



Department of
Education

APPLICATION FOR INITIAL REGISTRATION

NON-GOVERNMENT SCHOOL REGULATION

Initial registration

A governing body seeking to establish a non-government school must first apply to the Minister for Education and Training for advance determination. If the Minister makes an advance determination, an application (using this form) must be made to the Director General, Department of Education, for registration of the proposed school.

How to complete this application

Parts A, B and C

Please complete the proposed school details in Part A, all of the registers and sign all of the declarations in Part B.

Please attach all documents listed in Part C.

Submit your application to the Department of Education at least six months before the school is proposed to commence.

Registration visit

To facilitate assessment of an application, a visit to the proposed school site is usually required. If a visit is to be undertaken, you will be advised of the scheduled date well before the visit.

Closer to the date of the visit, the Department will make contact with you to discuss the aspects of the standards and other requirements that will be the focus of the visit and further information, if any, to be made available on the day of the visit.

Submission

Applicants are provided access to a Microsoft OneDrive folder created specifically for their application. Applicants are encouraged to submit their application via this folder. Please contact the Department on the details below to arrange for the folder to be created.

Enquiries

T: (08) 9441 1943

E: ngsregulation@education.wa.edu.au

Application form published 29 November 2018

Part A: Applicant details

Governing Body

Governing body name			
Governing body address			
Suburb		Postcode	
Governing body postal address			
Suburb		Postcode	
Australian Business Number (ABN) or Australian Company Number (ACN)			
Name of governing body chair			
Chair's email address ¹			
Chair's telephone numbers ¹	Landline:	Mobile:	

Proposed school details

School name			
Main address			
Suburb		Postcode	
Postal address			
Suburb		Postcode	
School website		Log in ²	Password ²
Telephone number		School email address	

Proposed other campuses/sites and/or off campus sites related to this application

Attach a separate schedule if space is insufficient.

Campus/site name			
Campus/site address			
Suburb		Postcode	
Name of contact person			
Role of contact person			

Administration

Name of school Principal			
Date of appointment			
Principal's email address			
Principal's telephone numbers	Landline:	Mobile:	

¹ Please ensure that these are direct contact details for the Chair (it is not sufficient to provide the Principal's or school's phone and email address here).

² Some schools publish policies and procedures to a section of their website accessible only to staff and parents/students. Access to these sections can assist the Department in assessing an application and may reduce the amount of information the school is required to provide.

Proposed curriculum/s (tick where applicable)

Final year of the early education period (Pre-Kindergarten)

- Early Years Learning Framework (Pre-Kindergarten)

Pre-compulsory education period (Kindergarten)

- Western Australian Kindergarten Curriculum Guidelines

Compulsory education period (Pre-Primary to Year 10)

- Western Australian Curriculum
- Other: Specify and attach evidence of recognition of alternative by the School Curriculum and Standards Authority
- Alternative reporting on student achievement: specify and attach evidence of recognition by the School Curriculum and Standards Authority

Compulsory education period (Year 11 to Year 12)

- ATAR, General, Foundation, Vocational Education and Training industry specific, and Preliminary Courses
(i.e. Western Australian Certificate of Education (WACE))
- Nationally recognised training delivered by a Registered Training Organisation (RTO)
- Cambridge International A Levels
- International Baccalaureate Diploma

Proposed approved delivery (please tick where applicable)

- School providing education to on-site Australian residents
- School providing education to Full Fee Paying Overseas Students
- School providing VET qualifications and/or courses:
- School is a RTO
- Name of RTO(s) used to provide qualifications
- School providing Distance Education/Online Distance Learning.
Please specify year levels: Year _____ to Year _____
- Other (specify):

Proposed school term dates (first year)

	Start date	Finish date	Total # school days*
Term 1			
Term 2			
Term 3			
Term 4			

* Not including any public holidays or other days (eg. school planning days) when students do not attend.

Proposed weekly school hours

	PK	K	PP	1	2	3	4	5	6
Weekly hours*									

	7	8	9	10	11	12
Weekly hours*						

* Not including non-teaching time such as recess and lunch breaks and any extra curricula hours unless compulsory for all students

Student enrolments and projections

	PK	K	PP	1	2	3	4	5	6	7	8	9	10	11	12	Total
1 st yr																
2 nd yr																
3 rd yr																
4 th yr																
5 th yr																
6 th yr																

Child-safe organisation framework

Identify the child-safe organisation framework that has guided the development of policies and procedures.

Statutory declaration

Oaths, Affidavits and Statutory Declarations Act 2005

This Statutory Declaration must be completed by the Chair of the proposed school's governing body. Enter or select information in the highlighted fields then print the document. Have your signature witnessed by an authorised witness.

I, _____ (name) of _____
(address), _____ (occupation), sincerely declare as follows:

1. I am the chair of _____ (governing body name),
the governing body of _____ (proposed school name)
and make this declaration in that capacity concerning the members of the management committee,
council or board of directors of _____ (governing body name)
herein referred to as "the members".
2. In this declaration, as required by *School Education Act 1999*, section 160(5), a relevant relationship refers to a relationship between a board member and another person, or between two or more board members, which fits one of the following:
 - employer and employee
 - business partners
 - director of a body corporate and the body corporate
 - involved in the control or management of a body corporate and the body corporate
 - holds an interest in at least 5% of the share capital of a body corporate and the body corporate
 - joint trustee or joint beneficiary.

Chair's assessment of members' fitness and propriety

3. The members are required to provide evidence of their eligibility, fitness and propriety to serve as members to me as chair and I have assessed the evidence so provided.
4. On the basis of my assessment, I am satisfied that all of the members are eligible to serve, and are not disqualified from serving, on a management committee, council or board of directors in accordance with **(select one which applies)**:
 - Associations Incorporation Act 2015* (WA) sections 39 and 40
 - Corporations Act 2001* (Cth) Part 2D.6
 - Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth) Division 279
 - other (specify) _____

5. On the basis of my assessment, I am satisfied that none of the members:
- (a) has ever been refused a Working With Children Card or its equivalent in Australia or any other country, except on the basis that they were not engaged in child-related work (Note: in WA this refusal includes being issued with an interim negative notice or a negative notice under the *Working with Children (Criminal Record Checking) Act 2004*); or
 - (b) has a conflict of interest that cannot be effectively managed by the governing body in accordance with established policies and procedures.
6. I have obtained a statement from each member as to his or her knowledge of the past conduct of the persons and companies with whom he or she has a relevant relationship (as defined in clause 2) and I am of the opinion that (**select one which applies**):
- none of the members is aware of having a relevant relationship with a person or company who has been convicted within the last five years or, if convicted and imprisoned, released within the last five years, in respect of an offence involving fraud, theft or breach of a fiduciary relationship, however described, whether committed in Australia or elsewhere.

OR

- in each case of a member who is aware of having a relevant relationship with a person or company who has been convicted within the last five years or, if convicted and imprisoned, released within the last five years, in respect of an offence involving fraud, theft or breach of a fiduciary relationship, however described, whether committed in Australia or elsewhere, the relationship should not preclude that member from membership of the governing body for reasons I have documented.

Chair's fitness and propriety

7. I am eligible to serve and am not disqualified from serving as both member and chair of the management committee, council or board of directors of

_____ (governing body name)

in accordance with (**select one which applies**):

- Associations Incorporation Act 2015* (WA) sections 39 and 40
- Corporations Act 2001* (Cth) Part 2D.6
- Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth) Division 279
- other (specify) _____

8. I:

- (a) have never been refused a Working With Children Card or its equivalent in Australia or any other country, except on the basis that I was not engaged in child-related work (Note: in WA this refusal includes being issued with an interim negative notice or a negative notice under the *Working with Children (Criminal Record Checking) Act 2004*); and
- (b) have no conflict of interest that cannot be effectively managed by the governing body in accordance with established policies and procedures.

9. I: (**select one which applies**)

- am not aware of having a relevant relationship with a person or company who has been convicted within the last five years or, if convicted and imprisoned, released within the last five years, in respect of an offence involving fraud, theft or breach of a fiduciary relationship, however described, whether committed in Australia or elsewhere.

OR

- am aware of having a relevant relationship with a person or company who has been convicted within the last five years or, if convicted and imprisoned, released within the last five years, in respect of an offence involving fraud, theft or breach of a fiduciary relationship, however described, whether committed in Australia or elsewhere, and attach a statement as to the nature of that relationship in a sealed envelope addressed to the Director General, Department of Education, and marked “confidential”. Further, I have made the members aware of this relationship.

Declaration

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005 (WA)* at

_____ (place) on _____ (date) by:

(Signature of person making the declaration)

in the presence of:

(Signature of authorised witness)

(Name of authorised witness and qualification* as such a witness)

* Important: This declaration must be made before one of the following persons:

Academic (post-secondary institution)	Electorate Officer (State – WA only)	Podiatrist
Accountant	Engineer Industrial organisation secretary	Police officer
Architect	Insurance broker	Post Officer Manager
Australian Consular Officer	Justice of the Peace (any State)	Psychologist
Australian Diplomatic Officer	Lawyer	Public Notary
Bailiff	Local government CEO or deputy CEO	Public Servant (State or Commonwealth)
Bank Manager	Local government councillor	Real Estate agent
Chartered secretary	Loss adjuster	Settlement agent
Chemist	Marriage Celebrant	Sheriff or deputy Sheriff
Chiropractor	Member of Parliament	Surveyor
Company auditor or liquidator	Minister of religion	Teacher
Court officer (magistrate, registrar or clerk)	Nurse	Tribunal officer
Defence Force officer	Optometrist	Veterinary surgeon
Dentist	Patent Attorney	
Doctor	Physiotherapist	

or any person before whom, under the Statutory Declarations Act 1959 of the Commonwealth, a Statutory Declaration may be made.

Full definitions of these professions are available at [courts.dotag.wa.gov.au/ files/Professions_witness_statutory_declarations.pdf](https://courts.dotag.wa.gov.au/files/Professions_witness_statutory_declarations.pdf)

Staff registers

Note: If the tables below do not allow sufficient space, a separate document including all required information should be attached.

If staff have not yet been appointed, please leave these tables blank (this information will be requested at a later date).

Register of all teaching staff (including Pre-Kindergarten and Kindergarten teaching staff)

Full name	Date of birth	Year levels qualified to teach	TRBWA registration details			Working with Children Check details		Date of commencement at proposed school
			Registration number	Registration expiry date	Category	Card number (C) or Application receipt number (A)	Date of card expiry or date of application	

Pre-Kindergarten and Kindergarten teachers – additional information (where applicable)

Please include any Pre-Kindergarten or Kindergarten teachers specified in the table above.

Please include any teachers (e.g. specialist teachers) who are scheduled for Pre-Kindergarten or Kindergarten classes at which the class teacher will not also be in attendance.

Full name	Role	Qualification – held and year	Date of commencement at proposed school	Suitability as early childhood teacher

Pre-Kindergarten and Kindergarten educators (not teachers) – additional information (where applicable)

Full name	Role	Qualification – held and year	Qualification - working towards	Date of commencement at proposed school	Qualification requirement of Standard 4.2(b) met

Teaching assistants (other than Pre-Kindergarten and Kindergarten educators), non-teaching staff and all volunteers

Full Name	Role	Working with Children Check details (if required ³)		National Criminal History Check (if conducted)		Date of commencement at proposed school
		Card number (C) or Application receipt number (A)	Date of card expiry or date of application	Date	Number	

Boarding staff (where applicable)

Full Name	Role	Name of highest first aid qualification held (must be current)	Working with Children Check details (where required)		National Criminal History Check (if conducted)		Date of commencement at proposed school
			Card number (C) or Application receipt number (A)	Date of card expiry or date of application	Date	Number	

³ Volunteers who are parents of children enrolled at the school do not ordinarily require a Working with Children Check.

All staff medical emergency training

Only complete if the proposed school is seeking registration for Pre-Kindergarten and/or Kindergarten.

Full Name	Role	Accessibility/proximity to Pre-Kindergarten and Kindergarten students (ie. how long to respond in an emergency)	Full time / part time (if part time, please specify days and hours)	Current approved first aid qualification * (date attained)	Current approved anaphylaxis management training * (date attained)	Current approved emergency asthma management training * (date attained)

* As approved by ACECQA.

Signed by the Principal:

Name

Signature

Date

Premises and facilities declaration

The proposed school's buildings, facilities and grounds (including off-campus sites) are required to meet all legal standards and fully comply with safety and health requirements.

Buildings and grounds

The proposed school's buildings, facilities and grounds:
1. Are suitable for the programs offered by the proposed school and the students' age levels.
2. Provide 3.25m ² of unencumbered indoor space and 7m ² of unencumbered outdoor space for every child in Pre-Kindergarten and/or Kindergarten.
3. Comply with the Building Code of Australia and local planning regulations, where relevant.
4. Comply with all applicable local government safety and health by-laws.
5. Comply with the <i>Occupational Safety and Health Act 1984 (WA)</i> and <i>Occupational Safety and Health Regulations 1996</i> .
6. Comply with the <i>Disability (Access to Premises – Buildings) Standards 2010 (Cth)</i> , if applicable.

Vehicles

Vehicles owned or leased by the proposed school:
Comply with all licensing, inspection, maintenance and safety requirements for vehicles used to transport students.

Boarding – buildings and facilities (if applicable)

The school's buildings and facilities for boarding:
1. Provide or will provide a suitable and pleasant environment for the promotion of the health, safety, educational progress and wellbeing of its students.
2. Comply with the Building Code of Australia and other local planning regulations, where relevant.
3. Comply with all applicable local government by-laws.
4. Comply with the <i>Occupational Safety and Health Act 1984 (WA)</i> and <i>Occupational Safety and Health Regulations 1996</i> .
5. Comply with the <i>Disability (Access to Premises – Buildings) Standards 2010 (Cth)</i> ,
6. Are or will be fit for purpose, safe, hygienic, well-maintained, sufficient and appropriate for the accommodation of boarding students and for the numbers of students to be accommodated.

Signed for and on behalf of the governing body * by:

_____	_____	_____	_____
Name	Position	Signature	Date

* A signatory who is not the Chair of the governing body named as the applicant must attach evidence of authority to make this declaration on behalf of the governing body.

Enrolment and attendance declaration

The proposed school's enrolment and attendance policies and procedures:

- comply with the *School Education Act 1999* - Part 2 - Enrolment and attendance;
- comply with the *School Education Regulations 2000* - Part 2 - Enrolment and attendance;
- comply with the *Disability Discrimination Act 1992* (Cth), the *Disability Standards for Education 2005* (Cth) and the *Equal Opportunity Act 1984* (WA) in the enrolment of any student with a disability for whom enrolment is sought, except where their enrolment would impose unjustifiable hardship on the school to support their needs;
- comply with the *Sex Discrimination Act 1984* (Cth) and the *Equal Opportunity Act 1984* (WA) in the enrolment of any student of either sex for whom enrolment is sought, except where the school is solely for students of the opposite sex to that of the applicant;
- comply with the *Racial Discrimination Act 1984* (Cth) and the *Equal Opportunity Act 1984* (WA) in the enrolment of a student of any race for which enrolment is sought;
- comply with the *Equal Opportunity Act 1984* (WA) in the enrolment of a student of any religion, except where the school is conducted in accordance with a particular religion;
- comply with *Education Service Providers (Full Fee Overseas Students) Registration Act 1991* (WA), the *Education Services for Overseas Students Act 2000* (Cth) (ESOS) and the *National Code of Practice for Providers of Education and Training for Overseas Students 2018* (the National Code), where applicable;

The school protects the confidentiality of personal information it collects about students and their parents/guardians in accordance with the Australian Privacy Principles subject, where appropriate, to the applicable information sharing provisions of the *Children and Community Services Act 2004* (WA), sections 28A-C.

Unless approved otherwise by the Director General, the school does not enrol any child before the final year of their early education period and the child has turned 3 years of age.

If the school is a CARE school, the school does not enrol any child before the eighth year of their compulsory education period, and the total number of students enrolled in the school does not exceed the number whose needs and safety can be effectively catered for and protected within the financial and other resources of the school.

Signed for and on behalf of the governing body * by:

Name	Position	Signature	Date
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* A signatory who is not the Chair of the governing body named as the applicant must attach evidence of authority to make this declaration on behalf of the governing body.

Submission of application for initial registration

This application for initial registration is made by me on behalf of

_____ (governing body name).

I certify that, to the best of my knowledge and belief, all of the information provided in and with this application is true and correct and that the proposed school will comply with the requirements of the *School Education Act 1999* and all other State and Australian Government legal requirements associated with its operation.

I declare that the governing body of the proposed school is not-for-profit. (*Strike out if the proposed school will not receive public funding.*)

Signed for and on behalf of the governing body * by:

_____	_____	_____	_____
Name	Position	Signature	Date

* A signatory who is not the Chair of the governing body named as the applicant must attach evidence of authority to make this application on behalf of the governing body.

Part C: Further information to be provided

The following information is to be provided with the application.

A) GOVERNANCE AND ACCOUNTABILITY

1. Governing body constitution.
2. Agendas (including reports included in the agenda) and minutes of governing body meetings (board or management committee meetings as well as the most recent annual general meeting) for the previous 12 months (or such shorter period that the governing body may have existed) that demonstrate how the governing body operates and undertakes its responsibilities.
3. Certificate registering the legal entity (e.g. Certificate of Incorporation and/or Certificate of Registration as a Business Name).
4. Where ownership, management and control of the school are shared between two or more entities, evidence that the entity nominated as the governing body has the ultimate authority to operate the school and be accountable as required.
5. Documentation that describes how the governing body operates e.g. committee structure, relationship between the governing body and the Principal, delegations, governing body policies and procedures such as those relating to conflicts of interest (additional to information contained in the constitution).
6. Any delegation from the governing body to the Principal, a committee or another person executed in accordance with the constitution.
7. Job description showing that the Principal is or will be responsible for the day-to-day management and control of the school. (Alternatively, this may be made clear in the constitution or high level supporting documentation.)
8. School's strategic plan outlining the future direction for development of the school and endorsed by the governing body.
9. School business plan outlining the current objectives/targets to be achieved through the day-to-day operation of the school.
10. Policy endorsed by the governing body explaining how and when curriculum delivery and teaching practice will be evaluated.
11. An online-only learning policy endorsed by the governing body which outlines how the school will ensure that students participating online receive a standard of education equivalent to that provided for students attending in person (if online-only learning is to be provided).
12. Evidence of training provided to members of the governing body.
13. Policies and procedures applicable to conflicts of interest in decision-making on by governing body members, the Principal, business manager/bursar or another person.
14. Register recording conflicts of interest declared in accordance with governing body policy.

B) STANDARD 1 (CURRICULUM)

STANDARD 16 (DELIVERY OF THE CURRICULUM)

THE STANDARD OF EDUCATION

1. School curriculum plan that outlines, for the relevant stages of schooling, how the school will meet curriculum requirements and how the school will meet the diverse needs of its students through adjustments to teaching and learning programs.
2. School assessment and reporting policy, including sample reports to parents.
3. Registration with SCSA to offer WACE and/or authorisation or approval to offer Cambridge International A Levels, International Baccalaureate Diploma, or another qualification approved by the Director General.
4. Evidence of the Year 11 and 12 pathways provided (where applicable).

5. Evidence of how parents/carers will be notified of the post-school pathways for which students will be eligible on graduation from the school (where applicable).
6. The school's policy and procedure that describe the ongoing process for the review of student learning (achievement, engagement and progress).
7. Evidence of how adjustments will be made to enable students with disabilities to participate on an equal basis.
8. Templates for Documented Education Plans for any students in the care of the Director General, Department of Communities.
9. Evidence of the re-engagement strategies which will be implemented when a student's unapproved or extended absences have a significant impact on his or her progress with the learning programme.
10. Documentation of the reasons for why students may be accepted for enrolment in online-only learning (if applicable).

C) STANDARD 3 (DAYS AND HOURS OF INSTRUCTION)

1. The school's daily timetable showing the hours allocated for instruction each day.

D) STANDARD 4 (STAFF)

1. School organisation chart which demonstrates the management structure, including the arrangements for educational leadership.
2. Staff Code of Conduct and guidelines on how to comply with it. Note that this must also comply with Standard 12 on the prevention of child abuse.
3. Policies and procedures for ensuring that all staff and volunteers are suitable to work with children, including having regard, where applicable, to working with children checks, any other screening checks, teacher registration, and qualifications (attained or working toward).
4. Staff handbook.
5. Staff induction, performance management and professional learning policies and procedures and relevant documentation of their implementation.

E) STANDARD 5 (PREMISES) STANDARD 6 (FACILITIES)

1. For all school buildings, facilities and grounds
 - Documentation confirming the premises meet the health, safety and structural requirements of the State or local government area.
 - Documentation showing compliance with local government planning and health and safety by-laws.
 - Documentation confirming the premises meet any requirement for occupancy, including approved student and staff capacity.
 - Evidence of compliance with the disability access to premises requirements as applicable to building approval applications lodged after 1 May 2011.
2. A project plan showing projected completion timelines and allowance made for contingencies for any school buildings, facilities and grounds not completed at the time of application.
3. A maintenance schedule for the premises – both buildings and grounds.
4. Occupational safety and health policy and procedures.
5. Student-focused risk management audits and plans for premises and all facilities, including play areas, furniture and equipment, design and technology workshops or similar high-risk environments.

6. Floor plans (preferably denoting square meterage) for the Pre-Kindergarten and Kindergarten areas – indoor and outdoor – and a schedule of use in the case of any areas which will be shared (e.g. outdoor areas may be shared with older students during recess and lunch hours) (if applicable).
7. The number and ages of students accommodated in boarding facilities, floor plans for boarding premises, and the arrangements for students' accommodation (if applicable).
8. Proposed maintenance and replacement schedules for all facilities, including play areas, furniture and equipment.
9. Proposed maintenance schedules, licencing compliance and driver qualifications for all vehicles owned or leased by the school and used to transport students.
10. Policy for the use of private vehicles.
11. Policies or guidelines on use of facilities by students.

F) STANDARD 7 (CHILDREN PER YEAR LEVEL) STANDARD 17 (NUMBERS OF CHILDREN ENROLLED)

1. Templates for individual Education Plans and procedures for analysis of the effectiveness of the plans.

G) STANDARD 8 (ENROLMENT AND ATTENDANCE PROCEDURES) STANDARD 15 (MINIMUM AGE OF ENROLMENT)

1. School enrolment register and attendance record templates.
2. School enrolment documents such as the prospectus, enrolment information and other documents for prospective students and their parents and an enrolment form.
3. School enrolment and attendance policy and procedures and applicable templates.
4. Procedures for maintaining the enrolment register including students who are removed from attendance rolls.

H) STANDARD 9 (CRITICAL AND EMERGENCY INCIDENTS)

1. Policies and procedures for managing and reporting critical and emergency incidents.
2. Critical and emergency incidents register template showing the information it is proposed to include including the outcomes of any review of policy or procedure consequent upon an incident.

I) STANDARD 10 (BOARDING) (IF APPLICABLE)

1. Table of proposed boarding students per year level.
2. Details of proposed staff to be employed in the management and operation of the school's boarding facility.
3. Fit and proper policy for boarding supervisors.
4. Catering policy.
5. Student code of conduct for boarders.
6. Parent and student handbooks.
7. Policies and procedures for the welfare, safety and care of boarding students.

J) STANDARD 11 (COMPLAINTS MANAGEMENT)

1. Policies and procedures for managing and recording complaints.
2. The school's template for recording complaints and allegations.

K) STANDARD 12 (CHILD ABUSE PREVENTION)

1. Code of conduct for students and procedures for student induction.
2. Policies, procedures, protocols and staff professional development requirements applicable to the prevention, detection and reporting of grooming and child abuse.
3. School procedures applicable to the detection and reporting of grooming and child abuse.
4. Evidence that demonstrates how the school will deal with any grooming or child abuse concerns raised.
5. Evidence of how staff understanding, commitment to, and compliance with, the Staff Code of Conduct and related procedures and requirements will be assessed.
6. Evidence of how mandatory reporting training of staff, including boarding supervisors where relevant, will be delivered.

L) STANDARD 13 (FINANCIAL RESOURCES)

1. If audited financial statements are available, the most recent audited financial statements, independent audit report, independent auditor's management letter, and management responses to the letter.
2. A schedule of loan agreements, including loans made to and by the school, all external commercial loans with financial institutions, any private loans with individuals or businesses, and any loans with governing body members or employees. The schedule should include a description of the loan, interest rate, interest/principal payments and the outstanding balance.
3. A schedule of property lease or rental agreements is required, including the length of the lease or rental agreement and the annual cost of accommodation services.
4. Current year's budget and forecast budgets as per the school's business plan providing information about predicted future enrolment trends, income, expenditure and cash flow.
5. Public liability, professional indemnity, building insurance and all other risk policies.
6. Details of Service Agreements or Memoranda of Understanding where services are procured from a related party.
7. Details of any Bank Overdraft facilities in place at the school.
8. Details of any Guarantees from related parties or financial institutions applicable to the school.

M) STANDARD 14 (MANAGEMENT OF STUDENTS' BEHAVIOUR)

1. Policies and procedures for managing students' behaviour.

N) LEVELS OF CARE

1. Child-safe environment policies and procedures and their implementation plans.
2. Student welfare policies and procedures and their implementation plans.
3. Student safety policies and procedures and their implementation plans.
4. Bullying and harassment policies and procedures and their implementation plans.
5. Catastrophic weather events procedures and their implementation plans., if any.
6. Student health policies and procedures and their implementation plans.
7. Evidence of compliance with the *Disability Standards for Education 2005* (Cth).
8. Evidence of risk management relating to provision of satisfactory levels of care.
9. The school's student recruitment policy and procedures.