



# ST URSULA'S

COLLEGE | YEPPOON

## CONDITIONS OF STUDENT ENROLMENT POLICY

| Date  | Reviewed By  | Approved  | Version |
|---|--|---|---------|
| 24/10/2022  | CLT: <ul style="list-style-type: none"><li>• D Pascoe</li><li>• B Connolly</li><li>• B Flanders</li><li>• P Tomkins</li><li>• D Ryan</li></ul> | Name: D Ryan<br>Signed: _____<br>Title: Principal | 6.0     |
| <b>Next Review to be Completed: 24 October 2024</b> |  |   |         |

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*We acknowledge the traditional custodians of these lands and waterways, the Darumbal people. We pay respect to Elders' past, present and emerging.  
May we walk gently on this land.*

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| <b>CHANGES TO THIS POLICY</b> |  |
|-------------------------------|--|
| <b>DATE OF CHANGE</b>         | <b>REASON</b>  |
| 19/01/2021                    | Change of Principal Name   |
| 10/05/2021                    | Insert paragraph re the traditional custodians – the Darumbal people   |
| 26/07/2021                    | Amendment to Annexure A – Attendance & Truancy Policy – Management of Non-Attendance Parental Notifications  |
| 26/07/2022                    | Reviewed – no changes  |
| 24/10/2022                    | Amended 2 Flowcharts: <ul style="list-style-type: none"> <li>• Enrolment Application Procedure Flowchart</li> <li>• Enrolment Application Procedure Including Education Adjustments Flowchart</li> </ul> |

# CONDITIONS OF STUDENT ENROLMENT

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## 1. POLICY STATEMENT

Within the limits of financial, physical and human resources, enrolment at the College is open to girls who are Catholic or girls of other faith traditions who make a sincere commitment to the Catholic Ethos and Religious Education program as well as the values and Code of Behaviour of the College. The College is also committed to the enrolment of students with special needs but is cognisant of the fact that, for some students, the severity and complexity of their disabilities or needs may mean that the College cannot offer enrolment.

## 2. PURPOSE

This policy provides guidance to parents seeking to enrol their daughter/s at the College and to the Principal, who with the assistance of the Leadership Team and other appropriate personnel, has the task of determining which applicants are offered enrolment at The College.

Enrolment at a Catholic school is a means by which a Catholic community reaches out to families, some of whom may have had little if any prior contact with the Church. Enrolment is an opportunity for a New Evangelisation of these families and for deepening of their faith of families who have had previous involvement in or with the Catholic Church. The time of enrolment is an opportunity for discernment of the circumstances and spiritual development of the student being enrolled.

## 3. KEY PRINCIPLES

1. In determining offers of enrolment, the Principal will ensure that the best interests of the student and all students at The College community are considered.
2. Students can be accepted into classes or the Boarding College only if vacancies exist. The determination of acceptable class sizes shall be at the sole discretion of the Principal.
3. The College will consider accepting **visiting overseas students on exchange programs** who meet the following requirements. The student(s) needs/need to demonstrate a willingness to:
  - commit to behaviour consistent with the Values and Ethos of the College
  - be involved in the activities of the College and wider community
  - share and gain cultural understanding
  - meet the cost of consumables, excursions and co-curricular activities.
4. In special circumstances, **when considering the enrolment of a visiting overseas student**, the College may give consideration to negotiating alternative arrangements in relation to the last point above.

## 4. RESPONSIBILITIES FOR PARENTS/CARERS

1. Enrolling parents and prospective students need to complete and comply with the enrolment procedures and processes at the College.
2. To complete the enrolment application, parents/carers will be required to sign documentation indicating their support for the College's Catholic ethos, Parent

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Code of Conduct policies, procedures and also for their responsibility for meeting financial commitments incurred in the education of their daughter/s.

3. Parents/Carers and students accept that continued enrolment is dependent upon acceptance of, and adherence to, current enrolment, conditions including respect for the Catholic Ethos and adherence to the College Values and policies regarding Positive Student Behaviour, Uniform and Attendance requirements.

**See Annexures: A-Attendance Policy**

**B-Student Behaviour Policy**

**C-College Uniform Policy**

**D-Behaviour Management Strategies especially in relation to the Use of Illegal and Unsanctioned Substances Policy**

**E-Bullying Prevention & Intervention Policy**

### 5. RESPONSIBILITIES OF THE COLLEGE

1. The Ethos of the College, the obligations of parents and the responsibilities of students will be explained at the time of enrolment.
2. The Principal, in consultation with relevant College personnel, will consider factors such as the developmental readiness of the student and the degree to which The can reasonably provide for the needs of the student in the areas of faith and spirituality, learning, curriculum, physical surroundings and facilities (Boarding and Day), emotional and social support and behaviour management.
3. After the enrolment process is completed, students will be formally welcomed and inducted into the College.

### 6. REFERENCE DOCUMENTS

1. Student Attendance Policy - [\(click here\)](#)
2. Student Behaviour Policy - [\(click here\)](#)
3. Student Uniform Policy - [\(click here\)](#)
4. Student Behaviour Management Procedure - [click here](#)
5. Restorative Practices Framework - [click here](#)
6. Behaviour Consequences Process Flow Chart - [click here](#)
7. Behaviour Referral Process Flow Chart - [click here](#)
8. Behaviour (Illegal Unsanctioned Substances) Policy - [\(click here\)](#)
9. Temporary or Permanent Student Exclusion Procedure - [click here](#)
10. Student Protection Policy - [click here](#)
11. Bullying Prevention & Intervention Policy V1.0 - [click here](#)
12. Cyber Safety Policy V1.2 - [click here](#)
13. Critical Incidents Policy - [click here](#)
14. Risk Management Policy - [click here](#)
15. Anti-Discrimination Act Qld 1991 (current as at 05 June 2017) - [click here](#)
16. Disability Discrimination Act 1992 (Act No. 26 - 19 April 2018) - [click here](#)
17. Disability Standard for Education 2005 factsheet - [click here](#)
18. The Queensland Bishops' Project (2001) Queensland Catholic Education Commission - [click here](#)
19. Novo millenio ineunte (2001) Pope John Paul II - [click here](#)

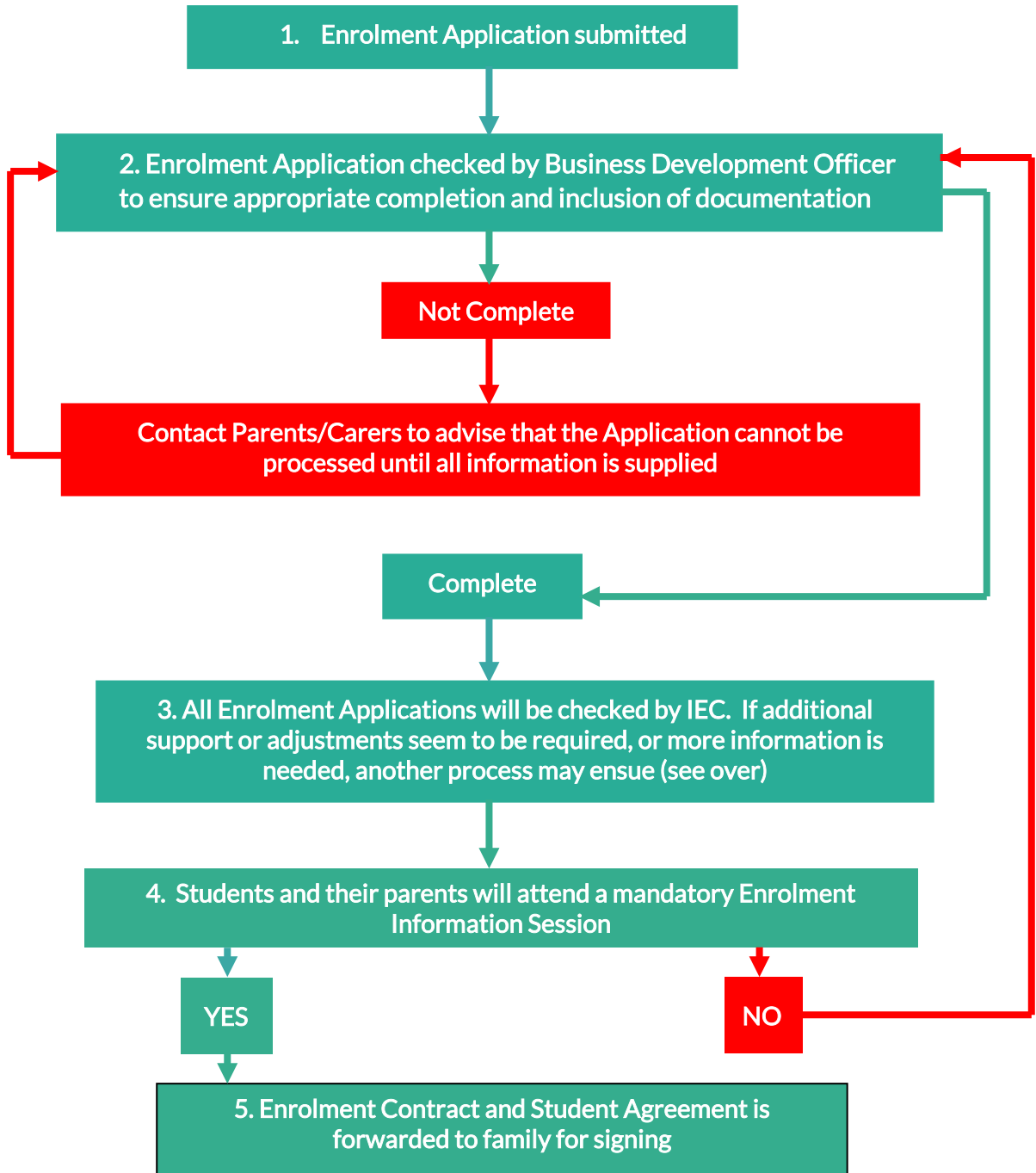
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- 20. Mercy Partners – Partners in Mission 1 - [click here](#)
- 21. Mercy Partners – Partners in Mission 2 - [click here](#)
- 22. Mercy Partners – Partners in Mission 3 - [click here](#)
- 23. Mercy Partners – Protection of Children & Vulnerable Adults – [click here](#)

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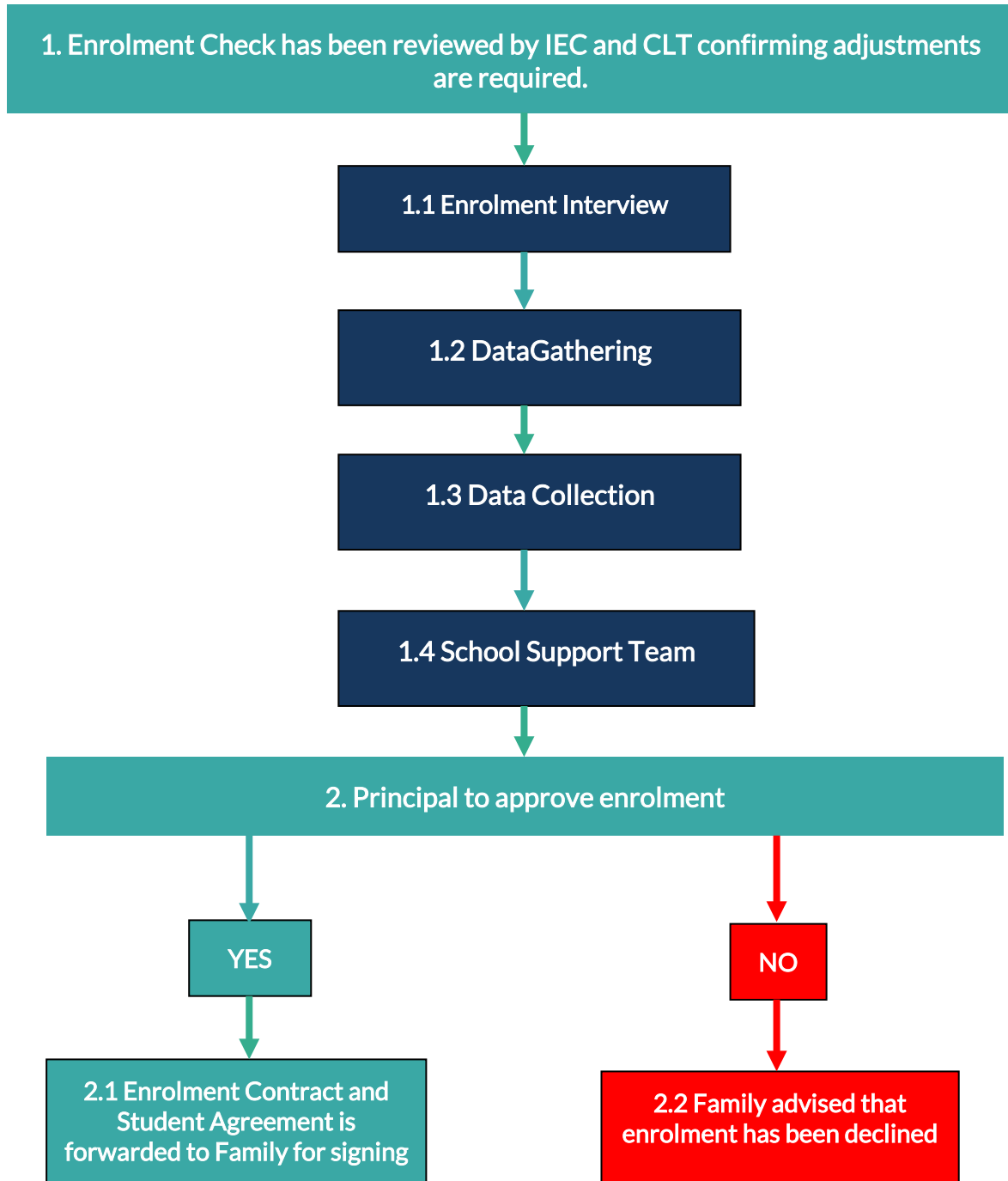
## 7. ENROLMENT APPLICATION PROCEDURE FLOWCHART



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## 8. ENROLMENT APPLICATIONS PROCEDURE INCLUDING EDUCATIONAL ADJUSTMENTS

This process follows on from Step 3 – Enrolment Application Procedure





## 9. ANNEXURE A – ATTENDANCE & TRUANCY POLICY POLICY STATEMENT

St Ursula's College recognises that there are times when students are legitimately unable to attend school; however, as attendance is vital for academic success, it is expected that students attend school unless there are reasonable or exceptional circumstances which should be communicated to the College by a parent/carer in a timely manner, with supporting documentation if applicable.

### Purpose

This Student Attendance & Truancy Policy is designed to ensure that Parents/Caregivers and the College are working together to facilitate optimal attendance of students at daily lessons. (It must be recognized that the Queensland Government expects that **students in this State attend at least 90% of all classes to ensure the completion of course work** each year.)

### OUR POLICY

The College is committed to the management of regular school attendance and providing a culture of child safe environment which promotes engagement and participation.

It is our policy that:

- All unauthorised absences from school are unacceptable
- High expectations of attendance will be made known to all students and parents/caregivers as outlined in clause 4 below
- Processes for unexplained student absences are implemented to reduce absenteeism and ensure the safety of students

### KEY PRINCIPLES

Each parent of a child who is of **compulsory school age** has the legal obligation to ensure their child is enrolled and attends school every school day for the educational program in which the child is enrolled, unless there is a reasonable excuse.

Each parent of a young person in the **compulsory participating phase** has a legal obligation to ensure that the young person is participating full-time in an eligible educational option, unless there is a reasonable excuse.

St Ursula's College accepts that parents have the right and/or responsibility to keep their daughter home from school if she is unwell; however, students need to consult with their teachers regarding the completion of work that contributes to assessment results or certification.

### RESPONSIBILITIES OF PARENTS/CARERGIVERS AND STUDENTS

1. If a student is unwell, it is expected that the parent or caregiver will notify the College before 8.30am on the day of absence.
2. If a student in the Junior (Yrs 7-8) or Middle (Yrs 9-10) years of schooling is absent, due to illness, for more than three days a Medical Certificate must be submitted to

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the College. A student in the Senior years of schooling (Yrs 11-12) requires a certificate for three (3) days' absence or for any absenteeism that impacts on the completion of an assessment task or examination. The Medical Certificate supplied to the College will be attached to a student's file.

3. Students who know that they will be absent for school approved special activities should obtain a 'Special Request for Leave During Term' form and follow the Leave Request process.
4. Parents/Carers should avoid organizing or approving events that will cause their daughters to be absent from school, particularly when assessment is scheduled. If such an absence is unavoidable, the parent/carer must contact the College to inform the appropriate Head of School (Junior, Middle or Senior) who will make the appropriate form available to the student, on request, for completion and submission after consultation with their teachers.
5. Unless there are special circumstances, Senior students must recognise that failure to attend school for 90% (only 5 days' absence in a ten (10) week term) of the time could not only impact on their studies but also preclude their attendance at Graduation Ceremonies.

### RESPONSIBILITIES OF THE COLLEGE

1. Roll Call – all teachers are required to take a roll and if a student is absent from school at the beginning of the day, and parental notification has not been received, an SMS advising this absence will be sent.
2. The Assessment Procedures printed in the Student Planner outline the processes that will be followed when a students' absence impacts on the completion of an assessment task or test.
3. If a student has missed **three (3) days** of school with no communication from home despite the forwarding of SMSs, the appropriate Head of School, in conjunction with the Student Receptionist, will **contact the family**.
4. At the completion of the term, if a student has had **more than 10% of unacceptable** absences, a **meeting** including a member of the **College Leadership Team**, with the **student and family** will be required.
5. In Year 12, if a student has not attended 90% of classes, the College can **withhold permission** for that student **to graduate** with her cohort at the Valedictory Mass or the Graduation Ceremony.
6. If requests for early departure at the end of term/semester impact on the student's assessment schedule, **assessment tasks will not be rescheduled**. Rescheduling can vary the conditions under which assessment is done and compromise the comparability of results. There could be an unfair impact on students who do meet the College's requirements and timelines (the final decision regarding rescheduling will be made by the Deputy Principal – Learning and Teaching.)
7. Students are made aware of the importance of regular attendance and notification of absences.
8. Accurate records of student attendance are maintained.
9. Where they have suspicions relating to possible truant behaviour, this is raised with the Heads of School.

### TRUANCY

Truancy is the absence from school of a school-aged student, without the consent of parents/caregivers, during school hours.

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### MANAGEMENT OF NON-ATTENDANCE – IMMEDIATE

College absenteeism is monitored closely to identify students who are truanting. Parents/caregivers are required to contact the College prior to school commencement time to explain their child's absence, late arrival or request for early leave.

All teachers are required to take a roll call in every class. Any student absences are recorded by the class teacher. Where a student is absent the College will review absentee notifications to identify any students that are absent where no notification of absence has been received from a parent/caregiver.

### MANAGEMENT OF NON-ATTENDANCE PARENTAL NOTIFICATIONS

Where parents repeatedly fail to notify the College of legitimate absences, the College will write a letter to parents requesting that they comply with the College's notification procedures.

In cases of serious non-compliance, the College may request that the parents/caregivers attend a meeting firstly with the Head of School and if required where no resolution has eventuated, elevate to meet with the Deputy Principal. If a resolution has still not occurred, the matter will then be elevated to the Principal to conduct a final meeting to discuss the importance of parental notifications in ensuring the safety of all students.

### PERSISTENT NON-ATTENDANCE

All students found to be truanting will be subject to the consequences as outlined in the College's Student Behaviour Management Policy.

Where absences are recurrent, the College will investigate the student's absences having regard to factors such as the day of the week, the class, subject or year level and particular social group that may affect their attendance.

Parents/caregivers will be contacted to discuss issues which may be related to truancy. Where appropriate, the College will work with the parents/caregivers and the student to develop an Attendance Improvement Plan.

### ENROLMENT & ATTENDANCE POLICIES

In line with our legal obligations, the College has developed detailed policies and procedures to manage our obligations relating to Enrolment and Attendance of Students.

This part of the policy has been developed specifically to manage issues relating to truancy.

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## IMPLEMENTATION

This policy is implemented through a combination of:

- Staff training
- Development and implementation of a whole College strategy to encourage regular attendance and to reduce truancy
- Implement strategies to address specific needs to each individual student, according to their reasons for truanting
- Development and promotion of positive relationships within the College by implementing programs that develop social and emotional skills, peer tutoring, mentoring and anti-bullying strategies
- Establishing positive home/school relationships to assist parents/caregivers to support their child's attendance at school
- Effective incident notification procedures
- Effective communication procedures
- Effective record keeping procedures
- Initiation of corrective actions where necessary

## references

1. Queensland Department of Education, Training and Employment – Managing Student Absences and Enforcing Enrolment and Attendance - [\(click here\)](#)
2. Education Queensland Everyday Counts Policy - [\(click here\)](#)
3. [Student Behaviour Policy](#)
4. [Student Conditions of Enrolment Policy](#)

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## 10. ANNEXURE B – STUDENT BEHAVIOUR POLICY POLICY STATEMENT

St Ursula's College, Yeppoon, Behaviour Management is based on Gospel values, especially the dignity of all human persons and utilises approaches that help to create a safe, healthy and respectful environment, reinforce appropriate behaviour and repair harm.

Students are guided and encouraged to develop a sense of responsibility, self-control, self-discipline, and to regulate their conduct in accordance with Christian principles.

### PURPOSE

This Policy provides guidance for staff, the College Leadership Team and Parents/caregivers in relation to encouraging positive behaviours in students at all times.

The purpose of this policy is to provide students with the guidance to:

1. reflect upon values for living, particularly those that reflect the teachings of the Gospel and those of the College
2. realise their own responsibility for their well-being and for making decisions that enhance this as well as enable the development of a positive self-image that is the basis for self-respect, not self-importance
3. grow in integrity and personal autonomy through increased self-awareness and self-acceptance
4. develop an understanding of the consequences of their behaviour
5. understand and appreciate our interdependence (ie my decisions affect others)
6. gain a sense of belonging within the College and wider community
7. grow in the understanding of the need for mutual respect
8. be responsible for contributing to the life of the community
9. grow in understanding of the importance of restoring relationships if harmed (Restorative Practices)

Arising from this policy are practical strategies for addressing Behaviour Management issues and imposing consequences, including situations where suspension or exclusion may occur. This also refers to *Use of Illegal and Unsanctioned Substances*.

For the purpose of this policy:

- Illegal substances (also often referred to as illicit substances) are those drugs or substances prohibited by law, including drugs prohibited by the Drugs Misuse Act 1986 - [\(click here\)](#)
- A list of these drugs is available from the Schedules of the Drugs Misuse Regulation 1987 - [\(click here\)](#)
- Unsanctioned substances are drugs or substances whose use is restricted by law or by this policy (refer to Annexure A), including but not limited to liquor as defined by section 4B of the Liquor Act - [\(click here\)](#) – of which consumption or possession by a minor is unlawful and drugs and poisons regulated by the Health Act 1937 - [\(click here\)](#) – refer also to the Health (Drugs and Poisons) Regulation 1996 - [\(click here\)](#)

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## KEY VALUES

While recognising broader Gospel values, especially the value of Mercy, the following values will be a focus for our Student Behaviour Policy:

### FAITH

We seek to make students aware of our rich Catholic heritage, nurturing this as the source of Catholic identity and living. We strive to build upon the faith and commitment of the Presentation Sisters who founded the College by providing Religious Education and experiences of prayer, liturgy and social action that make the faith dimension of this College life-giving and relevant.

### RESPECT

We believe in the dignity of each person and encourage all to treat others with consideration and courtesy, acknowledging the value of other viewpoints and life experiences. We strive to ensure that all members of the College community are treated with fairness and equity.

### EXCELLENCE

We believe that each human being is endowed with individual gifts that deserve recognition and development. We strive to promote an environment where all are encouraged and enabled to develop their potential, achieve their best and experience success according to personal capabilities and circumstances.

### COMPASSION

We believe we have a responsibility for the well-being of others in and beyond our community, particularly those who are suffering or vulnerable. We strive to develop a sense of concern for others and a spirit of service so that this concern is expressed and enacted.

### HOSPITALITY

We believe that a Christian community is inclusive. We strive to develop a sense of welcome and an acceptance of others such that all in the community are inspired to demonstrate a willingness to share their talents and cultures to enhance life for all. We promote and model reconciliation and strive to restore relationships when conflict or division occur.

### SIMPLICITY

We value all of creation and the interconnectedness of life. We strive to develop a sense of appreciation for our physical environment and personal resources. We promote good stewardship and social responsibility rather than a focus on material possessions.

## BEHAVIOUR EXPECTATIONS

The values of the College empower us to make behavioural choices. The expected behaviours at our College reflect our College Values. Students at the College are expected to enact these values in ways that are suggested in the following table:

| COLLEGE VALUES | EXPECTED BEHAVIOURS |
|----------------|---------------------|
|----------------|---------------------|

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|                    |  |
|--------------------|--|
| <b>FAITH</b>       | <ul style="list-style-type: none"> <li>Actively and respectfully participate in Religious Education classes, school Liturgies, Retreat Days and Prayer</li> <li>Show respect for Faith and ritual practices</li> </ul>   |
| <b>RESPECT</b>     | <ul style="list-style-type: none"> <li>Speak and act courteously to all members of the College community</li> <li>Care for resources, College equipment and the environment</li> <li>Use technology respectfully and in accordance with the ICT Policy and Student Device Program</li> <li>Wear the College Uniform appropriately and maintain its good condition</li> </ul> |
| <b>EXCELLENCE</b>  | <ul style="list-style-type: none"> <li>Be prepared for learning</li> <li>Be punctual</li> <li>Use learning tools and resources as intended</li> <li>Allow others to learn</li> <li>Follow learning and assessment procedures</li> <li>Work to the best of their ability</li> </ul>   |
| <b>COMPASSION</b>  | <ul style="list-style-type: none"> <li>Consider and care for the wellbeing and safety of self and others</li> <li>Be responsible and demonstrate integrity</li> <li>Demonstrate kindness and forgiveness</li> </ul>  |
| <b>HOSPITALITY</b> | <ul style="list-style-type: none"> <li>Welcome visitors to the College</li> <li>Encourage and accept others</li> <li>Be inclusive of all people</li> </ul>   |
| <b>SIMPLICITY</b>  | <ul style="list-style-type: none"> <li>Appreciate the environment and show gratitude for resources and opportunities</li> <li>Share what we have with others in our community</li> </ul>   |

### RESULTING CONSEQUENCES

Breaches to these behavioural expectations will result in consequences. An accumulation of such breaches may result in a student being ineligible for a College award or a College leadership position. In addition, breaches of behaviour that contravene laws regarding illegal substances, weapons, theft, defamation, access to or destruction of property, distribution of harmful images or information may result in suspension or termination of enrolment.

# CONDITIONS OF STUDENT ENROLMENT

## KEY PRINCIPLES

The College acknowledges:

- the potential harms caused to individuals, especially young people, and the community as a result of drug use
- the benefits of prevention (through the provision of education and information within the Health, Personal Development and Pastoral curriculum) as well as intervention (ensuring appropriate procedures are in place for managing drug related incidents)

This policy applies to students enrolled at The College when:

- at the College or on College premises
- in the vicinity of the College
- travelling to and from the College
- at College events or events related to, or considered by the Principal as being under the control of the College, including but not limited to events where students are required to wear the College uniform (referred to as "College events")

A student enrolled at The College must not:

- knowingly have in her possession an illegal or unsanctioned substance or weapons
- supply and/or administer to herself or another person, or permit another person to supply and/or administer to her, an illegal or unsanctioned substance
- have in her possession any piece of equipment for use in connection with the smoking, consumption or administration of an illegal or unsanctioned substance, or an implement that could be used as a weapon
- have in her possession any piece of equipment for use in connection with the preparation of an illegal or unsanctioned substance for smoking, consumption or administration

The College is committed to promoting drug awareness and education through its curriculum.

The College is committed to investigating, reporting and/or taking appropriate disciplinary action where there are reasonable grounds to believe that:

- illegal or unsanctioned substances or equipment used in connection with the use or preparation of such substances, or a harmful weapon have been brought into the College, its immediate vicinity, and/or to College events
- The College Ltd students at the College, in the immediate vicinity of the College, travelling to and from the College or at College events are affected by illegal or unsanctioned substances

Additionally, at the discretion of the Principal, where there are reasonable grounds to believe that events outside of College hours or College control have impacted on or are likely to impact on students at the College, The College Ltd may offer, as part of its

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pastoral care, information and support to students or parents of students involved or likely to be involved.

This policy and associated procedures should be regularly monitored and evaluated by The College Ltd, while ensuring that the privacy of individuals is protected.

Parent/s or primary caregiver/s of a student whose conduct is seriously and/or persistently contrary to The College standard of behaviour or values, may be required to withdraw the student from the College temporarily or permanently.

The College has a primary responsibility to provide inclusive educational opportunities to young women in the context of the College ethos and value orientations which place a principal emphasis on the retention of students within the College so that they may realise their full potential. As an accepted norm, when and if discipline issues arise, the College encourages students to 'work through' such issues and remain enrolled at the College; however, it is also recognised that, in some cases, where serious breaches of **College Rules** or **Common Law** have occurred, in the interests of the wider College community, it is necessary to have **procedures** in place to **temporarily or permanently exclude students** found to have committed such breaches.

### REFERENCE DOCUMENTS

1. Critical Incidents Policy- [click here](#)
2. Risk Management Policy - [click here](#)
3. Restorative Practices Framework - [click here](#)
4. Cyber Bullying Policy - [click here](#)
5. Student Behaviour Management Strategies Policy - for the Use of Illegal & Unsanctioned Substances - [click here](#)
6. Behaviour Referral Flowchart - [click here](#)
7. Behaviour Consequences Chart - [click here](#)
8. Behaviour Management Procedure - [click here](#)
9. Temporary or Permanent Student Exclusion Procedure - [click here](#)

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## 11. ANNEXURE C – COLLEGE UNIFORM POLICY

### POLICY STATEMENT

Students at The College are required to be in full and correct uniform when on the College grounds, travelling to and from the College and at all College organised activities unless otherwise informed by the staff in charge.

### PURPOSE

This policy clarifies the expectations of students and parents/carers regarding compliance with the College Uniform Code. The policy aims to assist with the realization that the correct wearing of the uniform promotes a sense of identity with, and belonging to, the College community and enhances the reputation of the College and its students. Correct wearing of the uniform can assist compliance with Workplace Health and Safety regulations and reduce peer group or social pressures regarding clothing.

### KEY PRINCIPLES

1. Students must take pride in their personal appearance and ensure that the uniform is worn correctly.
2. Parents/Carers will ensure that the uniform is maintained in good condition and is an appropriate size and length.
3. Parents/Carers should supply a note or email or phone the College explaining the reason for their daughter not being in correct uniform and the length of time this situation will exist.
4. Students are expected to wear full and correct uniform except on 'out of uniform days' and students must comply with College guidelines.

### CONSEQUENCES

1. If a parent has provided a satisfactory explanation for a student wearing incorrect or incomplete uniform, the House Group Teacher will issue the student with a signed note giving short-term permission for deviation from the Uniform Code.
2. If no parental explanation has been supplied, a student in incorrect or incomplete uniform will receive a Red Card and their name will be recorded.
3. Jewellery infringements will result in the item being confiscated and stored safely with the Head of School for the remainder of the term.
4. If a student accrues three (3) red cards in one term, their name will be recorded and they will be expected to attend an after school detention.
5. If the student continues to be non-compliant regarding uniform expectations, parents will be notified to discuss ongoing enrolment.

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## 12. ANNEXURE C - EXPECTATIONS

|  |   |
|--|---|
| <p><b>Formal Uniform</b></p> <ul style="list-style-type: none"> <li>• White College Blouse and Tie</li> <li>• Navy blazer for all Years 11 &amp; 12 Students. Optional for Junior and Middle School students.</li> <li>• College Skirt (covering the knee)</li> <li>• Black leather regulation, lace-up school shoes of regular height</li> <li>• College Badge</li> <li>• Navy College Panama Hat (to be worn at-all-times when outside a building)</li> <li>• College Backpack (this is compulsory as it encourages good posture)</li> </ul> | <p><b>Uniform Expectations</b></p> <ul style="list-style-type: none"> <li>• Hair must be tidy and neither grown, nor groomed in an extreme or exaggerated fashion</li> <li>• Extreme hairstyles such as shaved/buzz cut hair or brightly coloured hair is against the College rules. Hair colour should be as close to natural as possible</li> <li>• Hair that is longer than collar length must be tied back for neatness, also for health and safety reasons. Hair ties or ribbons are to match uniform colours. Flowers, ornaments and headbands are not acceptable.</li> </ul>   |
| <p><b>Optional Uniform (except for days when Formal Uniform is required)</b></p> <ul style="list-style-type: none"> <li>• College Dress (covering the knee)</li> <li>• College vest/jumper/scarf for extra warmth. Years 11 &amp; 12 students must wear a blazer over the jumper or vest</li> </ul>  | <p><b>Jewellery</b></p> <ul style="list-style-type: none"> <li>• A watch may be worn</li> <li>• One small plain earring (eg sleepers or studs) may be worn in the lower ear lobe. They are not to be larger than the lobe. They may be gold, silver or white</li> <li>• No other piercings on any part of the body. Clear studs or large backs on earring studs are not acceptable. Body art is unacceptable and should not be visible.</li> </ul>  |
| <p><b>College Sports Uniform</b></p> <ul style="list-style-type: none"> <li>• Navy College Shorts</li> <li>• College Sport Shirt</li> <li>• Sports Shoes</li> <li>• White Socks/College Sports socks</li> <li>• College Sport Hat/cap</li> <li>• College one-piece swimsuit (or navy or black one-piece may be worn)</li> <li>• College Tracksuit</li> </ul>   | <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Fingernails should be kept clean and short and natural colour</li> <li>• Fake nails and nail polish are not permitted</li> <li>• Underclothing must be plain and not be visible through the uniform</li> <li>• Eye and face make-up - not be worn with College uniform</li> <li>• Sports Uniform and Formal Uniform accessories are not to be mixed</li> <li>• Students are not permitted to wear their Sports Uniform to or from school, (unless in Middle School on designated PE double days)</li> <li>• Senior School Students are required to bring their Sports Uniform on the designated PE days and change when required</li> <li>• Footwear: thongs are NEVER to be worn to or from or at school</li> </ul> |
| <p><b>'Free Dress' Days</b></p> <ul style="list-style-type: none"> <li>• The Sports Shirt is compulsory</li> <li>• The Sports Shirt is worn on free Dress Days, (such as Sports Carnivals, Retreat Days, Fundraising Days) with school shorts unless otherwise specified</li> </ul>  |   |
| <p style="text-align: center;"><b>Students must maintain their uniform, keep it neat, clean and tidy.</b></p> <p style="text-align: center;"><b>Replace any worn or damaged items.</b></p>   |   |

## 13. ANNEXURE D – BEHAVIOUR MANAGEMENT STRATEGIES POLICY – FOR THE USE OF ILLEGAL & UNSANCTIONED SUBSTANCES

### POLICY STATEMENT

St Ursula's college is committed to developing an awareness of the dangerous and detrimental impact of the use of illegal and unsanctioned substances and, through education and appropriate Behaviour Management Strategies and consequences will, encourage students to make decisions that will support a healthy and safe lifestyle.

### PURPOSE

This Policy provides guidance for staff, the College Leadership Team and Parents/caregivers in relation to encouraging positive behaviours in students at all times.

The purpose of this policy is to provide students with the guidance to:

1. Reflect upon values for living, particularly those that reflect the teachings of the Gospel and those of the College
2. Realise their own responsibility for their well-being and for making decisions that enhance this as well as enable the development of a positive self-image that is the basis for self-respect, not self-importance
3. Grow in integrity and personal autonomy through increased self-awareness and self-acceptance
4. Develop an understanding of the consequences of their behaviour
5. Understand and appreciate our interdependence (ie my decisions affect others)
6. Gain a sense of belonging within the College and wider community
7. Grow in the understanding of the need for mutual respect
8. Be responsible for contributing to the life of the community
9. Grow in understanding of the importance of restoring relationships if harmed (Restorative Practices)

For the purposes of this policy:

- Illegal substances (often also referred to as illicit substances) are those drugs or substances prohibited by law, including drugs prohibited by the Drugs Misuse Act 1986 (for a list of these drugs refer to the Schedules of the Drugs Misuse Regulation 1987)
- Unsanctioned substances are drugs or substances whose use is restricted by law or by this policy (refer to Annexure A), including but not limited to liquor as defined by section 4B of the Liquor Act (of which consumption or possession by a minor is unlawful) and drugs and poisons regulated by the Health Act 1937 (refer also to the Health (Drugs and Poisons) Regulation 1996).

### KEY PRINCIPLES

St Ursula's College is guided not only by Common Law and current legislation, but also by those Gospel values which are exemplified in the life and charism of Nano Nagle.

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## CONDITIONS OF STUDENT ENROLMENT

St Ursula's College acknowledges:

- the potential harms caused to individuals, especially young people, and the community as a result of drug use;
- the benefits of prevention (through the provision of drug education and information within the health curriculum) and intervention (ensuring appropriate procedures are in place for managing drug related incidents).

This policy applies to students:

- at the College or on College premises
- in the vicinity of the College
- travelling to and from the College
- at College events or events related to, or considered by the Principal as being under the control of the College including but not limited to events where students are required to wear the College uniform (referred to as "College events")

A student at St Ursula's College must not:

- knowingly have in her possession an illegal or unsanctioned substance
- supply and/or administer to herself or another person, or permit another person to supply and/or administer to her, an illegal or unsanctioned substance
- have in her possession any piece of equipment for use in connection with the smoking, consumption or administration of an illegal or unsanctioned substance
- have in her possession any piece of equipment for use in connection with the preparation of an illegal or unsanctioned substance for smoking, consumption or administration.

St Ursula's College Ltd is committed to promoting drug awareness and education through its curriculum and to investigating, reporting and/or taking appropriate disciplinary action where there are reasonable grounds to believe that:

- illegal or unsanctioned substances or equipment used in connection with the use or preparation of such substances have been brought into the College, its immediate vicinity, and/or to College events; and/or
- St Ursula's College Ltd students at the College, in the immediate vicinity of the College, travelling to and from the College or at College events are affected by illegal or unsanctioned substances.

Additionally, at the discretion of the Principal, where there are reasonable grounds to believe that events outside of College hours or College control have impacted on or are likely to impact on students at the College, St Ursula's College Ltd may offer, as part of its pastoral care, information and support to students or parents of students involved or likely to be involved.

This policy and associated procedures should be regularly monitored and evaluated by St Ursula's College Ltd, while ensuring that the privacy of individuals is protected.

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## CONSEQUENCES & IMPLEMENTATION

A Management Procedure will be developed and revised for use in conjunction with this policy.

### Illegal Substances (Reported to Police)

In any circumstance where a student is found to be in possession of an illegal substance or equipment used in connection with the use or preparation of an illegal substance (such as a pipe or used hypodermic syringe), the illegal substance and/or equipment **must** be delivered immediately to the custody of the Principal or delegate of the Principal. The Police and the parents of the student **must** be contacted as soon as reasonably practicable after the incident is brought to the attention of the Principal or delegate of the Principal. The Principal or delegate of the Principal shall transfer the relevant substance and/or equipment to the Police. The Police may then determine whether further Police action or investigation is necessary.

### Unsanctioned Substances and Information of Illegal Substances Possession or Use (Principal's Discretion)

In any circumstance where a student is found in possession of or using an unsanctioned substance, or where information is received that a student has had in their possession or has used an illegal substance and/or equipment used in connection with the use or preparation of an illegal substance, the Principal or delegate of the Principal must exercise her/his discretion as to whether to report such information to Police, having regard to the following factors:

- a) whether there is any substantial evidence to support the information/allegation;
- b) the type of substance allegedly possessed and/or used;
- c) the quantity of substance allegedly possessed and/or used;
- d) whether the student has been observed supplying or administering the substance to others; and
- e) whether the individual has previously been observed and/or reported to have used, possessed and/or supplied to another, an illegal substance.

### Disciplinary Consequence

Notwithstanding an illegal or unsanctioned substance related incident being reported to the Police, or any subsequent Police action taken, where appropriate, disciplinary action will be taken by the Principal or delegate of the Principal (on behalf of St Ursula's College Ltd).

Where a student of St Ursula's College Ltd is found to have:

- knowingly had in her possession an illegal or unsanctioned substance
- supplied and/or administered to herself or another person, or permitted another person to supply and/or administer to her, an illegal or unsanctioned substance
- had in her possession any piece of equipment for use in connection with the smoking, consumption or administration of an illegal or unsanctioned substance
- had in her possession any piece of equipment for use in connection with the preparation of an illegal or unsanctioned substance for smoking, consumption or administration

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## CONDITIONS OF STUDENT ENROLMENT

- the student will be disciplined in accordance with the College's Suspension and Exclusion of Students Policy

In the event a student is excluded from St Ursula's College Ltd in connection with this policy, the Principal or delegate of the Principal will make a reasonable effort to source a suitable alternative educational facility for the student and to assist with the student's integration into that facility.

### UNSANCTIONED SUBSTANCES

- Tobacco
- Herbal cigarettes
- Liquor
- Pharmaceuticals including over the counter medicines and prescription medicines other than that for which the student holds a current prescription prescribed by a registered medical practitioner
- Image or performance enhancing substances such as those used for their capacity to improve physical image and physical and/or mental abilities
- Inhalants or substances which are inhaled for their psychoactive effects, including domestic and commercial products such as glue, aerosol sprays, paints, industrial solvents, thinners, petrol and cleaning fluid which are being used or reasonably suspected of being used inappropriately

### MANAGEMENT PROCEDURE FOR INCIDENTS INVOLVING ILLEGAL & UNSANCTIONED SUBSTANCES

The level of seriousness of incidents involving unsanctioned substances will, of course, vary from instance to instance and discretion will need to be exercised.

#### Illicit & Unsanctioned Substances

**Stage 1:** The health status of any student suspected to be affected by any illegal or unsanctioned substance is to be established. If considered necessary or appropriate the student will be referred to:

- a medical practitioner or
- the Ambulance Service for emergency treatment or
- first aid personnel for monitoring and treatment

**Stage 2:** Any case of suspected use or possession of any illegal or unsanctioned substance or equipment used in connection with the use or preparation of such substances, by a student, is to be reported to the Principal.

**Stage 3:** The Principal is to ensure that a preliminary investigation is promptly undertaken to:

- establish the identity of the student/s involved
- identify the substance involved
- secure, label and store the substance (if applicable)

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## Unsanctioned Substances

**Stage 4:** If it is established that the incident involves an unsanctioned substance, the Principal may invoke appropriate disciplinary action. It is recommended that in determining disciplinary action and, developing and reviewing future disciplinary procedures for unsanctioned substances, that consideration be given to the management procedures for incidents involving illegal substance below.

## Illicit Substances

**Stage 5:** If the substance is believed or reasonably suspected of being an illegal substance, the Principal is to ensure that the following people are advised of the incident as soon as reasonably practicable after the incident is brought to the Principal's attention:

- the student, advising that a support person is available to assist the student and the family
- the student's parent/s or guardian/s, advising that a support person is available to assist the student and the family
- the Police (see attached guide for when information is to be reported to Police)
- the Company Secretary of St Ursula's College Ltd, who shall inform the Chair of the Board of Directors of St Ursula's College Ltd

Media enquiries, if any, are to be responded to with reference to Media Protocols for Schools.

**Stage 6:** The Principal is responsible for the management of an incident involving an illicit substance and, may designate at least one other person to assist him/her with management and investigation of the incident to comprise a "management team". Tasks to be undertaken by the "management team" include:

- meeting with the student and their parent/s
  - advising, as appropriate, the school staff that an incident is being investigated
  - ensuring that the Company Secretary remains aware of the progress of the situation

**Stage 7:** The "Management Team (CLT)" is to consider the College's response to the incident having regard to:

- the Illegal and Unsanctioned Use of Substances by Students Policy
- St Ursula's College's Ltd Critical Incidents Policy and associated Plan
- information and input received from the student and their parent/s or guardian/s, the College Counsellor and/or other support person, the student's Pastoral Coordinator and/or class teacher, the School Leadership Team and the Police

**Stage 8:** The "Management Team (CLT)" is to formulate recommendations for action and is to ensure that the Company Secretary remains aware of the progress of the situation.

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## CONDITIONS OF STUDENT ENROLMENT

**Stage 9:** The Principal is to consider the recommendations in consultation with the College Leadership Team and decide the action to be taken by the College. The Principal is to ensure that the student and parent/s are advised of the action the College has decided to take, allowing a reasonable time for response and/or clarification from the student and or parent/s before taking such action.

**Stage 10:** The Principal is responsible for ensuring that:

- the action to be taken by the College in responding to the incident is implemented
- staff are informed of the action taken
- students, parents, and College community are informed of action taken, as appropriate

**Stage 11:** In consultation with the College Counsellor and/or support person, the Principal will provide appropriate support for the student and family and may refer to or seek assistance from other government or community services, particularly where a student leaves the College.

### ST URSULA'S REFERENCE DOCUMENTS

Other St Ursula's College Ltd Policies and Procedures:

- Critical Incidents Policy – CompliSpace - [\(click here\)](#)
- Suspension and Exclusion of Students Policy - [\(click here\)](#)
- Media Protocols for Schools – [click here](#)
- Student Protection Policy 2020 - [\(click here\)](#)
- Risk Management - [\(click here\)](#)

### EXTERNAL REFERENCE DOCUMENTS

- National Framework for Protocols in - Managing the Possession, Use and/or Distribution of Illicit and Other Unsanctioned Drugs in Schools, Commonwealth Government (DETYA), June 2000 - [click here](#)
- Professional Development for Drug Education in Schools – Queensland School Drug Education Strategy
- Next Step – Educating Young People About Illegal Drugs, Australian Drug Foundation
- CCH School Principals' Legal Guide
- CCH School Health & Safety Guide – Alcohol and Drugs
- St Francis Xavier Province of the Christian Brothers Policy and Procedure concerning illegal and illicit use of substances by students in Edmund Rice Schools - [\(click here\)](#)
- Drug Education & Intervention Qld Govt - [\(click here\)](#)

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## 14. ANNEXURE E – BULLYING PREVENTION & INTERVENTION POLICY

### POLICY STATEMENT

St Ursula's College recognises its duty to students to provide a safe and positive learning environment where individual differences and diversity with the College is respected and accepted. Bullying is not tolerated at St Ursula's College.

### KEY PRINCIPLES

- Bullying be managed through a 'whole of College community' approach involving students, staff and parents/caregivers
- Bullying prevention strategies be implemented within the College on a continuous basis with a focus on teaching age-appropriate skills and strategies to empower staff, students and parents/caregivers to recognise bullying and respond appropriately
- Bullying response strategies be tailored to the circumstances of each incident
- Any cyber bullying incident that affects the wellbeing of a student will be addressed, even where initiated outside of school hours or school grounds
- Staff establish positive role models emphasising our no-bullying culture
- Bullying prevention and intervention strategies are reviewed and their impact evaluated, on an annual basis against best practice

### BULLYING PREVENTION STRATEGIES

The College recognises that the implementation of whole College prevention strategies is the most effective way of eliminating, or at least minimising incidents of bullying within our community.

The following initiatives form part of our overall bullying prevention strategy and our strategy to create a 'no-bullying' culture within the College:

- A structured curriculum and peer group support system, that provides age-appropriate information and social and emotional competencies relating to bullying (including cyber bullying) and bullying prevention, to students over the course of the academic year.
- Education, training and professional development of staff in bullying prevention and response strategies.
- Appropriate sharing among staff of information about cyberbullying incidents.
- Regular provision of information to parents/caregivers, to raise awareness of bullying as a College community issue to equip them to recognise signs of bullying, as well as to provide them with clear paths for raising any concerns they may have relating to bullying directly with the College.
- Promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/caregivers.
- Promotion of responsible bystander behaviour amongst students, staff and parents/caregivers.

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## CONDITIONS OF STUDENT ENROLMENT

- Reporting of incidents are maintained and analysed, in order to identify persistent bullies and/or victims and to implement targeted prevention strategies where appropriate.
- Statements supporting bullying prevention are included in students' College diaries.
- Education of staff, students and parents/caregivers on health conditions to promote understanding and to reduce stigma and fear.
- Anti-bullying posters are displayed strategically within the College.
- Promotion of student awareness and a 'no-bullying' environment by participating in events such as the National Day of Action Against Bullying and Violence.

### REPORTING BULLYING

Students and their parents/caregivers are sometimes reluctant to pursue bullying incidents, for fear that it will only make matters worse.

A key part of the College's bullying prevention and intervention strategy is to encourage reporting of bullying incidents as well as providing assurance to students who experience bullying (and parents/caregivers) that:

- Bullying is not tolerated within the College
- Their concerns will be taken seriously
- The College has a clear strategy for dealing with bullying issues

Bullying incidents can be advised to the College verbally (or in writing) through any of the following avenues:

- Informing a trusted teacher
- Informing the College counsellor
- Informing a student's year co-ordinator or head
- Informing the Deputy Principal or the Principal

Bullying that occurs outside of school hours and affects the wellbeing of a student (such as cyberbullying) should also be reported. See our Cyber Safety Policy [here](#).

### RESPONDING TO BULLYING

Bullying behaviours vary enormously in their extent and intent and, as a consequence, each incident needs to be dealt with on its facts. In all circumstances the College:

- Takes bullying incidents seriously
- Provides assurance to the victim that they are not at fault and their confidentiality will be respected
- Takes time to properly investigate the facts including discussing the incident with the victim, the bully and any bystanders
- Takes time to understand any concerns of individuals involved
- Maintains records of reported bullying incidents
- Will escalate its response when dealing with persistent bullies and/or severe incidents.

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## CONDITIONS OF STUDENT ENROLMENT

Actions that may be taken when responding to bullying include:

- The 'Method of Shared Concern' Approach (Pikas) [click here](#)
- The 'No Blame' Approach (Maines & Robinson) [click here](#)

*These approaches may be used to intervene in group or relational bullying situations. They are only appropriate during the initial stages. They are not appropriate for persistent or severe bullying incidents.*

- Notification of/consultation with parents/caregivers
- Offering counselling to persistent bullies/victims
- Implementing effective follow-up strategies
- Disciplinary action, at the Principal's discretion, including suspension and exclusion of persistent bullies, or in cases of severe incidents.

### BULLYING & OTHER SUPPORT SERVICES

The College offers support to all students who have been affected by bullying, regardless of whether the bullying was dealt with under this policy or not. The following support services are available to students and staff:

#### Counselling Services

Our College offers counselling services to students and staff. For students seeking access to the College counselling services they should contact the Deputy Principal – Spiritual and Pastoral in the first instance. For staff seeking access to counselling services they should contact the Employee Assistance Program (EAP) operated by CentreCare CQ on 1300 523985.

#### Cyber Safety Contact Person

Our Cyber Safety Contact Person is the first contact point for students, staff and parents if a cyber safety issue arises. For students they should contact their respective Head of School and for Boarding students they should contact the Head of Boarding. For more information please refer to our Cyber Safety Policy.

#### Office of the e-Safety Commissioner

The Office of the e-Safety Commissioner provides advice and strategies on how to deal with cyber bullying issues to people under 18:

<http://www.esafety.gov.au/esafety-information/esafety-issues/cyberbullying>

#### Signage

Anti-bullying posters may be posted in strategic locations within the College to promote appropriate behaviour and encourage students to respect individual differences and diversity.

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## STAFF RESPONSIBILITIES

All staff are responsible to:

- Model appropriate behaviour at all times
- Deal with all reported and observed incidents of bullying in accordance with this policy
- Ensure that any incident of bullying that they observe or is reported to them, is recorded appropriately
- Be vigilant in monitoring students that have been identified as either persistent bullies or victims
- Monitor students to ensure that any actions done to address bullying and its impact have been effective
- Acknowledge the right of parents/caregivers to speak with the College if they believe their child is being bullied.
- Where a staff member breaches this policy, the College will take disciplinary action, including in the case of serious breaches, summary dismissal.

## IMPLEMENTATION

This policy is implemented through a combination of:

- Staff training
- Student and parent/caregiver education and information
- Effective incident reporting procedures
- Effective management of bullying incidents when reported
- The creation of a 'no-bullying' culture within the College community
- Effective record keeping procedures
- Initiation of corrective actions where necessary

## REFERENCE DOCUMENTS

- The 'Method of Shared Concern' Approach (Pikas) [click here](#)
- The 'No Blame' Approach (Maines & Robinson) [click here](#)
- Cyber Safety Policy - [\(click here\)](#)
- Information and Communication Technology (ICT) Policy - [\(click here\)](#)
- Office of the e-Safety Commissioner - [\(click here\)](#)

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# CONDITIONS OF STUDENT ENROLMENT

## 16. ANNEXURE F – MY STORY

|                 |  |
|-----------------|--|
| Student's Name: |  |
|-----------------|--|

|  |  |
|--|--|
| <p style="text-align: center;"><i>In your story, tell us about your family, school, hobbies, friends and any other information that will assist us in getting to know you better.</i></p> <p style="text-align: center;"><i>We hope you enjoy writing it as much as we will enjoy reading it and learning about you.</i></p> |  |
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# CONDITIONS OF STUDENT ENROLMENT

## 17. ANNEXURE G – PARENT QUESTIONNAIRE

*Please complete this form and return to the College with the Enrolment Application Form.*

*Please ensure that your daughter completes the 'My Story' section, as this will form the basis of much of our discussion.*

|                        |  |
|------------------------|--|
| <b>Student's Name:</b> |  |
|------------------------|--|

Briefly describe how you believe your daughter has developed academically, socially and spiritually to this point. (this will help us determine your daughter's ongoing needs in these areas).

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Briefly describe any involvement or support you have given to previous schools during your daughter's education.

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Do you have any skills or knowledge that you could use to actively support your daughter's education at St Ursula's College?

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|  |

Where did you hear about St Ursula's College? (Circle where appropriate.)

|                       |                            |          |
|-----------------------|----------------------------|----------|
| Billboard             | Past Student Network       | FaceBook |
| Regional Centre Visit | Third Party Recommendation | Website  |



# CONDITIONS OF STUDENT ENROLMENT