



ST BERNARD'S CATHOLIC SCHOOL UPPER MT GRAVATT

St Bernard's Catholic school, founded by the Sisters of St Joseph, shares in the educational mission of the church as part of St Bernard's Parish

ENROLMENT POLICY

RATIONALE

Guided by its Mission Statement, St Bernard's Catholic School furthers the educational mission of the church as a part of the St Bernard's parish community. We provide educational opportunities to students from varying cultural and socio-economic backgrounds and faith traditions, whose families demonstrate that they share in the expressed values of the school.

St Bernard's Catholic School is committed to supporting each child's development in an environment founded upon Christian values and aims to ensure success for all learners.

POLICY

St Bernard's Catholic School recognises the role of parents/care-givers and families as the primary educators of their children. The school works in partnership with parents/care-givers and families to share the responsibility of nurture the development of each student and to provide an authentic experience of Catholic community. In partnership with St Bernard's Parish, the school is committed to providing high quality inclusive schooling as a visible expression of the mission of the parish. In keeping with this ethos, St Bernard's Catholic School seeks to enroll *'the family'*. Enrolments are offered to Catholic families who share in the values, vision and mission of St Bernard's Parish Community and families of other faiths who support and value of our catholic beliefs and faith traditions.

Special consideration may be given for enrolment under compassionate grounds.

The enrolment of children with special educational needs is conducted in accordance with Brisbane Catholic Education Centre policy.

ROLES AND RESPONSIBILITIES

Parents seeking enrolment should –

- contact the school (either by phone, web/email or in person) and request an enrolment information package;
- read through the information package;
- complete the Enrolment Form and return this along with the following documents to the School
 - copy of Birth Certificate
 - copy of Baptismal Certificate
 - copy of Immunisation Records
 - Release of Information Form

St Bernard's Catholic School will either -

- forward a letter to the parent/care giver which will offer your family an enrolment or invite you to accept or decline the enrolment offer in writing.
- forward a letter to the parent/care giver which will offer your child placement on our waiting lists. We will monitor available vacancies and contact families when an offer of enrolment can be made.

ASSOCIATED SCHOOL DOCUMENTS

- St Bernard's Catholic School's Mission Statement
- Educational Brief as part of the 2004 Master Plan
- Strategic Renewal Plan 2002-2006

OUR VISION

Learning is child-centred, where children are prepared as life-long learners to meet challenges as compassionate Christian members of our community.

OUR MISSION

- To develop and nurture an environment where children learn about themselves, their world and God:
- By working in partnership with families, staff and the parish community
 - By valuing the diversity of all members of our community
 - By experiencing and living a Christian life in the Catholic faith.



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RELEVANT LEGISLATION AND CATHOLIC EDUCATION GUIDELINES

- Enrolment of Students in Catholic Schools Policy – June 2004
- The Pastor and the Parish School - April 1993

REVIEW

This Policy will be reviewed annually or -

- as required due to exceptional circumstances;
- as Brisbane Catholic Education requirements/guidelines change.

By this process, St Bernard's Catholic School ensures the best possible practices for its students, school staff, parents and care-givers

AUTHORISATION

The St Bernard's Catholic School Board, in consultation with the school staff, Parents and Friends Association and the parish community endorses this policy.

This policy takes effect as of the date recorded below and is authorised by the Principal.

9 September 2008

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