



<b>Policy Number:</b>	COLLEGE 03
<b>Policy Name:</b>	Communication with Non-Custodial Guardians Policy
<b>Contact Officer:</b>	Principal
<b>Date Approved by Executive:</b>	May 28, 2018
<b>Date of Next Review:</b>	May 2021
<b>Related Policies:</b>	St Joseph's College Privacy Policy CEOM Policy 2.21: Privacy Policy Commonwealth Privacy Act St Joseph's College Enrolments Policy

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This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in *Ministerial Order No. 870*. This policy applies to St Joseph's College staff, including employees, volunteers, contractors and clergy.

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## **1. RATIONALE**

1.1 St Joseph's 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 student's 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.

2.2 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, upon request, to parents without email access.

2.3 Access to reports will be given to the designated Primary Contact. Other guardians may apply to the College for access of Student Reports:

- Progress Report – End of Term 1
- Semester 1 Report – End of Term 2
- Progress Report – End of Term 3

- Semester 2 Report – End of Term 4

2.4 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. When necessary the College will assist with equity of access for all legal 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. When necessary the College will assist with equity of access for all legal guardians.

2.5 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.

2.7 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.

### **3 LEGAL OBLIGATIONS**

3.1 St Joseph’s College will, at all times, abide by all legal requirements in relation to privacy issues.

3.2 All court orders in relation to student custody and guardianship will be honoured by the College. This may affect the information that is shared with specific parents/guardians.