



Acceptance Agreement for Illawarra Boarding House

St Catherine's School provides accommodation services for students at the Illawarra Boarding House. The Boarding House is a registered school boarding premises as defined by the Victorian Registrations & Qualifications Authority (VRQA). The School and the Boarding House operate under the same legal entity as defined in the St Catherine's constitution which is available on the St Catherine's School website. The Head of Boarding is the responsible person for the boarding premises.

This Acceptance Agreement sets out the terms and conditions under which Students apply to and are accepted into the Boarding House. St Catherine's reserves the right to vary and amend this Acceptance Agreement from time to time. Notice of changes will be provided to Parents. Students boarding at the Boarding House must also abide by the terms and conditions of the School's Enrolment Agreement.

Admission Criteria

1. Eligibility for Boarding at St Catherine's Boarding House

Students can be considered for entry into the Boarding House once they have met the enrolment criteria detailed in St Catherine's Enrolment Policy and have been offered a place at St Catherine's in Year 7 to 12.

St Catherine's will not provide boarding accommodation to International Students under 13 years of age at the Boarding House. St Catherine's will take all reasonable steps to verify that International Students will be at least 13 years of age at the time of commencing at the Boarding House before making arrangements for the provision of boarding accommodation. International Students are not eligible for Weekly or Short-stay Boarding.

2. Acceptance Process and Priority Order of Applications for the Boarding House

To apply for a position in the Boarding House, Students will have already submitted much of the paperwork with their application for enrolment at St Catherine's.

An interview with the Head of Boarding and relevant Head of School is required prior to an offer of boarding being made. Decisions regarding admission to the Boarding House are made by the Admissions Registrar in line with the St Catherine's Enrolment Policy. Students will be notified in writing, following their interview, if their application is successful or not. Unsuccessful applicants are able to appeal the decision in accordance with the appeals process outlined in the St Catherine's Enrolment Policy.

Applications for a place in the Boarding House are considered on the basis of date of receipt. However, when applications for places in the Boarding House outweigh the places available, at the discretion of St Catherine's, some applications may be given preference on the same basis as applications for enrolment to the School as outlined in the St Catherine's Enrolment Policy. Where places are not immediately available on the basis of the application of the priority rules, a waitlist

will be maintained by St Catherine's School.

Illawarra Boarding House Options

3. St Catherine's offer boarding options as describe below:

Type	Hours/Days
Full Boarding	Monday to Sunday, 24 hours during School term time.
Casual Boarding	Flexible boarding opportunities to stay on campus for an extended or short-stay arrangement.

Full and Casual Boarders period of residency in the Boarding House will be considered to be ongoing until one of the following occurs:

- (i) the student completes Year 12;
- (ii) the student is withdrawn from the Boarding House in accordance with Clause 26.

4. Casual Boarders who wish to remain in the Illawarra Boarding House over a weekend will incur an additional charge and are required to notify the Head of Boarding of their intention to extend their stay prior to 5pm on the Wednesday prior.

5. Full or Casual Boarding may be undertaken on a 'short-stay' basis, where a Student is accommodated for a minimum of two weeks, incorporating dinner on the first night and lunch on the last, for a maximum period of

6. Parents must complete Illawarra Boarding House - Acceptance Agreement to be eligible to book a period of Casual Boarding. Places are strictly subject to availability and at the sole discretion of the Head of Boarding.

7. Any extension to a Casual Boarding Period requires the approval of the Head of Boarding and the completion of a new Illawarra Boarding House – Acceptance Agreement including the new dates.

Expectations of Students and Parents

8. All Students and their Parents are required to abide by St Catherine's policies, where applicable, including but not limited to those concerning student behaviour as outlined in the Student Behaviour Management Policy, and Boarding House expectations as outlined in the Boarding House Handbook.

9. Failure to abide by St Catherine's policies may result in disciplinary action for the Student or cancellation of boarding enrolment at the Boarding House.

10. The process outlined in the St Catherine's Complaints and Grievances Policy should be referred to in the event that Parents wish to raise a complaint in relation to the Boarding House.

Student Wellbeing & Safety

11. St Catherine's is committed to providing students with a safe and nurturing environment in which to prosper and thrive. Importantly, St Catherine's has embedded a culture of child safety across the School and in the Boarding House and has strategies in place to effectively identify and reduce child safety risks. St Catherine's abides by the policies and procedures detailed in its Child Safety and

Wellbeing Policy, Child Safe Code of Conduct and policies and procedures for reporting child protection incidents.

12. St Catherine's owes a duty of care to Students it provides boarding accommodation to and is committed to the cultural safety of Aboriginal students, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability. The School takes reasonable measures to protect Students from reasonably foreseeable risks of injury. It owes a further duty to prevent the abuse of a child by any individual associated with the Boarding House while the Student is under the care, supervision or authority of St Catherine's School. The School takes this obligation seriously and has strict protocols in terms of access to the premises, monitoring the status of Working with Children Checks (WWCC) for persons entering the Boarding House and close monitoring of the location of Students resident at the Boarding House, including when not on campus.

13. To assist St Catherine's School in meeting its duty of care obligations, St Catherine's maintains a register of Students with medical conditions. St Catherine's staff undergo regular first aid training and a register of training is maintained by the School.

14. Supervision will be provided in accordance with St Catherine's policies and procedures in relation to on-site supervision and off-site supervision. Where necessary, St Catherine's will have recourse to its Emergency Management Plan.

15. All staff, volunteers and contractors working at the Boarding House have WWCC or Victorian Institute of Teaching (VIT) in accordance with the Worker Screening Act 2020 (Vic) (the Act) and regular checks of the status of the WWCCs, including maintaining a register and St Catherine's response to a cardholder receiving an Interim Negative Notice or a Negative Notice under the Act are made by St Catherine's in accordance with St Catherine's Child Safety and Wellbeing Policy.

16. Students of all faiths and cultural backgrounds are welcome to board at the Illawarra Boarding House and St Catherine's will aim to accommodate the Student's preferences for the particular religious services she wishes to attend.

17. St Catherine's will only use restrictive interventions when it is necessary to prevent harm to the Student or to other Students at the Boarding House in accordance with the School's Student Behaviour Management Policy.

Emergency Management Plan

18. In the instance of an emergency evacuation or Critical Incident, the Boarding Staff will direct Students to emergency exits and the emergency assembly point or to remain in their room, in accordance with the Emergency Management Plan.

19. The Emergency Management Plan is regularly reviewed, at least annually and after any Critical Incident or emergency evacuation.

Attendance and Roll Call

20. St Catherine's uses a boarding house software tool to manage Students' whereabouts and leave requirements.

21. St Catherine's has a boarding house register that is a permanent record of the students admitted to the Boarding House. The boarding house register determines those Students for whom attendance must be registered and monitored. St Catherine's has processes and procedures in

place to ensure that the register is kept up to date, including electronic attendance tracking both before and after the school day as outlined in the Boarding House Handbook. Roll call is undertaken electronically.

Holiday Arrangements

22. Before the end of each term Students must submit their arrangements for holiday periods online. Each Student must complete all required fields, including their departure from the Boarding House, expected return dates, their address for the holiday and phone numbers. The time periods and procedures for the holiday application arrangements, including any International Students applying for homestay arrangements are detailed in the Boarding House Handbook.

Facilities and Fees

23. The facilities provided at the Boarding House are detailed in the Boarding House Handbook.

24. Boarding House Fees cover all expenses associated with providing food and accommodation to a Student at the Boarding House. This includes the provision of the facilities and services listed in the Boarding House Handbook including gas, electricity and water usage costs, food and beverages, linens and WIFI. Boarding House Fees can be found on St Catherine's website.

25. The Boarding House Fees do not include the costs of:

- a. personal medications purchased by the Student and charged to their account;
- b. Myki public transport travel costs;
- c. travel costs for Student attendance at non-St Catherine's sporting events, e.g. representative basketball;
- d. outbound and return airport or medical appointment transport costs either for the Student or accompanying members of staff, as detailed in the Boarding House Handbook;
- e. any other expenses specifically excluded from the Boarding House Fees, as outlined in the Boarding House Handbook.

26. Notification Period and Refunds

If a Parent wishes to withdraw the Student from the Boarding House, the notification period and terms are as follows:

a. Full & Casual Boarding Student: One full term's notice is required, in writing to the Principal, before the withdrawal of a boarding Student from the School. If the required notice is not given, one full term's Boarding House fees and one full term's Tuition Fees will be charged in lieu of notice as a genuine pre-estimate of the costs incurred.

b. Full & Casual Boarding Student transferring to Day Student: One term's notice is required, in writing to the Principal, when a boarding Student no longer requires accommodation and is transferring to a day Student. If the required notice is not given, one full term's Boarding House fees will be charged in lieu of notice as a genuine pre-estimate of the costs incurred.

c. Short-stay Boarding Student: Once a booking is confirmed by the Boarding House no refund will be available. No 'part of' a term or school holiday period will be included in determining the notice period.

No refund will be provided for any absences from the Boarding House within the contracted residency period.

27. Cancellation of enrolment at the Boarding House

St Catherine's may cancel or suspend a Student's enrolment at the Boarding House at any time by giving notice of such to the Parent. Cancellation or suspension of accommodation is at the sole discretion of the Principal and may occur as a result of (but not limited to):

- a. unsatisfactory conduct, behaviour or attendance of the Student;
- b. failure by the Student or Parent to follow any St Catherine's rules, procedures or codes of conduct;
- c. failure to make honest, correct and full disclosure regarding student wellbeing needs, relevant medical records or other factors relevant to the Student's residence in the Boarding House;
- d. failure to pay Boarding House Fees within the required timeframes; or
- e. a breakdown in trust and cooperation between the Parents and St Catherine's or its staff, to the extent that it negatively impacts the Student's education or welfare, or the overall well-being of St Catherine's School.

28. Disciplinary action

St Catherine's School reserves the right to discipline the Student, including for out of hours behaviour that may affect other Students or staff or unduly damage the reputation or property of St Catherine's, as outlined in the St Catherine's School Enrolment Policy and the St Catherine's Student Behaviour Policy.

29. Consumer Protection Laws

The terms of this Acceptance Agreement, and the availability of complaints and appeals processes, do not affect the rights of the Parent to take action under the Australian Consumer Law if the Australian Consumer Law applies.

Losses due to theft or damage to property

30. It is the responsibility of the Student while resident at the Boarding House to take care of any personal possessions including musical instruments, sporting equipment, electronic devices, cash, clothing and other personal possessions, and St Catherine's is not liable for any loss, theft or damage to this property.

Termination

31. The Acceptance Agreement may be terminated:

- a) in accordance with the provisions of this Acceptance Agreement;
- b) in accordance with the provisions of the Enrolment Policy;
- c) in accordance with the provisions of the Business Practices;
- d) in accordance with the Student Behaviour Management Policy Code; or
- e) as permitted by law.

Privacy: Collection Notice

32. St Catherine's collects personal information, including sensitive information about Students and Parents before and during the course of a Student's boarding accommodation at the Boarding

House. This may be in writing, through technology systems or in the course of conversations. The primary purpose of collecting this information is to enable St Catherine's to gather information for the application process to the Boarding House and to provide accommodation to Students enrolled, exercise its duty of care, and perform necessary associated administrative activities which will enable the Student to take part in all activities of the Boarding House.

33. Some of the information collected is required to satisfy St Catherine's legal obligations, particularly to enable St Catherine's to discharge its duty of care.



ACCEPTANCE OF BOARDING OFFER

STUDENT DETAILS

Surname..... First Name.....
Parent/Guardian.....
Address..... Post Code.....
Tel: HOME.....BUSINESS.....MOBILE.....
Email.....

Boarding Category:

Full Boarding	<input type="radio"/> Ongoing <input type="radio"/> Short-Stay	Casual Boarding	<input type="radio"/> Ongoing <input type="radio"/> Short-Stay
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Casual Boarding Period (please specify)

I/We ACCEPT the offer of a boarding place for our daughter commencing (*insert date*)

DECLARATION

By signing this Acceptance of Boarding Offer, you agree to the Acceptance Agreement for Illawarra Boarding House and agree to the be bound by these or any regulations of the School which may from time to time be in force.

I/We Accept responsibility for such Boarding fees listed in the St Catherine's School Business Practices/Fee Schedule, as may be charged in relations to the above student and acknowledge that as signatories to this offer I/we are jointly and severally liable for the payment of fees.

	Parent/Guardian 1	Parent/Guardian 2
FULL NAME		
SIGNATURE		
DATE		

This form requires the signature of both parents unless otherwise stated in a Court Order or if one parent is deceased. If both signatures are not appended, the circumstances should be indicated in a separate attachment and include supporting documentation. If, at any time, the account is not paid by the respective billing due dates, the School will notify the signatories on the Acceptance of Boarding Offer. **Not returning** this acceptance by the due date may result in the place being offered to another student on the applicant list.