an equivalent overseas school where the main language of instruction is English) to a standard that will not disadvantage the applicant upon enrolment in the College's academic programs.
- Other documentation – Any other information relevant to the education or welfare of the applicant including, but not limited to: psychologist, psychiatrist, or medical reports; educational or IQ testing results; learning plans; court orders or parenting plans. The College must be informed of any information relevant to the education or welfare of the applicant.
- Completion of the Ormiston College Family Questionnaire, requested from the family at the commencement of a major intake process, or upon submitting an Enrolment Application to be considered in a Waiting Pool from Year 3 to Year 12.

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This information enables the Headmaster, Head of School, Registrar and/or their delegate to consider each applicant's educational needs and circumstances in the Review Process, as well as provide an understanding into the applicant's family life and support.

Individual Educational Needs and Medical Background

Where applications are received for students who have individual educational needs (because of a disability or difficulty, medical, psychosocial, or other conditions or difference) the application in the first instance will be considered in accordance with the above Enrolment Considerations.

In addition, a review is undertaken to examine the resources of the College and the individual needs of the student. Consideration is given to the ability of the College to provide the necessary reasonable adjustments to support the educational needs of the student while balancing the interests of all parties affected, including the student, the College, staff, and other students, without causing unjustifiable hardship.

To assess the educational needs of the student more accurately, the College may ask the parent/guardian for additional information including:

- permission to contact the student's school/educational setting for additional information and further clarification on individual educational needs and the reasonable adjustments being made for the student.
- reports from specialists that provide more information about the student's disability, medical, psychological, or other needs.
- an independent learning assessment of the student within their current educational context to identify any functional impacts and adjustment requirements.

The provision of the above required documentation within specified timeframes, is required from parents in good faith to allow the College to make an informed decision when offering a place to the student.

Failure to disclose a known educational or medical need at any point throughout the application process may have significant implications for the ongoing support of a student seeking enrolment and may lead to cancellation of the application and/or termination of an accepted position at the Headmaster's discretion.

The College may also complete a thorough and documented consideration/assessment of a potential student's medical background, including the below, when considering if an offer can be made to an applicant:

- What special services/equipment/devices would be required to meet the potential student's needs;
- What reasonable adjustments can be made to meet the potential student's needs;
- The costs and other impact of meeting the student's needs or making reasonable adjustments;
- The availability of government or other funding to meet (or partly meet) the costs of providing such reasonable adjustments, and the extent of this available funding;
- The number of students who would benefit from, or be disadvantaged by, the supply of special services or equipment;
- Whether there is any disruption that the supply of the special services or equipment may cause; and
- The overall impact of the provision or failure to provide additional services, equipment and devices;

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- The College will consult with the potential student's parents/guardians about the potential student's needs and any reasonable adjustments; and

After considering the potential student's needs and consultation with the parents/guardians; if it is determined that the College cannot meet the potential student's needs, cannot make necessary reasonable adjustments and/or it would cause unjustifiable hardship to make the reasonable adjustments required for the student (based on costs or otherwise); and the reason why the College would not be able to provide those services will be thoroughly documented and communicated to the potential student's parents/guardians.

English Language Proficiency

Families understand that Ormiston College does not currently offer an International Student or Short-Term Program and that all academic classes are taught in the English language. All applicants must be proficient (speaking, reading and writing) in the English language appropriate for the entry year level to ensure their readiness to successfully meet the curriculum demands of the College. An applicant who is unable to demonstrate English language proficiency based on their School Reports may not be offered enrolment at the College.

OFFER PROCESS

Prep First Round Offers and Prep Readiness Meetings

First Round Offers will be made to students who have applied for Prep entry two (2) years prior, in accordance with the Enrolment Considerations. First Round Offers are accepted by way of payment of the non-refundable Confirmation Fee. First Round Offers are subject to successful Prep Readiness Meetings which will be conducted between April and July in the Year prior to the commencement of Prep.

Following a successful Prep Readiness Meeting a formal offer will be made for the student to commence in Prep, with the parents/guardians requested to make the Tax Deductible Building Fund Donation to confirm placement.

Should acceptance by the family not be received by the due date noted in the Letter of Offer from the Headmaster, the applicant will be returned to the Waiting Pool to allow another applicant to be progressed.

Pre-Enrolment Interviews

The Headmaster, Head of School, Registrar or their delegate shall conduct Pre-enrolment Interviews for prospective students. If the prospective student is granted a Pre-enrolment Interview based on initial review of the Enrolment Application and documentation received, a time will be made for the student and parents/guardians to attend. This usually occurs two (2) years prior to commencement for major intake processes.

The Pre-enrolment Interview will allow the College to become acquainted with the parents and the student/s and discuss how the College can use the resources, programs and personnel to support the student/s. The Pre-enrolment Interview also seeks to ensure prospective families and students are in harmony with the purpose, values and ethos of the College.

It is important to note that being invited for and attending a Pre-enrolment Interview does not guarantee a position.

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Following the Pre-enrolment Interview stage, the Head of School, Registrar or their delegate will make a recommendation to the Headmaster regarding a formal offer being made, or not.

Offer of Place and Acceptance

The Headmaster has final discretion as to offering enrolment to a student into the College after considering recommendations made by other staff in the process. Following a Pre-enrolment Interview with the Headmaster, or his delegate, should the Headmaster choose to progress the applicant, a Letter of Offer will be forwarded via email to the family.

This offer is accepted when parents/guardians provide the College with a properly executed copy of the Conditions of Entry Form and pay the Confirmation Fee and contribute to the Building Fund. The Enrolment Confirmation Fee and Building Fund Donation are non-refundable and cannot be transferred to a later year of entry. Payment made is to secure the place of enrolment of the offered Year and Year Level of Entry.

Offer Declined by Family

Should the offer made by the Headmaster be declined by the family, the date on the originally submitted application will be updated to be that of the offer declined date. Therefore, applicants will receive a later date of application throughout future major intake waiting pools and processes. Families are to consider all options and possible outcomes when declining an offer and should understand that an offer for a position in a future major intake process is not guaranteed. Families also acknowledge that the offer made by the Headmaster is for that specific year and cannot be transferred to another major intake or non-major intake year levels.

Formal Offer not made following a Pre-Enrolment Interview

Unsuccessful applicants will be notified in writing, via email, if their child is not being offered a place.

Applications will remain in the Waiting Pool for the specified year level for consideration if places become available, up until the commencement of the academic year.

Parents may however choose to cancel their child's Enrolment Application in writing by advising the Enrolments Office.

Advance Fee

To finalise an enrolment, parents are required to pay Advance Fees. This payment is made in the year prior to entry. Advance Fees are non-refundable and non-transferable and the amount is credited to the student's first term of Tuition Fees.

Should Advance Fees not be received for a student with a confirmed enrolment by the due date, their enrolment will be considered cancelled. The College will then make a late offer to an applicant in the Enrolment Waiting Pool to fill the cohort.

If at any time after Advance Fees have been paid, parent/guardians cancel the enrolment, Advance Fees will be forfeited to the College as fees in lieu of notice.

If parents/guardians cancel the enrolment after the commencement of Term 4, full Term 1 Tuition Fees will be payable by the parents as fees in lieu of notice.

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Positions offered for Non-Major Year Levels

If positions arise in non-major intake year levels, the Headmaster can progress applicants from the Waiting Pool to ensure that cohorts remain at capacity. This movement may occur prior to or after the commencement of the academic year.

Families are to ensure that their child's Enrolment Application remains current at all times by providing up to date Semester School Reports and NAPLAN test results.

Following review of the Waiting Pool, applicants may be invited for a Pre-enrolment Interview, this does not guarantee that a position is available. The Pre-enrolment Interview seeks to ensure prospective families and students are in harmony with the purpose, values and ethos of the College. Following this Pre-enrolment Interview, the Head of School, Registrar or their delegate will make a recommendation to the Headmaster regarding a formal offer being made, or not, subject to positions available.

Alternate Pathway Entry

Should Ormiston College provide alternate pathways, other than the academic ATAR pathway (e.g. Diploma pathway, Vocational Education pathway) the Headmaster can progress students from the Waiting Pool whose Enrolment Application aligns with the pathway requirements at his discretion.

Offer of Enrolment Terminated by Ormiston College

The Headmaster can, at his discretion, terminate the pending enrolment or accepted offer of a student into the College should evidence be found that the applying family has knowingly withheld, or not provided in a timely manner, information to the College which may impact the College.

WAITING POOL

Waiting Pool Information

Applicants shall be notified that they are included in a Waiting Pool by the Registrar, however, they will not be advised as to their position within the Pool. The College will review all those in the Waiting Pool when a position becomes available to ascertain which student/s will be progressed to a pre-enrolment interview.

This Waiting Pool will continue to be managed up until commencement of the academic year in the event that a position may become available in the future. Families are to respond to the process update emails sent intermittently from the Enrolments Office to ensure that their child's application remains current. Failure to respond to these emails by the noted due date will see the Enrolment Application removed from the Waiting Pool.

Families placed in the Waiting Pool may be invited for a Pre-enrolment Interview. Being invited for a Pre-enrolment Interview does not guarantee a position will become available or a formal offer being made. Families may, at this time, have the option to accept the offer to attend a Pre-enrolment Interview, defer until a later date (that is, remain in the Waiting Pool for a future year) or withdraw the application.

Families are reminded that, should they attend a Pre-enrolment Interview and the interview be successful, following a formal offer being made, should the family decline the position the original date of application will be changed to the date of the declined offer.

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Waiting Pool Audit

The College will, from time to time, audit the Waiting Pool to ensure that families included in this Waiting Pool are still in a position to accept an offer from the College, should one be made. The College will communicate via email to major intake Waiting Pools, as well as non-major intake Waiting Pools at the discretion of the Registrar, for families to provide updated School Reports and NAPLAN (if applicable). Families are required to respond to the Waiting Pool Process update emails to ensure that their child's Enrolment Application remains active. Families who do not reply to the email by the due date acknowledge that their child's Enrolment Application will be listed as inactive and may not receive communication from the College should a position become available.

OTHER INFORMATION

House Allocation

Prior to entry, enrolled students are allocated to one of the College's Houses. Students and/or their families are not able to choose the House. The College reserves the right to allocate students to Houses as best suits the operational needs of the College, and the final decision on all House allocations rests with the Headmaster.

Enrolment Fees/Refunds

Families acknowledge that all fees paid throughout the enrolment process, including the Application Fee, Confirmation Fee, Building Fund Donation and Advance Fees are non-refundable.

Further information regarding College Fees can be found by clicking the following link:

www.ormistoncollege.com.au/schoolfees

Attendance Requirement Clause

Families acknowledge that students are expected to maintain a minimum attendance rate of 95% throughout the school year. Absences must be explained by a valid reason, such as illness or approved leave by request to the appropriate Head of School or Headmaster, as per College procedure outlined in the Student Handbook. Prolonged or repeated absences may require supporting documentation and could impact a student's continuing enrolment or academic progress. Parents/guardians must notify the College promptly of any absence and provide further information as requested by the College.

Communication with Separated Families

The College, where both biological and/or stepparents have signed the Application Form, Conditions of Entry Form and acknowledged biller details will communicate with all parties, in accordance with Court Orders, should such be relevant.

Use of Artificial Intelligence

Ormiston College advises that, throughout the review of Enrolment Applications, School Reports, NAPLAN test results, portfolios, expression of interest forms, and any other documentation the College requests throughout a major intake process or review of the Waiting Ppool, Artificial Intelligence may be used to review such documentation. Families are advised to submit only authentic documentation to the College.

Change of Policy

Ormiston College reserves the right to change this Enrolment Policy at any time without notice.

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MISSION STATEMENT

Ormiston College is an independent, co-educational, non-denominational Christian school seeking to achieve academic excellence.

Ormiston College aims to nurture and encourage enthusiasm for and commitment to the pursuit of lifelong learning. The College is committed to providing holistic, integrated educational programmes which develop problem-solving, decision-making, critical and creative thinking skills to enable students to participate as confident and contributing members of society, capable of meeting the demands of a rapidly changing world.

The College affirms individual differences and actively promotes cultural and intellectual understanding and the development of physical skills of each member of the school community. The provision of challenging opportunities for development of character, responsibility, initiative and integrity, social awareness and good citizenship is a priority in the College.



PRIVACY POLICY

Purpose:	Ormiston College is bound by the Australian Privacy Principles contained in the <i>Privacy Act 1988 (Cwlth)</i> . This statement outlines the Privacy Policy of the College and describes how the College uses and manages personal information provided to or collected by it.		
Scope:	This Policy is to be adhered to by all stakeholders which include all staff, directors, managers, workers, parents, students, volunteers, contractors, suppliers and visitors at the College. This Policy describes the type of information the College collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed.		
References and Legislation:	<ul style="list-style-type: none">• <i>Privacy Act 1988 (Cwlth)</i>• <i>Privacy Amendment (Enhancing Privacy Protection) Act 2012</i>• <i>Privacy Amendment (Notifiable Data Breaches) Act 2017</i>• <i>Australian Privacy Principles</i>• <i>Child Protection Act 1999</i>		
Ormiston College Related Documents:	<ul style="list-style-type: none">• Child Protection Policy• Complaints Handling Policy• Disability Discrimination Policy• Photo Policy• Social Media Policy		
Policy Owner:	College Governing Body	Version:	V090824
Status:	Approved	Supersedes:	V190623
To be reviewed:	Annually	Next Review Date:	August 2025
Authorised by:	BRETT WEBSTER	Date of Authorisation:	02/09/2024
Signature:			

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EXCEPTION IN RELATION TO EMPLOYEE RECORDS

Under the *Privacy Act 1988 (Cwlth)*, the Australian Privacy Principles do not apply to an employee record held by the employing entity. As a result, this Privacy Policy does not apply to the College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and employee.

POLICY STATEMENT

This Privacy Policy sets out how the College manages personal information provided to or collected by it.

The College is bound by the Australian Privacy Principles contained in the *Privacy Act 1988 (Cwlth)*.

The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the College's operations and practices and to make sure it remains appropriate to the changing College environment.

What types of Personal Information does the College collect and how does the College collect it?

The type of information the College collects and holds, includes (but is not limited to) personal information, including health and other sensitive information, about:

- students and parents and/or guardians ('Parents') before, during and after the course of a student's enrolment at the College:
 - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
 - parents' education, occupation and language background;
 - medical information (eg., details of disability and/or allergies, absence notes, medical reports and names of doctors);
 - conduct and complaint records, or other behaviour notes, and school reports; information about referrals to government welfare agencies;
 - counselling reports;
 - health fund details and Medicare number;
 - any court orders;
 - volunteering information; and
 - photos and videos at school events.
- job applicants, staff members, volunteers and contractors;
 - name, contact details (including next of kin), date of birth, and religion;
 - information on job application;
 - professional development history;
 - salary and payment information, including superannuation details;
 - medical information (eg., details of disability and/or allergies, and medical certificates);
 - complaint records and investigation reports;
 - leave details;
 - photos and videos at school events;
 - workplace surveillance information;
 - work emails and private emails (when using work email address) and Internet browsing history.
- other people who come in contact with the College, including name and contact details and any other information necessary for the particular contact with the school.

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Personal Information you provide

The College will generally collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than parents and students provide personal information.

Personal Information provided by other people

In some circumstances the College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

How will the College use the Personal Information provided?

The College will use personal information it collects for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which has been consented.

Students and Parents

In relation to personal information of students and parents, the College's primary purpose of collection is to enable the College to provide schooling for the student. This includes satisfying the needs of parents, the needs of the student and the needs of the College throughout the whole period the student is enrolled at the College.

The purposes for which the College uses personal information of students and parents include:

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration of the College;
- looking after students' educational, social and medical wellbeing;
- seeking donations and marketing for the College; and
- to satisfy the College's legal obligations and allow the College to discharge its duty of care.

In some cases where the College requests personal information about a student or parent, if the information requested is not provided, the College may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters (What's on Weekly), videos and magazines, on the College's website and social media platforms. This may include photographs and videos of student activities such as sporting events, College camps and College excursions. As the mechanisms for sharing this content are available to the College community and the public, the College seeks permission at the time of enrolment for the student to be included in these publications. These permissions can be revoked by the parent or student upon request. The College maintains a list of permissions and consults this list prior to publishing new material.

The College will further obtain permissions from the student's parent or guardian (and from the student if appropriate) if the College would like to include such photographs or videos [or other identifying material] in the College's promotional material.

Job Applicants, Staff Members and Contractors

In relation to personal information of job applicants, staff members and contractors, the College's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

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The purposes for which the College uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking donations and marketing for the College; and
- to satisfy the College's legal obligations, for example, in relation to child protection legislation.

Volunteers

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as Alumni, to enable the College and the volunteers to work together.

Marketing and Fundraising

The College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that the College continues to provide a quality learning environment in which both students and staff thrive. Personal information held by the College may be disclosed to organisations that assist in the College's fundraising, for example, the College's Foundation or, on occasions, external fundraising organisations.

Parents, staff, contractors and other members of the wider College community may from time to time receive fundraising information.

College publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

To opt-out of direct marketing please contact the College Marketing Department.

Who might the College disclose Personal Information to and store your information with?

The College may disclose personal information, including sensitive information, held about an individual to:

- another school; or staff at another school;
- government departments;
- medical practitioners;
- people providing services to the College, including specialist visiting teachers, sports coaches; volunteers; counsellors and providers of learning and assessment tools
- recipients of College publications, such as newsletters and magazines;
- students' parents or guardians;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority and the Queensland Curriculum Assessment Authority & Australian Council for Educational Research;
- people providing administrative and financial services to the College;
- anyone to whom the College has been authorised to disclose information to; and
- anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws.

Sending Information Overseas

The College may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with 'cloud' service providers which are situated outside Australia or to facilitate a school exchange.

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However, the College will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The College 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, 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 be stored in the 'cloud' which means that it may reside on a cloud service provider's server which may be situated outside Australia.

An example of such a cloud service provider is Microsoft 365. Microsoft provides the 'Office 365 suite for Education' including Email, and stores and processes limited personal information for this purpose. College personnel, Microsoft and its service providers may have the ability to access, monitor, use or disclose emails, communications (eg., instant messaging), documents and associated administrative data for the purposes of administering Office 365 and ensuring its proper use. The data centres where the personal information is likely to be kept are located in Australia, the United States, Hong Kong, Japan, Malaysia, Singapore & South Korea.

Sensitive Information

In referring to 'sensitive information', the College means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and Security of Personal Information

The College's staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals. The College has in place steps to protect the personal information the College holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Data Breaches

It will be deemed that an 'eligible data breach' has occurred if:

- there has been unauthorised access to, or unauthorised disclosure of, personal information about one or more individuals (the affected individuals).
- a reasonable person would conclude there is a likelihood of serious harm to any affected individuals as a result.
- the information is lost in circumstances where:
 - unauthorised access to, or unauthorised disclosure of, the information is likely to occur.
 - assuming unauthorised access to, or unauthorised disclosure of, the information was to occur, a reasonable person would conclude that it would be likely to result in serious harm to the affected individuals.

Serious harm may include serious physical, psychological, emotional, economic and financial harm, as well as serious harm to reputation.

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What must the College do in the event of an 'eligible data breach'?

If the College suspects that an eligible data breach has occurred, it will carry out a reasonable and expedient assessment/investigation within 30 days.

If such an assessment/investigation indicates there are reasonable grounds to believe an eligible data breach has occurred, then the College will be required to lodge a statement to the Privacy Commissioner (Commissioner). Where practical to do so, the College entity will also notify the affected individuals. If it is not practicable to notify the affected individuals, the College will publish a copy of the statement on its website or publicise it in another manner.

Exception to Notification Obligation

An exception to the requirement to notify will exist if there is a data breach and immediate remedial action is taken, and as a result of that action:

- there is no unauthorised access to, or unauthorised disclosure of, the information.
- there is no serious harm to affected individuals, and as a result of the remedial action, a reasonable person would conclude the breach is not likely to result in serious harm.

Access and Correction of Personal Information

Under the *Privacy Act 1988 (Cwlth)*, an individual has the right to obtain access to any personal information which the College holds about them and to advise the College of any perceived inaccuracy. Students will generally be able to access and update their personal information through their parents, but older students may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information the College holds about you or your child, please contact the College in writing. The College may require you to verify your identity and specify what information you require. The College may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance. If the College cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

The College will take reasonable steps to ensure that any personal information is accurate, up to date, complete, relevant and not misleading.

Consent and Rights of Access to the Personal Information of Students

The College respects every parent's right to make decisions concerning their child's education. Generally, the College will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. The College will treat consent given by parents as consent given on behalf of the student and notice to parents will act as notice given to the student.

As mentioned above, parents may seek access to personal information held by the College about them or their child by contacting the College. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the College's duty of care to the student.

The College may, at its discretion, on the request of a student grant that student access to information held by the College about them or allow a student to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

Enquiries and Complaints

If further information is required about the way the College manages the personal information it holds or wish to make a complaint that it is believed the College has breached the Australian Privacy Principles please contact the Headmaster. The College will investigate any complaint based on the College's Complaints Handling Policy and will notify you of the making of a decision in relation to the complaint as soon as is practicable after it has been made.

STANDARD COLLECTION NOTICE

The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the student and to enable them to take part in all the activities of the College.

Some of the information collected is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.

Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988 (Cwlth)*. We may ask you to provide medical reports about students from time to time.

The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, coaches, volunteers and counsellors.

Personal information collected from students is regularly disclosed to their parents or guardians.

The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

The College's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.

The College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.

The College 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 College's fundraising activities solely for that purpose. The College will not disclose your personal information to third parties for their own marketing purposes without your consent.

On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters, magazines and on the College's website. Photographs of student activities such as sporting events, College camps and school excursions may be taken for publication in College newsletters, magazines and on the website. The school will obtain separate permissions from the students' parent or guardian prior to publication. The College may include students' and student's parents' contact details in a class list and school directory.

If you provide the College with the personal information of others, such as doctors or emergency contacts, the College encourages you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, and that the College does not usually disclose this information to third parties.

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ALUMNI (ALUMNI ASSOCIATION) COLLECTION NOTICE

The College may collect personal information about you from time to time. The primary purpose of collecting this information is to enable us to inform you about our activities and the activities of Ormiston College and to keep Alumni members informed about other members.

The College from time to time engages in fundraising activities. The information received from you may be used to make an appeal to you. It may also be used by Ormiston College to assist in its fundraising activities. If you do not agree to this, please advise the College.

The College may publish details about you in College publications and the College's website. If you do not agree to this you must advise the College.

The College's Privacy Policy contains details of how you may seek access to personal information collected about you or how you may complain about a breach of the Australian Privacy Principles (APPs).

The College 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 email services. 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 server which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.

If you provide personal information to the College about other people, it is encouraged you inform them of the above matters.

EMPLOYMENT COLLECTION NOTICE

In applying for a position at Ormiston College, you will be providing the College with personal information. The College can be contacted at 97 Dundas Street West, Ormiston 4160 or on (07) 3821 8999.

If you provide the College with personal information, for example, your name and address or information contained on your resume, the information will be collected in order to assess your application for employment. The College may also make notes and prepare a confidential report in respect of your application. The College may keep this information on file if your application is unsuccessful in case another position becomes available.

The College's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

The College will not disclose this information to a third party without your consent unless otherwise permitted. However, we usually disclose this kind of information to the following types of organisations:

- The Alpha School System ABN 87 010 874 816 – who provide and support the College's electronic administration system.
- MLC Superannuation Fund ABN 70 732 426 024 – the College's default Superannuation Fund if you do not specify your own Superannuation Fund.
- Diversa Insurance ABN 77 107 165 962 – who provide Salary Continuance Insurance for eligible employees.

The College is required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order or certain criminal offences under Child Protection laws. The College may also collect personal information about you in accordance with these laws.

The College 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 email services. 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 server which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.

If you provide the College with the personal information of others, it is encouraged you inform them that you are disclosing that information to the College and why, that they can access that information if they wish, and that the College does not usually disclose the information to third parties.

CONTRACTOR/VOLUNTEER COLLECTION NOTICE

In applying to provide services to the College, you will be providing Ormiston College with personal information. The College can be contacted at 97 Dundas Street West, Ormiston 4160 or on (07) 3821 8999.

You agree that the College may store this information for a minimum of five (5) years.

The College's Privacy Policy, accessible on the College's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.

The College will not disclose this information to a third party without your consent unless otherwise permitted to by law.

The College is required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order or certain criminal offences under Child Protection laws. The College may also collect personal information about you in accordance with these laws.

The College 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 email services. 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 server which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.

If you provide the College with the personal information of others, it is encouraged you inform them that you are disclosing that information to the College and why, that they can access that information if they wish, and that the College does not usually disclose the information to third parties.



EXPECTATIONS AND BEHAVIOUR CODE

The College's Behaviour Expectations have been designed to protect students, and are underpinned by Rights and Responsibilities and supported by our Christian Values. Behaviour expectations apply from when the student leaves home in the morning until he or she returns to the care of their parents/guardians after school.

To have a caring school where everyone feels safe, wanted and happy, we need to uphold certain rights. With these rights come related responsibilities. Parents/guardians, students and staff involved with Ormiston College accept the accountability for ensuring these rights are upheld and the responsibilities are promoted.

BEHAVIOUR EXPECTATION

LEARNING: Be prepared to learn and respect the right of others to learn.

RESPECT: Valuing yourself, others and the College.

COURTESY: Be polite and courteous at all times.

PUNCTUALITY: Be on time.

INSTRUCTIONS: Follow the instructions given by staff.

SAFETY: Behave in a manner that will not endanger yourself or others.

DRESS: Adhere to the dress code at all times.

RIGHTS AND RESPONSIBILITIES

RIGHTS

1. Everyone has a right to work in an environment which enables them to learn.
2. Everyone has the right to be treated respectfully and courteously.
3. Everyone has the right to work in a pleasant, safe and clean environment.
4. Parents/guardians have a right to share in their student's education.

RESPONSIBILITIES

1. Behaviour that interferes with learning is unacceptable.
2. Staff and students are to treat one another with respect and courtesy.
3. Confrontation, vandalism, theft, physical abuse, injury and littering are unacceptable in the College.
4. Parents and community members are encouraged to participate in the events of the College.

The purpose of behaviour expectations is to define appropriate behaviour and establish expected standards. Appropriate behaviour expectations do not inhibit people – rather, they are to protect the rights of individuals. In order to uphold these Rights and Responsibilities, the College's Behaviour Expectations includes both when in classes and when in the yard.

In matters which are not specifically covered by the above code or any other College Handbook or Regulation, members of the College Community will observe the principles outlined above concerning the dignity of each person, respect for others and their property and of mutual co-operation within the College and Community.



UNIFORM AND PRESENTATION POLICY

A student's appearance whilst at school and in public is of great importance and should be a source of pride. It is a requirement of the College that the full Dress uniform be worn to all school functions and sporting fixtures unless students are otherwise directed. All items of the uniform must be clean and kept in good repair. Ormiston College students must exhibit the best possible appearance and demonstrate behaviour which is appropriate to the College's expectations at all times in order to bring credit to self, parents and the school.

1. Full Dress uniform is to be worn to and from school, including hat.
2. Blazers are to be worn by Secondary School students in Term 2 and Term 3 and are required at formal functions.
3. Full Dress uniform is to be worn to all school functions including Drama and Music performances, Information Evenings, Parent/Student/Teacher Interviews, unless otherwise advised. If full Dress uniform is not required, it will be clearly communicated to students and parents.
4. Student spectators attending sporting events after school or on weekends must wear either full Dress uniform or full Sports uniform. Plain clothes are not permitted, nor is the wearing of only part of the College uniform or Sports uniform.
5. Full Sports uniform including College sports socks must be worn at all sporting fixtures, training, HPE/PE lessons and Interhouse Carnivals.

Uniform change guidelines are as follows for Secondary School students:

- a. HPE/PE/Sport Science in Periods 1, 2 or 3
 - Students arrive at school in full Dress uniform unless they have before school sport training.
 - They can change into full Sports uniform either before school or at the start of the lesson.
 - They can change back into full Dress uniform at the end of the lesson or during Morning Tea.
- b. HPE/PE/Sport Science in Periods 4, 5 or 6
 - Students change into full Sports uniform at Morning Tea or at the start of the lesson.
 - They can change back into full Dress uniform at the end of the lesson or during Lunch.
- c. HPE/PE/Sport Science in Periods 7 or 8
 - Students change into full Sports uniform at Lunch or at the start of the lesson.
 - They can change back into full Dress uniform at the end of the lesson.
 - Exception: Students with after-school sport training may remain in Sports uniform until training.

Uniform change guidelines are as follows for Junior School students for Sports Training and HPE Lessons:

- Students arrive at school in full Dress uniform unless they have before school sport training. After training, students must change into their full Dress uniform unless they have HPE in the first session (periods 1–3).
 - For HPE, students change into full Sport uniform either before school if their lesson occurs in the first session (periods 1–3) or with their class as instructed by their teacher.
 - Students must change back into full Dress uniform at the end of the HPE lesson.
 - Students with after school Sports Training must change into their full Sports uniform during the lunch break or as instructed by their teacher. Students attending sports practice finishing after 4.30pm may wear full Sports uniform home.
 - Exception: Students with HPE during periods 7 or 8 who have after-school sport training may remain in Sports uniform until training.
6. Both uniforms must be clean, pressed and in good state of repair. College socks are to be worn up. The Dress school uniform requires polished, black, lace-up, leather, dress school shoes. Slip on dress shoes are not permitted. For sport, runners should be predominantly white with white laces. Any other colour on the shoe should be minimal. It is highly desirable that all items of the Dress and Sports uniforms, including shoes, be named clearly.
 7. Earrings and pierced ears are not permissible for boys. If a girl's ears are pierced, a single pair of sleepers (size no more than 5 cents in diameter) or small plain studs may be worn (gold or silver only). These are to be worn in the lowest hole, if the earlobe has been pierced more than once. Clear plugs are not permitted.

8. Visible body piercing, including nose and tongue piercing, and visible body tattooing are not part of the dress code at Ormiston College. The wearing of the College Sports uniform should not make visible any body piercing or tattooing.
9. A chain may be worn only if it offers medical information or is of recognised Christian religious significance. If both medical and religious pendants are worn, these should be on 2 separate chains. Religious chains are to be of sufficient length so as to be worn inside the blouse or shirt of the Dress or Sports uniform and are not to be worn in a 'display' mode.
10. Watches with conservative white, black, brown, gold or silver bands may be worn. Watch faces are to be of a conservative style, e.g. no fluorescent faces or logos etc.
11. No makeup in any form is to be used. This includes tinted foundation, tinted moisturiser, mascara, tinting or enhancement to eyebrows or lashes, eyelash extensions and any other product the College deems to give the appearance of wearing makeup. False fingernails are not permitted, and only clear nail polish may be used. No tanning products are to be used.
12. Students are encouraged to keep their hair its natural colour. Students who have coloured their hair must ensure it looks conservative and natural in colour with very little variation in tone. The natural colour and appearance must be maintained throughout term time with minimal regrowth. Hair is to be worn in a conservative style and neatly brushed or combed. It is expected that hair is neatly presented across the school day.
13. Girls' hair of at least shoulder length must be tied back close to the neck at the back of the head with brown, black, or maroon hair elastic and finished off with a maroon ribbon (1cm width only and long enough to be tied in a bow) or maroon scrunchie. When the ponytail reaches the yoke of the blouse, hair may also be plaited tightly in a single plait worn at the back. The conservative style of a girl's hair when tied back must enable her to wear the Dress Hat with the ponytail or plait below the hat. Girls' hair is to be pinned back, neat, tidy, and not impeding their vision. Fringes longer than eyebrows need to be pinned back in a tidy manner, as does hair which may fall or wisp around the face. Hair is to be pinned back with plain brown, black or maroon bobby-pins or hair slides. The use of hair extensions is not permitted.
14. Boys' hair must be cut in a conservative College cut. To maintain a conservative style, it is important that the hair is kept short, washed and free from hair product. An appropriate length means that the fringe should not be longer than the position of the eyebrows and the hair should not be over the shirt collar at the back. Hair should not be shorter than a number 3 clipper and should be evenly blended with minimal differences in length. Boys are to remain clean shaven at all times.
15. Ties are to be worn throughout the year. The top button of the boys' shirt must be done up and the tie tied properly over the top button.
16. Only College-approved badges may be worn. They are to be worn on the College tie and, for boys, in the centre, mid-chest section of the tie.

Where appropriate to do so, the College will consider the application of Queensland anti-discrimination laws when applying the Uniform and Presentation Policy.