



<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>	
<b>Date of Next Review:</b>	
<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 St Joseph's College School Fee Policy

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## PREAMBLE

God is at the centre of our College...Mercy is the heartbeat of the Gospel. We encourage every student to grow in the fullness of life and realise their potential through the bread we break at school, the bread of relationships and the bread of conversation. Let us engage the heart and bring faith to life and life to faith (Thomas Groome).

## LEGISLATION

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. 1359*. This policy applies to St Joseph's College staff, including employees, volunteers, contractors and clergy. Further information relating the Ministerial Order can be found at <https://www.safeguardingservices.com.au/wp-content/uploads/2022/02/Ministerial-Order-1359.pdf>

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## 1. RATIONALE

- 1.1 St Joseph's College sees fair dealing with all parents/legal 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 parents/legal guardians in strengthening this relationship.
- 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. COURT ORDERS

- 2.1 The parent/legal guardian must provide and disclose to the college on a timely basis any family court or other court orders that apply to or impact on the student's enrolment with the college and of which the college should be made aware.

## 3. GUIDELINES

- 3.1 Information regarding family arrangements will be drawn from the Application for Enrolment form. This information can be updated in writing at any time.
- 3.2 All parents/legal 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 twice per term and is posted on the college Webpage and the SkoolBag App for ease of access.
- *Parent Access Module (PAM)*  
Parents/legal guardians will be given access to the Parent Access Module (PAM) upon commencement of the student. Login and password details will be provided to all parents/legal guardians and separate accounts can be organised by contacting the Admissions and Communications Manager to arrange.
- *SkoolBag App*  
Notices are published via the SkoolBag App. Instructions on how to download this App are provided via the college newsletter.

3.3 Access to reports will be available via the Parent Access Module (PAM).

- 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

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

- *General Contact*  
Communications that are placed on PAM 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. Information regarding such activities are available to parents/legal guardians via PAM.
- *Student / Parent / Teacher Interview Conferences*  
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.

3.5 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 must be provided to the college at the time of enrolment / re-enrolment or when circumstances change.

3.6 Student Clearances: In cases where guardianship of a student is shared both parents/legal 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/legal guardians and the clearance form is to be signed by both parents/legal guardians prior to the final day of attendance of their son/daughter.

3.7 The parent/legal guardian acknowledges that in instances where a student exits the college without providing one term's notice in writing or equivalent to the Admissions and Communications Manager, one term's fees will apply, as per the School Fee Policy (points 14.2 and 14.3). Charging of the fee is not a penalty for withdrawal without notice but a calculation of genuine economic loss incurred by the college.

#### **4. LEGAL OBLIGATIONS**

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

4.2 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/legal guardians.