



CATHOLIC EDUCATION
Archdiocese of Canberra & Goulburn

Parent Commitment Agreement

Parent Commitment Agreement

Definitions

Definitions are set out at Schedule One.

Introduction

This Catholic Education Archdiocese of Canberra and Goulburn (CECG) Parent Commitment Agreement (PCA) relates to the offer of enrolment for [insert student name, and date of birth] (referred to below as “Student”) at [insert name of school] (referred to below as “School”) that may be received as part of the Catholic Education Archdiocese of Canberra and Goulburn enrolment process.

The Parent Commitments and Declarations in this PCA are made by:

- A. [insert name of parent/s or guardian/s making the commitments] of [insert address] and
- B. [insert name of parent/s or guardian/s making the commitments] of [insert address]¹

Upon signing this PCA and accepting an offer of enrolment, the Parent/s agree to be bound by the following Parent Commitments and Declarations:²

Parent Commitments and Declarations

Catholic Identity

1. I acknowledge that the core religious teachings and traditions of the Catholic Church are inextricably linked in Catholic schools. I will encourage the Student to develop his/her understanding of religion, spirituality and morality and will actively encourage the Student to participate in the life, nature and identity of the School.

Parent Conduct towards Teachers, Staff, Parents and Students

2. I will abide by the CECG Parent Charter and conduct myself in a manner that is consistent with my obligations as a Parent in the School, and I will follow CECG and School based policies that apply to me.³ I will familiarise myself with applicable policies through the CECG and School websites (ref. 15, 16, 17, 23).
3. I acknowledge that education of the Student is founded in a relationship of trust and collaboration between the Student, the Parent/s and the School. I will engage with the School in a collaborative manner and I will ensure that I do not make unreasonable demands of the School.
4. I will trust in the experience, expertise and professional judgement of teachers at the School, and I will actively support them in the provision of the Student’s education. This support may include the implementation at home and at school of strategies suggested by the School that will assist in accommodating the needs of the Student.

5. I will not engage in any disrespectful, threatening, harassing or inappropriate behaviour directed towards students, other Parents or staff of the School, including through social media or other online platforms. I understand that engaging in this behaviour may result in my access to the School being restricted, or revoked.
6. I acknowledge that Parents are invited to participate in the total life of the School including class activities, parent/teacher nights, School/community liturgies and activities of the Parents and Friends Association and/or Board or Community Council. However, I understand that the School has the right to modify or restrict parental participation in School activities at the School’s discretion.
7. I will raise concerns or issues I have about any matter involving the School in a respectful and considerate manner with staff of the School and in accordance with any process that may exist at the School.
8. In relation to any behaviour or actions that I take that are connected with the School, I will not engage in conduct that has the potential to bring the School or CECG into disrepute.

Wellbeing and Behaviour

9. I warrant that I have provided all relevant information to the School that may assist the School to understand and meet the Student’s needs. I will provide any additional information to the School that I become aware of that may be relevant to the Student’s physical, emotional or psychological needs as soon as I am able.

¹ In the absence of any court orders to the contrary, any decision about enrolment must be made jointly by both Parents. However, there is no requirement for the School or CECG to independently establish that any decision to enrol a student in a particular school has been made jointly by both the Parents and it is the responsibility of the Parents of the Student to resolve any disputes regarding the enrolment of the Student.

² In circumstances where two Parents sign this PCA, both Parents acknowledge that they have joint and several liability for the payment of School fees and charges. In the case of separating or separated Parents, both parents will remain jointly and severally liable for all school fees and charges relating to the Student unless a Split Billing Arrangement has been entered into.

In the case of only one Parent signing a PCA, the Parent assumes full responsibility for the payment of all school fees and charges relating to the Student. In these circumstances, a Split Billing Arrangement may subsequently be entered into with another Parent, who will also be required to complete their own PCA if they have not already done so.

³ CECG and School based policies, and the Parent Charter, do not form part of the PCA and are not enforceable as such.

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10. I give permission for the School to contact previous schools that the Student has attended and obtain access to the Student's academic records, behaviour and well-being records, and any other information that the School deems is necessary to assist in developing an understanding of the Student's needs or behaviours.
11. I will actively support the implementation of behaviour management strategies designed to identify, manage and reduce any challenging behaviours of the Student. I understand that these strategies may be implemented by the School in relation to the Student in order to facilitate an environment that is conducive to optimal student learning, and to ensure the health and safety of all students and staff at the School.
12. I will ensure, as far as I am able, that the Student conducts themselves in a manner that does not cause physical or psychological harm to themselves or others.
13. I give permission for the School to search the Student's belongings where the School forms a reasonable belief that it is necessary to do so. The School may confiscate items which are not permitted to be at the School. I understand that if the School identifies any items that are inherently dangerous or illegal that the police may be called.
14. In the case of medical emergencies involving the Student where the School is unable to contact me, I give permission for the School to take whatever action the School deems appropriate to address the immediate health and safety of the Student. I agree to pay any and all costs associated with medical treatment for the Student in these circumstances.

Privacy

15. I acknowledge that CECG's Privacy Policy as amended from time to time is available on the CECG website.
16. I acknowledge that the School may make reports to relevant government agencies concerning child safety issues in some circumstances, and that these reports are not a breach of privacy but are reports that are required to be made by law.

School Fees, Levies and Charges

17. I will pay all School fees, levies and charges associated with the Student's education when the fees, levies and charges are due, unless I have entered into an alternative arrangement with the School and/or I have been approved for a Fee

Remission through the Fee Remission process at the School.

18. I acknowledge that I am legally obligated to pay any and all outstanding fees and charges incurred whilst the Student is a student at the School, even after the Student is no longer enrolled at the School. This includes any expenses incurred by the School as a result of late or non-payment, or any associated charges incurred through formal collection or fee recovery processes.
19. I acknowledge that the School has the discretion to utilise formal collection or fee recovery processes should fees and/or charges remain outstanding for extended periods of time, if no other arrangements are put in place through an approved payment plan or the School's Fee Remission processes.
20. I understand that the School is part of a system of schools within the Archdiocese of Canberra and Goulburn and that Government funding and school fees within the system may be distributed among member schools according to need as determined by the Approved Authority.

Family Circumstances

21. I will inform the School of any change to the Student's current details or family circumstances as soon as I am able, including through the immediate provision of any court orders that relate to the Student. I acknowledge that while the School will recognise and endeavour to give effect to court orders, it is not the responsibility of the School to enforce the orders or become involved in any disputes between the Parents, other family members or guardians.
22. I will not involve the School in any family disputes or family law disputes. I understand that I have an obligation to address any issues involving differences of opinions that relate to the Student or the Student's education directly with other members of the Student's family rather than seeking to involve the School in these discussions.

Withdrawal and Termination

23. I understand that this PCA remains in place until the Student completes their education at the School, until the Student is withdrawn (in the Parent/s absolute discretion and for any reason) from the School, or until the School terminates the PCA on the basis of non-compliance with the commitments and declarations that I have made.

General acknowledgement

I acknowledge that I have read and understood the Parent Commitments and Declarations, and that by signing this PCA that I agree to be bound by these obligations:

Signed:

Relationship to Student:

Date:

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Signed:

Relationship to Student:

Date:

Schedule One - Definitions

Approved Authority means the body or entities responsible for receiving and distributing public funding for Catholic Systemic Schools in the Archdiocese of Canberra and Goulburn.

CECG means the Trustees of the Roman Catholic Church Archdiocese of Canberra and Goulburn as represented by Catholic Education Archdiocese of Canberra and Goulburn.

Disrespectful means behaviour that shows a lack of respect or courtesy, as determined by the Principal of the School or their delegate.

Harassing means behaviour that demeans, offends, humiliates or embarrasses another, as determined by the Principal or their delegate.

Inappropriate means behaviour that is not within the bounds of what is considered appropriate or socially acceptable as determined by the Principal of the School or their delegate

Joint and Several means each Parent is liable separately, and both Parents are liable jointly, for the payment of fees and the School may recover fees from one or both Parents separately, or both parents jointly at the School's discretion.

Medical emergency means an acute injury or illness that poses an immediate and serious risk to the Student's life, health or well-being.

Parent means an adult with shared, primary or sole Parental Responsibility for the Student's care. This can include a biological parent, a legal guardian, a carer, a foster parent or a step parent.

Parental Responsibility means all the duties, powers, responsibilities and authority which by law, Parents have in relation to children.

School [insert name of school]

Split Billing Arrangement means the formal division of School fees and charges on a percentage basis between Parents. Split Billing Arrangements must be entered into by Parents in accordance with School-based policies. Split Billing Arrangements may be amended from time to time with the consent of both parties. Split Billing Arrangements, properly agreed and executed, will override the joint and several liability of both parents in relation to the payment of school fees and charges, and will impose binding obligations on each parent as part of this PCA.

Student [insert name of student and DOB]

Threatening means behaviour that is hostile or intimidating, as determined by the Principal of the School or their delegate.

Unreasonable means behaviour that is beyond the limits of acceptability or fairness, as determined by the Principal of the School or their delegate.

