1. RATIONALE

1.1 The College sees fair dealing with all guardians as important, both as a matter of justice and in the interest of the child.

1.2 The College would therefore want to support students and all guardians in strengthening this relationship. However for practical reasons the College will normally prefer to direct all correspondence to one address only. The College requests families to nominate one guardian as the Primary Contact and one address as the Primary Mailing Address. The College will provide other guardians information relating to the students education as outlined by the guidelines below.

1.3 The provision of personal student information by the College will be subject to any legal considerations including the wishes of the specific student, family arrangements and the College’s Privacy Policy and the Commonwealth Privacy Act.

2. GUIDELINES

2.1 Information regarding family arrangements will be drawn from the Application for Enrolment form. This information can be updated in writing at any time during the year and is confirmed each year via the Re-Enrolment Form.

2.2 The Re-enrolment Form (Enrolment Confirmation) is reviewed in November of each year and should be signed by all guardians. Where new family arrangements arise during the year a new Re-enrolment Form should be signed establishing the contract between the school and the guardians.

2.3 All guardians will be provided with the following information upon request:

- **College Calendar – Dates and Special Events**
  This publication lists all important events for the year. Guardians can use it to stay abreast of College activities.

- **St Joseph’s College Newsletter**
  The Newsletter is published weekly and is posted on the College Webpage for ease of access and can be emailed. A hard copy can be mailed to parents without email access.

2.4 The College will normally only provide one copy of Student Reports. These will be sent to the designated Primary Contact. Other guardians may apply to the school for copies of Student Reports:
i. Progress Report – End of Term 1
ii. Semester 1 Report – End of Term 2
iii. Progress Report – End of Term 3

2.5 Applications for a second copy of reports should be made on the enrolment / re-enrolment form.

2.6 Information that will only be sent to the designated primary contact includes:

- **General Contact**
  Communications that are delivered to the home by the student are generally permission forms for activities and only require one signature. Examples of such communications are: overnight excursion permission forms, overdue work notices, unacceptable behaviour notices and VCE, VCAL, VET and tertiary placement information. The student will take responsibility for informing each guardian of such activities.

- **Student / Parent / Teacher Interview Appointments (PT Online)**
  The primary contact will be allocated a “family login” and password to enable the booking of Student / Parent / Teacher Interviews. It is the responsibility of the primary contact to pass on the information about Student / Parent / Teacher Interviews to other guardians.

- **Illness**
  The designated primary contact will be the person contacted if a student requires medical treatment or needs to be sent home from school due to illness. The primary contact will also be designated to receive an SMS message from the College in the case of unexplained absence.

- **Parent Access Module (PAM)**
  The Parent Access Module provides a family login to resources such as attendance, assessment, learning resources and daily notices for each student. The family login is secured by a password and limited to the students linked to the account. It is the responsibility of the primary contact to share the login information with other guardians.

2.7 Shared Guardianship. In cases where guardianship of a student is shared by court order or a parenting plan or parenting agreement, the College will consider each guardian to have access to information in accordance with the order/plan/agreement. A copy of the court order, parenting plan or parenting agreement will need to be provided to the College at the time of enrolment / re-enrolment or when circumstances change.

2.8 Student Clearances. In cases where guardianship of a student is shared both parents/guardians need to communicate to St Joseph’s College their agreement and desire that their son/daughter is to be transferred to another school. This destination school needs to be communicated to the College by both parents/guardians and the clearance form is to be signed by both parents/guardians prior to the final day of attendance of their son/daughter.