



Enrolment Policy

Introduction

Plenty River College (the College) is an independent, specialist senior secondary school, delivering the Victorian Certificate of Applied Learning (VCAL) at Foundation, Intermediate and Senior levels. It provides a safe and inclusive learning environment for young people aged 15-20 years who may have been disengaged or are at risk of disengaging from education.

Plenty River College is a school of opportunities in which all students are empowered to achieve their personal best. Our mission is to assist students to develop life and work skills and achieve in their learning by:

- re-engaging them in education;
- fostering their social and emotional development; and
- providing a supportive and safe environment for them.

Rationale

Plenty River College is committed to ensuring that students are admitted in a manner that is fair, transparent and non-discriminatory. As a specialist independent school, the College recognises that that particular groups of young people in society have experienced and continue to experience disadvantage and unequal educational outcomes.

Purpose

The purpose of this policy is to:

- explain entry requirements at Plenty River College;
- explain our enrolment procedures;
- ensure that enrolment is non-discriminatory, fair and transparent; and
- explain clearly the basis on which offers of admission are made.

Scope

This policy applies to current and prospective students of the College, their parents, and all College staff involved in the enrolment process.

Definitions

Applicant	The person seeking an enrolment offer from the College. If the applicant is under the age of 18 years and is not considered an independent minor, the applicant must be accompanied by a parent.
Disability	In relation to a student, disability means: <ul style="list-style-type: none"> • total or partial loss of the person's bodily or mental functions; or • total or partial loss of a part of the body; or • the presence in the body of organisms causing disease or illness; or • the presence in the body of organisms capable of causing disease or illness; or • the malfunction, malformation or disfigurement of a part of the person's body; or • a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or • a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgement or that results in disturbed behaviour; and includes a disability that: <ul style="list-style-type: none"> ○ presently exists; or ○ previously existed but no longer exists; or ○ may exist in the future (including because of a genetic predisposition to that disability); or ○ is imputed to a person.
Parent/s	Refers to parents, guardians, step-parents and/or carers as listed in the College Enrolment Form.
Procedural fairness	Acting with fairness, giving the individual concerned the opportunity to be heard, and ensuring that decisions are made without bias.
Sensitive information	This is defined in privacy legislation and includes information about racial or ethnic origin, religious beliefs, sexual preferences or practices, health information, criminal record, political and trade memberships, political opinions, and biometric information.
Student	Student named in the Enrolment Application
Student Support Team	The Student Support Team comprises youth welfare workers and education support workers. Other specialists such as the College psychologist or external case managers may also be included or consulted.
Victorian Assessment Software System (VASS)	VASS is a web-based application that allows student personal details, enrolments for VCE, VET and VCAL and results to be entered and stored on the central VCAA database
Victorian Curriculum and Assessment Authority (VCAA)	The Victorian Curriculum and Assessment Authority is a statutory authority of the Government of Victoria responsible for the provision of curriculum and assessment programs for students in Victoria, Australia.
Victorian Certificate of Applied Learning (VCAL)	The Victorian Certificate of Applied Learning (VCAL) is an accredited senior secondary certificate which can be undertaken at three levels: <ul style="list-style-type: none"> • Foundation

- | | |
|--|---|
| | <ul style="list-style-type: none">• Intermediate• Senior |
|--|---|

Responsibility

1. The College Board is responsible for authorising the Enrolment Policy.
2. The Executive Principal is responsible for:
 - implementing the enrolment policy and procedure, and ensuring that the enrolment process is fair, transparent and non-discriminatory;
 - making all enrolment decisions;
 - ensuring that enrolments are only accepted where they meet College eligibility criteria, and where the College has the capacity to offer reasonable adjustments if the applicant is a student with disabilities;
 - advising applicants and parents of the acceptance, rejection or deferment of an enrolment application, including waitlisted enrolments;
 - addressing complaints and grievances from students and parents about the enrolment process, and ensuring procedural fairness;
 - ensuring that procedures are in place for the management, storage and retrieval of enrolment data;
 - ensuring that the enrolment register has been recorded accurately, updated and maintained on a weekly basis, in accordance with the Commonwealth and State funding requirements; and
 - overseeing updates to the enrolment register.
3. The Deputy Principal/Curriculum Leader is responsible for:
 - conducting enrolment interviews, when delegated to do so by the Executive Principal;
 - determining the appropriate VCAL certificate level for the applicant, based on information provided, and the results of the applicant's literacy and numeracy assessment;
 - evaluating any proposed reasonable adjustments required for a student with disabilities, and advising the Executive Principal;
 - consulting with parents and applicants, as needed, during the enrolment process;
 - ensuring that the Student Support Team assesses the applicant's support needs, and, if necessary, consults with the applicant's external support providers;
 - ensuring that applicants sign the Student Code of Conduct, and the enrolment agreement; and
 - ensuring that parents sign the Parent Code of Conduct and the enrolment agreement.
4. The Business Manager is responsible for:
 - updating the College fee schedule at least annually;

- determining payment options (such as payment plans); and
 - invoicing applicants once their enrolment has been confirmed.
5. The Student Support Team is responsible for:
- assessing the support needs of applicants, including reasonable adjustments for students with disabilities, and advising the Executive Principal or Deputy Principal/Curriculum Leader.
6. College Administration staff are responsible for:
- sending out letters to parents of applicants (including letters of offer, waitlisting, application rejection);
 - processing and securely filing all enrolment paperwork, including checks that all relevant documents have been provided;
 - recording, updating, and maintaining the enrolment register at least weekly; and
 - updating VASS records when enrolment is confirmed.

Implementation

Plenty River College recognises the rights of all people to seek equal access to education. We do not discriminate against anyone on the grounds of sex, race, religious belief, age or disability. The College supports and encourages applications from young people:

- of Aboriginal and Torres Strait Islander heritage;
- from linguistically diverse backgrounds; and
- with disabilities.

Plenty River College is committed to child safety and will comply with Ministerial Order (MO) 870: Child Safe Standards – Managing the Risk of Child Abuse in Schools. The College is committed to zero tolerance of child abuse.

Privacy

The College collects personal information, including sensitive information, from applicants and their families in order to complete its enrolment processes, provide ongoing education, and fulfil duty of care requirements, including wellbeing support. Personal and sensitive information will only be disclosed to relevant persons for these purposes. This may include disclosure to government departments, another school (if transitioning), medical practitioners (in an emergency) and College staff (such as teachers and youth welfare workers) who require this information to fulfil their duties.

Personal and sensitive information will be stored securely by the College, and be protected from unauthorised access, misuse, loss or damage. Personal information may be updated at any time by contacting the College office. For more information about how the College will use and ensure the accuracy of this information, please refer to our Privacy Policy and the Student Data protection and Privacy Statement in Appendix 3.

Enrolment criteria

To be eligible for enrolment, applicants must demonstrate **ALL** of the following criteria:

Criteria	Evidence to be provided by the applicant
1. Aged between 15 and 20 years	One of the following: <ul style="list-style-type: none"> • Australian or New Zealand Birth Certificate (not Birth Extract); • Current Australian or New Zealand passport; • Australian Citizenship Certificate; • Australian Certificate of Registration by Descent; • Current driver's licence
2. Domestic student (an Australian or New Zealand citizen, or an Australian permanent resident)	As above.
3. Disengaged or at risk of disengagement from mainstream education	One of the following: <ul style="list-style-type: none"> • letter from the applicant's most recently attended school, providing academic information, student's general character and date of last attendance; • eligibility report (VASS generated); or • referral letter from a specialist e.g. social worker, counsellor, case manager etc that can confirm student's disengagement from school.
4. Have the ability to complete a VCAL Certificate	This will be determined through a pre-enrolment interview, including a literacy and numeracy assessment, such as the COMPASS test from the Australian Council for Educational Research (ACER) refer https://www.acer.org/au/compass
5. Residing within a reasonable distance to the College physical location.	A residential address showing that the applicant lives in one of the following local government areas: <ul style="list-style-type: none"> • City of Banyule • Shire of Nillumbik • City of Darebin • City of Hume • City of Whittlesea

Successfully demonstrating capacity to meet all the above criteria does not guarantee entry into the College. The Executive Principal will make enrolment decisions on a case-by-case basis with reference to:

- information collected from the applicant;

- the number of currently enrolled students;
- the College's capacity to cater for the educational and special needs of an applicant; and
- the willingness of the applicant and their family to comply with the College's policies and procedures, as demonstrated by signing the Parent and Student Codes of Conduct.

Preference

The College will give preference to the enrolment of a student who:

- was previously enrolled in the VCAL program at Diamond Valley Learning Centre; or
- has a sibling who was previously enrolled in the VCAL program at Diamond Valley Learning Centre; or
- was previously enrolled at the College; or
- has a sibling who is enrolled, or was previously enrolled, at the College.

The College will have an enrolment limit of 25 students in 2022. Applicants will be placed on a waitlist when the College becomes oversubscribed, and their parents notified in writing. Applicants and parents will be contacted in order of admission to the waitlist when a place becomes available.

The College reserves the right to refuse an application, or remove an application from the waiting list if there are reasonable grounds for doing so.

Students and parents have a right to appeal College decisions and can do so by following process in the College's Complaints and Grievances Policy.

Enrolment Procedure

Applicants may enquire about College enrolment through completing an expression of interest on the College website or by telephoning the office. Students and their families can access information about the College program and its fees through the website, and by viewing the Student & Parent/Guardian Handbook available on the website.

Following an enquiry, the College will:

- contact the applicant and their parent/s and arrange a tour of College facilities and a short information session;
- request that the applicant complete a literacy and numeracy assessment; and
- request a completed Enrolment Application Form (either in hard copy or via the website) and supporting documents.

Once the enrolment application has been received the College will:

- arrange an interview for the applicant and their parent/s with the Executive Principal (or their nominee) to discuss the applicant's suitability for selection;
- arrange an interview between the applicant and the Student Support Team, to identify welfare and support needs;

- arrange a meeting between the Executive Principal (or their nominee) and the Student Support Team to discuss:
 - the appropriate VCAL certificate level for the applicant;
 - whether additional information is required from the applicant; and
 - the capacity of the College to provide the identified educational and welfare support needs of the applicant.

The Executive Principal will take this advice into consideration when approving an enrolment application and will:

- notify the applicant and their parents in writing of the outcome of the enrolment application - acceptance, on waiting list or not accepted;
- provide a reason where the enrolment application is not accepted;
- send a formal Letter of Offer to successful applicants, which will include the applicant's VCAL certificate level of study, commencement date and timetable;
- request the completion and signature of the enrolment agreement;
- request the return of a signed copy of the Student Code of Conduct, and Parent Code of Conduct;
- request the Business Manager to generate a tuition fee invoice for immediate payment by the applicant; and
- update the College enrolment register, and ensure that all enrolment documents are securely filed.

If the applicant and their family is unable to provide the signed codes of conduct, or make arrangements to pay the tuition fees, the Executive Principal may withdraw the Letter of Offer and offer the place to another applicant.

Students with disabilities

The College will not deny the enrolment eligibility of a student with disabilities, solely due to their disability status. The College will involve the applicant and their family in discussions, and may request further information (including medical reports from external specialists or an independent assessment), in order to identify whether, and in what form, reasonable adjustments will be necessary.

The Executive Principal will consider the following factors before making a decision to offer the applicant a place at College:

- the nature of the applicant's disability, and how it may impact the applicant's participation;
- the applicant's preferred adjustments;
- the views of the applicant, their family and relevant service providers (such as a support worker, or case manager) about whether a proposed adjustment is reasonable, and will enable the applicant to participate in the VCAL Program on the same basis as student without disabilities;

- the effectiveness of the proposed adjustment in ensuring the applicant's access to the VCAL Program, achievement of learning outcomes, and development of life and work skills;
- the impact of the proposed adjustment on anyone else affected, including College staff and other students;
- the costs of making the adjustment, such as additional staffing or adjustments to curriculum;
- the College's current financial circumstances and viability; and
- other benefits, such as the positive learning and social outcomes for the applicant, other students and College teachers.

If the Executive Principal is satisfied that the applicant and their family have been sufficiently consulted, but that the required adjustments are not reasonable, or would cause unjustifiable hardship, the College may decline to offer the student a position, or defer or withdraw the offer.

Enrolment Register

All students enrolled at the College will be recorded in an enrolment register. The register will be maintained by College administration staff using a school management system such as Synergetic Management Systems, or compatible third-party software.

The register will contain the following information for each student:

- name, age and address;
- parental contact details;
- enrolment date;
- Victorian Student Number (VSN); and
- (where applicable), the date their enrolment ceased.

Changes will be made to the register on a weekly basis to reflect current student numbers and the movement of students into and out of the College. Student destinations will be tracked in order to meet reporting requirements. All enrolments will be recorded, updated and maintained to meet Commonwealth and State funding requirements.

Further details can be found in the College's Procedure for Managing the Enrolment Register.

Student and parents will be informed at enrolment, and reminded annually that any changes to student details must be provided to the College as soon as practicable.

Enrolment Expectations

Plenty River College expects that enrolled students and their families will:

- support and promote the core values of the College;
- abide by the College's Philosophy, policies, procedures and processes;
- accept the right of the College to uphold its authority, and support the College's disciplinary measures and Student Behaviour Management Policy; and
- abide by the VCAA rules and regulations in regards to the VCAL program.

These expectations are encapsulated in the College's Parent Code of Conduct and Student Code of Conduct (please refer to Appendices 1 and 2).

Complaints and Grievances

Where an applicant or parent has a concern, complaint or appeal arising from the student admission process, they should immediately contact the Executive Principal with the details. All concerns, complaints and grievances will be addressed according to the College's Complaints and Grievances Policy.

Enrolment Key Dates

Enrolment key dates will be published in the College website each year and in the Student & Parent/Guardian Handbook.

Communication

1. This policy will be communicated to the College community through the College website.
2. Applicants and their families will receive a copy of this policy;
3. College staff involved in the enrolment process will be informed through:
 - attending the College induction program for new staff;
 - receiving a copy of this policy at the first staff meeting at start of the College year.
4. The wider College community will receive pertinent updates through the College newsletter.

Appendices
<p>Appendix 1: Parent Code of Conduct</p> <p>Appendix 2: Student Code of Conduct</p> <p>Appendix 3: Student Data Protection and Privacy Statement</p>
Related policies
<ul style="list-style-type: none"> • Assessment and Reporting • Child Safe • Complaints and Grievances • Curriculum Framework for VCAL • Privacy • Student Engagement, Wellbeing and Inclusion
Related legislation
<ul style="list-style-type: none"> • Australian Education Act 2013 (Cth) • Australian Education Regulation 2013 (Cth) • Charter of Human Rights and Responsibilities Act 2006 (Vic) • Children, Youth and Families Act 2005 (Vic) • Competition and Consumer Act 2010 (Cth) • Disability Discrimination Act 1992 (Cth) • Disability Standards for Education 2005 (Cth) • Education and Training Reform Act 2006 (Vic) • Education and Training Reform Regulations 2017 (Vic) • Equal Opportunity Act 2010 (Vic) • Family Law Act 1975 (Cth) • Health Records Act 2001 (Vic) • Human Rights and Equal Opportunity Commission Act 1986 (Cth) • Privacy Act 1988 (Cth) • Privacy and Data Protection Act 2014 (Vic) • Public Health and Wellbeing Act 2008 (Vic) • Racial Discrimination Act 1975 (Cth) • Racial and Religious Tolerance Act 2001 (Vic) • Sex Discrimination Act 1984 (Cth)

Appendix 1: Parent Code of Conduct



Parent Code of Conduct

Plenty River College (the College) is committed to assisting students to develop life and work skills and achieve their learning by:

- re-engaging students in education;
- fostering students social and emotional development; and
- providing a supportive and safe environment for all.

CORE VALUES

Our core values are:

- Empowerment
- Compassion and fairness towards all
- Kindness
- Integrity
- Trustworthiness
- Objectivity
- Professional competency
- Accountability

COLLEGE EXPECTATIONS

Our College expects that the parents, guardians, carers and families of our enrolled students will:

- support and promote the College's core values;
- abide by the College's Philosophy, policies, procedures and processes;
- accept the right of the College to uphold its authority and support the College's disciplinary measures and Student Behaviour Management Policy;
- abide by the VCAA rules and regulations in regards to the VCAL Program; and
- agree to abide by the Parent Code of Conduct when engaging with the College.

AGREEMENT

Parents are required to sign a Parent Code of Conduct on enrolment of their child at the College.

Parents, guardians or carers agree:

- to ensure that the College is a child safe environment which is free from child abuse;
- to interact in a civil manner with staff, students and other parents;

- to be courteous and respectful in both written and spoken communication with anyone in the College community;
- to advise the College of areas of potential conflict, such as parenting, and family court orders;
- to behave lawfully on the College grounds and observe any orders, obligations or undertakings they may be subject to;
- to respect the privacy of other students, parents / guardians / carers, staff, contractors and volunteers;
- to provide the College with relevant medical information about their child or young person such as anaphylaxis, asthma and diabetes action plans;
- to not take photos or video footage, or post photos or video footage on social media of staff, students or parents / guardians / carers without prior consent;
- to not raise their voice or get involved in verbal or online altercations with other parents / guardians / carers or children;
- when using social media, to not discuss or mention the College, its staff or members of the College community in a negative or defamatory way.

Name		Date	
Signature			

Name		Date	
Signature			

Appendix 2: Student Code of Conduct



Student Code of Conduct

Plenty River College is committed to assisting students to develop life and work skills and achieve their learning by:

- re-engaging students in education;
- fostering students social and emotional development; and
- providing a supportive and safe environment for all.

CORE VALUES

Our core values are:

- Empowerment
- Compassion and fairness towards all
- Kindness
- Integrity
- Trustworthiness
- Objectivity
- Professional competency
- Accountability

STUDENT RIGHTS

As a College student, you have the right to:

- learn in a safe environment;
- be treated with respect;
- receive appropriate support; and
- be welcomed and supported by College staff and volunteers.

COLLEGE EXPECTATIONS

Students are expected to sign the College Student Code of Conduct on enrolment, and adhere to the Code at all times.

AGREEMENT

This Student Code of Conduct must be signed on enrolment with the College.

I agree to:

- uphold the values of the College at all times;
- participate fully in the College's educational program;

- read and uphold the Policies of the College as outlined in the Student & Parent/Guardian Handbook;
- treat teachers, students, staff and volunteers with respect;
- obey all Victorian Curriculum and Assessment Authority (VCAA)VCAL rules of assessment;
- only submit work for assessment that is my own;
- participate in class discussion and other class activities;
- participate in excursions organised by the College;
- submit assessment tasks on time or seek approval for an extension from my teacher;
- behave in a positive manner that contributes to the learning of all students, does not disrupt the learning of students, and enables teachers to teach in an atmosphere of cooperation;
- take responsibility for my learning by arriving for class on time, completing the required course work, and use the resources and teachers to facilitate and support my learning;
- respect and not interfere with the computer hardware, software, systems and networks provided by the College in any manner, including the introduction of viruses;
- observe copyright laws and licence agreements, and understand that the loading of computer games is not permitted;
- use the computer network to only transmit material which is not in violation of any state, federal or international law (including anything pornographic, obscene, threatening or harassing);
- telephone to advise the College of my absence if unable to attend the College;
- use the facilities in a cooperative, respectful way;
- observe the College’s non-smoking policy;
- not come to class under the influence of drugs or alcohol;
- ensure safety for myself and others;
- not use personal devices such as tablets and phone cameras during class time, unless used as part of class work as directed by the teacher;
- not access gambling or sex websites on the College’s computers or tablets – this is strictly prohibited;

Student Name		Date	
Student Signature			

Appendix 3: Student Data Protection and Privacy Statement



Student Data Protection and Privacy Collection Statement

Plenty River College is committed to protecting the privacy of all information we collect, hold, manage, use, disclose and transfer.

As a student of the College, we will keep a record of the details you provided in your application and any supporting documents requested as part of your admission, and additional information collected in the course of your studies with us. This will become part of your student record. Your student record also includes information about your academic progress and outcomes.

The personal data processed by us as part of your student record will include details such as your name, home address, date of birth, course studied, fee payments, financial aid, health and wellbeing support. It will also include unique personal identifiers assigned to you (e.g. your student number) and details of any disciplinary or conduct issues. Access to, and the sharing of, this type of data are controlled very carefully.

Where you provide the College with the personal data of others (e.g. emergency contact details) you are encouraged to inform them that:

- you are disclosing that information to the College;
- the information will be retained; and
- they can access that information by contacting the Executive Principal.

Your personal data is created, stored and transmitted securely in a variety of paper and electronic formats. Access to your personal data is limited to the College staff or affiliates who have a legitimate interest in it for the purpose of carrying out their duties.

The personal data processed by us, or processed on our behalf, is needed for the purpose of your enrolment and throughout the time you are with us as a student and to help the College improve your experience as a student. If you choose not to provide your personal data, it may not be possible for the College to enrol you, or provide you with support to complete your course of study, and may limit opportunities available to you.

The specific purpose for processing personal data outside of your student record will be communicated to you at the time that we first interact with you. If you choose not to provide your personal data, it may not be possible for the College to provide you with the specific information, assistance, facilities or services that you have requested.

We consider that the lawful basis for the processing of your personal data as a student of the College is that it is necessary for the pursuit of the legitimate interests of the College to provide you with the course of study to which you are enrolled.

We will obtain your consent for specific use of your personal data not covered by this Student Data Protection and Privacy Collection Statement or where that personal data includes special category data (e.g. as identified above), which we will collect from you at the appropriate time. You can withdraw your consent to our specific use of such data at any time.

In addition to the purposes set out in the Privacy Policy, our specific processing purposes of your personal data as a student and how we use it include:

- to correspond with you;
- to attend to day to day administrative matters;
- to inform you about your courses and other events related to your course;
- to facilitate and enable programs relevant to your studies such structured workplace learning or work experience;
- to enable participation at events e.g. Presentation Night;
- to facilitate and enable opportunities in community engagement, work-integrated learning activities and student-to-student learning;
- to seek feedback of your experience as a student with us;
- for benchmarking, analyses, quality assurance and planning purposes;
- to compile statistics and conduct research for internal and statutory reporting purposes;
- to fulfil and monitor our responsibilities to comply with legislative reporting requirements; and
- to use the information as otherwise permitted by the law other schools and teachers at those schools.

Our student wellbeing support services

We make wellbeing support services available to our students. If you receive wellbeing support from us, we may collect additional personal information about you, including health information about you, as part of providing this service. Health information includes any information or an opinion about an individual's physical, mental or psychological health, any disability that an individual has and any details of any health or medical services provided to an individual.

We will only collect health information about you with your consent. Our use and management of that information will be explained in the relevant privacy collection notices specific to those services.

Health and personal information about you collected for these services will only be used for the purpose of providing the services to you. Any wellbeing support service that we provide is confidential and any information that you provide to us will be held in the strictest confidence. Any health information that we collect about you will be separately stored by our support staff and will not form part of your student records.

Sharing of your information

The College may disclose your personal information to:

- other schools and teachers at those schools;
- government departments (including for policy and funding purposes);
- medical practitioners;
- people providing educational, support and health services to the College, including specialist visiting teachers, counsellors, social workers;
- providers of specialist advisory services and assistance to the College, including in the area of Human Resources, child protection and students with additional needs;
- assessment and educational authorities including Victorian Curriculum and Assessment Authority (VCAA), and the Victorian Regulations and Qualifications Authority (VRQA);
- agencies and organisations to whom we are required to disclose personal information for education, funding and research purposes;
- people providing administrative and financial services to the College; and
- anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.

Where personal data is disclosed to third parties, it will be done so only to the extent necessary to fulfil the purpose of such disclosure.

How we keep your information secure

Your personal information is created, stored and transmitted in a variety of paper and electronic formats.

We take reasonable steps to ensure that any personal information we collect, transmit, store or otherwise process, is accurate and complete, and that appropriate measures are implemented and maintained to protect it from accidental or unlawful destruction, misuse, loss, alteration, or unauthorised access or disclosure.

Your academic record is retained indefinitely so that the details of your academic achievements can be confirmed and for statistical or historical research purposes.

Your individual rights

In addition to your rights to access and correct your personal data and lodge a complaint relating to how we handle your personal data as set out in the Privacy Policy, you may, under certain conditions, have the following rights available:

- to object to any processing of your personal data that we process on the lawful basis of legitimate interests, unless our reasons for the underlying processing outweighs your interests, rights and freedoms;
- to withdraw your consent where we have processed any of your personal data based on consent;
- to object to direct marketing (including any profiling) at any time;
- to ask us to delete personal data that we no longer have lawful grounds to process; and

- to object to the use of automated decision making.

If you have any questions about how your personal data is being used, or you wish to exercise any of your individual rights that are available to you, please contact the Executive Principal by writing to admin@plentyrivercollege.gmail.com.