



GEELONG GRAMMAR SCHOOL

Acceptance and Enrolment Policy

1. Purpose and Scope

- 1.1 The purpose of this Policy is to provide clear principles and requirements for prospective students seeking to enrol at the School, and for parents seeking to access the School's boarding services for students.
- 1.2 Parents should read this Policy when applying for a place at the School for their child, and when applying for boarding services. It should be read in conjunction with the Student Enrolment Agreement, Overseas Student Enrolment Agreement (which includes boarding if applicable) and, Business Notices and Fee Schedules, any Addenda, as amended from time to time, all published on the School's website.

2. Principles

- 2.1 The School is committed to ensuring students are enrolled at the School in a manner that is fair, transparent and non-discriminatory.
- 2.2 The School will publish clear criteria as to the basis on which admissions are made.
- 2.3 The School will provide accurate information about the enrolment process including information about the School, the suite of services offered and the School's expectations of parental and student behaviour so that parents are in a position to make fully informed choices when entering into an enrolment or boarding agreement with the School.
- 2.4 The School values diversity and this principle shapes the way in which the School's admissions and boarding criteria are applied.
- 2.5 The School requires, prepares and retains accurate records of School enrolments and boarding arrangements that comply with its Commonwealth and State legal and regulatory requirements.

3. Responsibilities

- 3.1 The Principal is responsible for authorising this Policy and for approving the criteria for enrolments and boarding.
- 3.2 The Admissions Manager is responsible for implementing this Policy, and ensuring compliance with its principles and criteria, in respect of enrolment applications.
- 3.3 The Admissions Manager is responsible for implementing this Policy, and ensuring compliance with its principles and criteria, in respect of boarding applications.
- 3.4 The School's Executive, Senior Medical Officer and other School Employees as applicable (for example, the Director of Inclusive Learning, Head of Campus) may review an enrolment application should there be any factors pertaining to the enrolment application which may require further consideration and documentation prior an offer being made.
- 3.5 The Principal retains ultimate discretion regarding the School's acceptance or non-acceptance of an enrolment application or boarding application.

4. Application Process

- 4.1 An application for a place at the School may be made at any time from the birth of a child.
- 4.2 The disclosure of all medical, physical, psychological/psychometric and educational testing, pending litigation or court orders relating to or against a prospective student, information relating to a prospective student's application is a condition of the acceptance of their enrolment at the School. Such information is an important requirement in assessing an application for the purposes of duty of care and educational obligations for the student and to fully support the student's academic needs and progress.
- 4.3 An application must be accompanied by the following (Overseas Students on a student visa should also refer to Clause 8 of this Policy):
 - 4.3.1 online application form (available on the School's website under Enrolments);
 - 4.3.2 a copy of the child's Australian birth certificate and / or passport;
 - 4.3.3 a copy of a Visa Grant Notice (if applicable);
 - 4.3.4 immunisation status by provision of a Child History Statement;
 - 4.3.5 a copy of the two most recent School reports (and if applicable, provision of a certified English translation);
 - 4.3.6 NAPLAN results (if applicable);
 - 4.3.7 a copy of an Australian English Assessment Standard (AEAS) test report (for any student with English as a second language);
 - 4.3.8 any applicable Court Orders; and
 - 4.3.9 a non-refundable application fee, the details of which are included in the School's Fee Schedules and Business Notices.
- 4.4 Acceptance of the application form and associated documents does not guarantee a place at the School, but constitutes an expression of interest by parents.



5. Pre-Enrolment Questionnaire and Interview

- 5.1 Parents and their child will be invited to participate in an enrolment interview with the Admissions Manager or delegate approximately twelve months to two years prior to the nominated date of entry. For Bostock House and Toorak enrolment interviews, the child and both parents should attend the interview in person. For Corio and Timbertop enrolment interviews the child and both parents should attend the interview online.
- 5.2 Parents will be asked to complete a Pre-Enrolment Questionnaire prior to an enrolment interview. The information in this form will be used to assist the School in planning the child's educational and welfare needs should the child proceed to enrolment. The School cannot progress the child's application until all required information is provided on the Pre-Enrolment Questionnaire; including but not limited to:
 - 5.2.1 psychologist, psychiatrist or medical reports;
 - 5.2.2 educational or IQ testing results;
 - 5.2.3 learning plans;
 - 5.2.4 diagnostic or English language proficiency testing; and/or
 - 5.2.5 details of any pending litigation, Court orders or parenting plans in relation to, or against a prospective student.

6. Eligibility Criteria

- 6.1 The School commences the confirmation of enrolment process approximately twelve months to two years prior to each entry year. Occasionally, a place may be offered in the current school year if a place becomes available.
- 6.2 The School takes into account a range of criteria when making offers to students, in line with the principles of this Policy, including but not limited to:
 - 6.2.1 student enrolment interview (including interests and activities of the student, what the student can contribute to the School, and how the School can support the student);
 - 6.2.2 the safety and wellbeing of the student or other students and School Employees;
 - 6.2.3 suitability of the child to board at the School (if applicable);
 - 6.2.4 the academic progress of the student, including grades, comment on attitude and behaviour and in particular, effort;
 - 6.2.5 whether reasonable adjustments can be made by the School to accommodate a child;
 - 6.2.6 family association with the School;
 - 6.2.7 siblings currently at the School; and
 - 6.2.8 date of application.
- 6.3 The needs of the School at a particular time will also be taken into account when applying any of the above criteria.

7. Timbertop Eligibility Criteria

- 7.1 Each year, places are available to join Timbertop as a new student. The School receives more applications than the number of places available, and unfortunately not all applicants for Year 9 entry can be offered a place.
- 7.2 As part of the comprehensive admissions procedure, applicants must:
 - 7.2.1 provide reports from Years 7 and 8 and NAPLAN results from their previous schools;
 - 7.2.2 complete a Pre-Enrolment Questionnaire and together with their child; and
 - 7.2.3 attend a detailed personal interview with the Admissions Manager or their delegate.
- 7.3 Prior to making an offer of a place at Timbertop, the School undertakes a rigorous and balanced process that takes into consideration a range of criteria including:
 - 7.3.1 the suitability of the child to board and to participate safely in the rigorous physical program;
 - 7.3.2 whether reasonable adjustments can be made by the School to accommodate a child;
 - 7.3.3 intention to continue through to Senior School;
 - 7.3.4 academic progress of the student, including grades and comments on attitude, behaviour and effort;
 - 7.3.5 interests and activities of the child;
 - 7.3.6 the needs of the current Year 8 cohort;
 - 7.3.7 siblings currently attending the School;
 - 7.3.8 family association with the School; and
 - 7.3.9 date of application.
- 7.4 Health, safety and wellbeing factors are considered with regard to the student's ability to thrive in the extreme boarding environment of Timbertop and the social, physical and emotional demands that the program imposes.
- 7.5 Students whose first language is not English must sit an approved English Language Proficiency Test to ensure they meet the minimum requirements for entry.
- 7.6 Each applicant is considered on individual merit. Earlier date of application and association with the School cannot automatically guarantee a place at Timbertop. For the safety and wellbeing of the student, a number of other factors must receive priority weighting.
- 7.7 Current Year 8 students at the School do not need to apply for entry to Timbertop. All families who are wishing for their child to attend Timbertop are encouraged to consider entry to the Middle School years at the Corio Campus in the major intake years of Year 7 and Year 8. However enrolment as a Middle School student does not guarantee a place at



Timbertop if health and wellbeing reasons require otherwise or if reasonable adjustments cannot be made by the School to safely accommodate the student at Timbertop.

8. Offer of enrolment

- 8.1 At all times, the Principal has the absolute discretion to make the final decision regarding whether or not the School should make an enrolment offer. It is not the School's practice to disclose a prospective student's place on the School's waiting list, or provide specific feedback regarding the timing of an offer to a student (or, where no offer is made, the reasons for this).
- 8.2 An offer of enrolment will not be regarded as accepted until an Enrolment Agreement (as applicable) has been signed by each of the prospective student's parents (unless an exemption applies), and the other requirements set out in the offer (which will be consistent with this Policy) have been complied with.
- 8.3 Where a place is accepted but is not subsequently taken up, the place and the enrolment fee will be forfeited to the School.
- 8.4 The School reserves the right not to offer any student a place at the School or to defer the offer of a place to any student at its discretion but particularly when the parents/guardians, having been made aware of the student's educational needs, decline to disclose those needs or withhold relevant information pertaining to the student.
- 8.5 The School also reserves the right to terminate an enrolment where the parents/guardians have not disclosed or have withheld known information pertaining to the student's needs.

9. Deferral of places

- 9.1 Subject to the availability of places, it may be possible to bring forward or defer the offer of a place to Term 1 of the following year save for students enrolled for Year 8 who may not defer the offer of a place to a later year. Only current Year 8 students of the School may automatically proceed to Year 9, therefore it is not possible to defer a place for entry at Timbertop.
- 9.2 Where a place is deferred, the student's latest school reports must still be provided in the year prior to admission to the School and the School may elect to reinterview the student to seek to best support the student prior to the commencement date.
- 9.3 Regardless of whether an application has been previously submitted, enrolment into Years 9 to 12 is subject to completion of a new application form and is only possible in the year preceding entry. An enrolment fee will apply if a place is offered in Years 9 to 12.
- 9.4 If a student's readiness for school is in doubt, the School may decide that a prospective student's enrolment should be deferred. This decision does not require parent agreement, and shall be at the Principal's discretion.
- 9.5 If a student's readiness to progress to the next year level is in doubt, the School may decide that the student's progress should be deferred for a year. This decision does not require parent agreement, and shall be at the Principal's discretion.

10. Boarding Student Enrolments

- 10.1 The School has two registered Middle School Boarding Premises (Years 7 and 8) and eight registered Senior School Boarding Premises (Years 10-12) at the Corio Campus.
- 10.2 The School has 16 registered Boarding Units at the Timbertop Campus (Year 9 only).
- 10.3 Students may enrol in the following boarding options:

Type	Year Level	Campus	Hours/Days
Weekly Boarding	Year 7 and Year 8 (Middle School)	Corio Campus	Monday 8.00am to Friday 4.00pm
Full Boarding	Year 7 to Year 12 (excluding Year 9)	Corio Campus	Monday – Sunday, 24 hours
Full Boarding	Year 9	Timbertop Campus	Monday – Sunday, 24 hours

- 10.4 The Enrolments section of the School's website contains further details about boarding student enrolments.

11. Day Student and Day Boarding Enrolments

- 11.1 Students may enrol as day students from ELC 3 to Year 8 at the School's Bostock House, Toorak and Corio campuses. The Enrolments section of the School's website contains further details about day student enrolments.
- 11.2 Senior School Students may enrol in Day Boarding if they reside in Geelong or within a 70 kilometre radius of Geelong, including up to the Geelong side of the Westgate Bridge. If Senior School Students reside on the Melbourne side of the Westgate Bridge, they will be required to enrol in Full Boarding.

12. House Allocation

- 12.1 Prior to allocating a Student to a House at the Corio Campus, the School undertakes a balanced process that takes into consideration a range of criteria including:
- 12.1.1 health, safety and wellbeing factors;
 - 12.1.2 academic progress of the student, including grades and comments on attitude, behaviour and effort;
 - 12.1.3 interests and activities of the Student;



- 12.1.4 pastoral care matters relevant to the particular circumstances of the Student;
- 12.1.5 siblings currently allocated to a House; and
- 12.1.6 family association with the House.

12.2 Family association or affiliation with a House will not be prioritised as a criteria for the allocation of a Student to a House at the Corio Campus.

13. Reasonable adjustments for students with a disability or additional needs

13.1 Reasonable adjustments are considered in light of applicable laws and in consultation with the applicable Head of Campus or Vice Principal, Head of Inclusive Learning, Senior Medical Officer and the Principal.

14. Year Prior to Commencement

14.1 During the year prior to commencement, the School will seek further information from parents, and provide information to prepare students for commencement at the School, including but not limited to:

- 14.1.1 medical forms;
- 14.1.2 government reporting data;
- 14.1.3 uniform lists;
- 14.1.4 information on boarding arrangements (if applicable);
- 14.1.5 academic and co-curricular programs; and
- 14.1.6 orientation and arrangements for commencement of the School term.

15. Overseas Students on a Student Visa

15.1 Overseas Student enrolments are conducted as per this Policy, with the variations in this clause 9.

15.2 Overseas Students on a student visa (subclass 500) are not permitted to be charged the Australian domestic tuition fees.

15.3 All Overseas Student enrolment applications must be accompanied by the following documentation:

- 15.3.1 a copy of an Australian English Assessment Standard (AEAS) test report (if applicable);
- 15.3.2 a copy of the child's current passport and visa grant notice;
- 15.3.3 a copy of the most recent school report (and if appropriate, a certified English translation must also be provided); and
- 15.3.4 a copy of the child's birth certificate or similar document showing the child's date of birth and gender.

15.4 The prospective Overseas Student and parents will be required to attend an enrolment interview with the Admissions Manager or delegate. A telephone or virtual interview may be arranged.

15.5 The prospective Overseas Student may be required to complete additional English language testing to confirm readiness to commence. If an external test is required, the cost will be borne by the parents.

15.6 If a place is offered, an Overseas Student Enrolment Agreement will be provided to the prospective Overseas Student's parents and education agent (if applicable).

15.7 Subject to clause 15.8, acceptance of the School's offer is made by the prospective Overseas Student's parents signing the Overseas Student Enrolment Agreement and returning it to the School accompanied by a non-refundable Enrolment Fee (as detailed in the School's Fee Schedules and Business Notices), one term's tuition fees, and the Overseas Students Health Insurance levy.

15.8 If an Overseas Student is refused a student visa, the School may only withhold the administration fee (as detailed in the School's Fee Schedules and Business Notices) and otherwise refund the balance of the Application fee and Enrolment fee to the Overseas Student, Parent or third party debtor nominated on the Application Form.

15.9 All new Overseas Students commencing at the beginning of Term 1 each year must attend the compulsory Orientation Program prior to the commencement of Term 1. Overseas Students who commence at other times of the year will be provided with an individual orientation at the time of commencement

15.10 Overseas Students must also pay their second term's fees in full prior to their commencement at the School.

16. Bostock House Enrolments

16.1 Children in the three (3) year old class must be three (3) years old on or before 30 April in the year of entry at the School and must have turned three (3) years old before they commence at the School.

16.2 Children in the four (4) year old class must be four (4) years old on or before 30 April in the year of entry.

16.3 Children in the three (3) year old class must enrol for 2 or 3 days per week. The School cannot guarantee specific days of attendance.

16.4 Children in the four (4) year old class must enrol for 3 or 4 days per week. The School cannot guarantee specific days of attendance.

16.5 All students entering the School's ELC must be fully vaccinated for their age in accordance with the National Immunisation Program or be on a recognised catch up schedule or have a medical reason for not being immunised.

16.6 It is an expectation that children are daytime toilet trained to attend the three (3) and four (4) year old ELC programs.

16.7 If applicable, the Priority of Access Guidelines are used to allocate available ELC places where there are more families requiring care than places available.

16.8 Children in Prep must have turned five (5) years old prior to 30 April in the Prep year.



16.9 Children who enter in Year levels 1 to 4 are placed in the appropriate age group unless there are exceptional circumstances.

17. Toorak Campus Enrolments

- 17.1 Children in the three (3) year old class must be three (3) years old on or before 30 April in the year of entry at the School and must have turned three (3) years old before they commence at the School.
- 17.2 Children in the four (4) year old class must be four (4) years old on or before 30 April in the year of entry.
- 17.3 Children in the three (3) year old class must enrol for a minimum of three (3) days per week and may attend full time.
- 17.4 Children in the four (4) year old class must enrol full time.
- 17.5 All students entering the School's ELC must be fully vaccinated for their age in accordance with the National Immunisation Program or be on a recognised catch up schedule or have a medical reason for not being immunised.
- 17.6 It is an expectation that children are daytime toilet trained to attend the three (3) and four (4) year old ELC programs.
- 17.7 If applicable, the Priority of Access Guidelines are used to allocate available ELC places where there are more families requiring care than places available.
- 17.8 Children in Prep must have turned five (5) years old prior to 30 April in the Prep year.
- 17.9 Children who enter in Year levels 1 to 6 are placed in the appropriate age group unless there are exceptional circumstances.

18. Bostock House and Toorak Campus Continuing Education Advance Payment

- 18.1 Prior to being offered a place at the School at Bostock House ELC or Toorak Campus ELC, parents may choose to pay a Continuing Education Advance Payment (CEAP) (as detailed in the School's Fee Schedules and Business Notices), which indicates a commitment to the child continuing at the School after the conclusion of the ELC year.
- 18.2 The CEAP is not required for children with siblings currently attending the School.
- 18.3 Those parents who pay the CEAP will be granted higher priority for a place in the Bostock House ELC or Toorak Campus ELC over those families who choose not to pay the CEAP, however, a place is not guaranteed.
- 18.4 If a CEAP is paid and the student is unsuccessful in securing a place at Bostock House ELC or Toorak Campus ELC, the CEAP will be refunded in full.
- 18.5 If a student is offered a place at Bostock House or Toorak Campus ELCs after paying the CEAP but declines the place prior to the closing date for accepting the place, the CEAP will be refunded in full.
- 18.6 If enrolment at Bostock House ELC or Toorak Campus ELC is successful, the CEAP will be credited against the Term 3, Prep fee account in the year the student enters Prep.
- 18.7 Once an offer of a place at Bostock House ELC or Toorak Campus ELC is accepted, then the CEAP will be non-refundable.
- 18.8 If a student commences at Bostock House ELC or Toorak Campus ELC after payment of the CEAP but does not proceed to Prep at the School, the CEAP is non-refundable.

19. Middle School Age Criteria

- 19.1 It is important for a student to be placed into their appropriate year level. The following table indicates the age requirement for entry into Years 5 to 8, and Years 10 to 12. This allows for a sixteen (16) month variation in any one year level. Students born outside these date parameters may not be able to enter at their requested year level, unless there are exceptional circumstances.

Year of entry	Age in years	Dates
5	10 turning 11	Student can turn 10 from January in their Year 4 to 30 April in their Year 5
6	11 turning 12	Student can turn 11 from January in their Year 5 to 30 April in their Year 6
7	12 turning 13	Student can turn 12 from January in their Year 6 to 30 April in their Year 7
8	13 turning 14	Student can turn 13 from January in their Year 7 to 30 April in their Year 8

20. Middle School Reserved Place

- 20.1 To obtain a reserved place in Middle School, parents must apply at least four (4) years prior to the student's proposed enrolment year.
- 20.2 Upon receipt of an application, which is more than four (4) years in advance of the proposed enrolment year, the Admissions Department will send an offer of a reserved place to the parents. The offer of a reserved place is subject to clause 20.4 of this Policy.
- 20.3 To accept this offer, parents are required to pay a non-refundable enrolment fee (as detailed in the School's Fee Schedules and Business Notices).
- 20.4 In the year prior to enrolment, parents will be asked for school reports and NAPLAN results, an interview will be conducted and the student's place confirmed, subject to satisfactory reports. Overseas Students with a reserved place must have obtained the appropriate ELICOS requirements.
- 20.5 Parents may defer the place up to entry into Year 8. If, at this stage the place is declined by the parents, then the non-refundable enrolment fee will be forfeited.



20.6 The application may be changed to entry into Year 9, Timbertop, or to another year level. However there is no guarantee of a place in those years. If a place is offered for another year level, an enrolment fee will be requested at that stage.

21. Timbertop Age Criteria

21.1 It is important that a student is placed into their appropriate year level. The following table indicates the age requirement. This allows for a sixteen (16) month variation in any one year level. Students born outside these date parameters may not be able to enter at their requested year level, unless there are exceptional circumstances.

Year of entry	Age in years	Dates
9	14 turning 15	Student can turn 14 from January in their Year 8 to 30 April in their Year 9

22. Senior School Age Criteria

22.1 It is important that a student is placed into their appropriate year level. The following table indicates the age requirement. This allows for a sixteen (16) month variation in any one year level. Students born outside these date parameters may not be able to enter at their requested year level, unless there are exceptional circumstances.

Year of entry	Age in years	Dates
10	15 turning 16	Student can turn 15 from January in their Year 9 to 30 April in their Year 10
11	16 turning 17	Student can turn 16 from January in their Year 10 to 30 April in their Year 11
12	17 turning 18	Student can turn 17 from January in their Year 11 to 30 April in their Year 12

23. Scholarships and Bursaries

23.1 Scholarships for entry to the School are offered each year. Academic, music, choral, sport and general excellence scholarships are offered. Academic, music and choral Scholarships are awarded on the basis of examination and audition held during the year prior to entry. Sport and choral Scholarships are offered for entry to Years 10 and 11. Further information may be obtained by visiting www.ggs.vic.edu.au or from the Admissions Office.

23.2 Bursaries are only awarded for current students of the School on a temporary basis, where there is evidence of financial need. Bursary application forms are available by request from the Admissions Office. Applications close on 1 August each year.

24. Boarding

24.1 The School will consider and accept boarding applications broadly in line with this Policy.

24.2 In deciding whether to accept a boarding application, the School will also consider the suitability of the prospective boarding student to board at the School (including by reference to the proposed boarding student's maturity, needs, degree of independence, capacity to participate in the School's boarding programs, and capacity to comply with the School's boarding program standards).

24.3 At all times, the Principal has the absolute discretion to make the final decision regarding whether or not the School should make a boarding offer. It is not the School's practice to disclose a prospective boarding student's place on the School's waiting list, or provide specific feedback regarding the timing of an offer to a student (or, where no offer is made, the reasons for this).

24.4 A boarding offer will not be regarded as accepted until a signed Domestic Student Enrolment Agreement, or Overseas Students Enrolment Agreement and have been signed by each of the prospective boarder's parents (unless an exemption applies), and the other requirements set out in the offer (which will be consistent with this Policy) have been complied with.

25. Emergency Contacts for Students

25.1 It is a condition of enrolment for students to have at least two emergency contacts who reside in Victoria within a 3 hour or less travel time by vehicle from the relevant campus, who will travel to the relevant campus at short notice to collect the student in the case of an emergency (illness including but limited to COVID-19 and influenza) injury, wellbeing concerns, disciplinary matters, exeats and planned leave.

25.2 In the event that an emergency contact is unable to attend at the relevant campus at short notice to collect the student, the Parents must make immediate arrangements for an alternative emergency contact to travel to the relevant campus to collect the student.

26. Distribution of Fees to Early Learning Centres

26.1 Parents/guardians should be aware that a portion of fees collected by the School may be applied to the conduct of the School's Early Learning Centre at Bostock House and Toorak Campus.

27. Privacy and Data Collection

27.1 The School collects information through the enrolment and boarding process for the purpose of enabling a child to be enrolled or board at the School and so that the School has all the relevant information required to provide education and necessary support for that child.



27.2 The School is also required to provide enrolment data to State and Federal Governments for funding allocation purposes.

28. Enrolment Decision Appeal Process

28.1 Should a family wish to appeal against an enrolment or boarding decision, the appeal must be made in writing to the Admissions Office within 14 days of a decision being communicated by the School in writing.

28.2 Appeals are considered by the School's Admissions Manager who will consult as necessary, with a right of final appeal to the Principal.

28.3 The outcome of the appeal will be communicated in writing to the family within 14 days where practicable.

29. Associated documents

29.1 Domestic Student Enrolment Agreement;

29.2 Overseas Student Enrolment Agreement;

29.3 Business Notices and Fee Schedules (Domestic or Overseas Students); and

29.4 any other associated addenda.

30. Definitions

Boarding Premises	means the boarding houses at the School's Corio Campus and the units at the School's Timbertop Campus
Bostock House ELC	means Bostock House Early Learning Centre
Child or Children	for the purposes of this Policy means a student enrolled at the School, whether or not they are over 18 years of age
ELICOS	means English Language Intensive Courses for Overseas Students
Family Association	means a child having a close relative who attended the School or a School that has since amalgamated with the School. Close relative means a parent, grandparent, cousin, aunt or uncle.
Overseas Student	means a student who does not hold an Australian passport, or is not a permanent or temporary resident and is on a student visa, and enrolled at the School pursuant to a CAAW Letter (Confirmation of Appropriate Accommodation and Welfare)
Parents	means and includes the natural and/or adoptive parents of the student and/or the guardian or guardians of the student whether appointed guardians by order of any court or otherwise and, where relevant, includes a person or persons who have agreed to be responsible for payment of fees and sundry charges
the School	means Geelong Grammar School including its registered Boarding Premises
Siblings	means one of two or more children having one or both parents in common
Toorak ELC	means the School's Toorak Campus Early Learning Centre
Visa Grant Notice	means the notice provided by the Department of Home Affairs which outlines a student's visa conditions and unique visa grant number

31. Review and circulation

Responsible Department:	<input checked="" type="checkbox"/> Safeguarding and Legal Services <input checked="" type="checkbox"/> Admissions
Version:	4.1
Approved by:	<input checked="" type="checkbox"/> Executive Director Safeguarding & Legal Services
Effective Date:	12.09.2023
Review Date:	12.09.2024
Location:	<input checked="" type="checkbox"/> School wide <input type="checkbox"/> Bostock <input type="checkbox"/> Corio <input type="checkbox"/> Timbertop <input type="checkbox"/> Toorak
Audience:	<input checked="" type="checkbox"/> School Community <input type="checkbox"/> Students/Parents <input type="checkbox"/> School Employees