### Application for Enrolment

Please complete and return this form with:
- Your $50.00 enrolment fee
- The relevant documentation as outlined on page 7.

#### Full Name of Student:

#### Family Mailing/Contact Details

<table>
<thead>
<tr>
<th>Family Surname:</th>
<th>Mail to: (eg Mr &amp; Mrs Smith):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Suburb/Town:</td>
</tr>
<tr>
<td>Post Code:</td>
<td></td>
</tr>
</tbody>
</table>

#### Mobile Number for SMS Notifications:

#### Email Address for Electronic Correspondence:

#### Student Details

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Commencement Year or Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Name:</td>
<td>First Australian School Year (eg. 2015):</td>
</tr>
<tr>
<td>Surname:</td>
<td>Grade Entering:</td>
</tr>
<tr>
<td>Preferred Name:</td>
<td>Religion:</td>
</tr>
<tr>
<td>Gender: Male □ Female □</td>
<td>Date of Birth:</td>
</tr>
</tbody>
</table>

#### Parish/Sacrament Details

<table>
<thead>
<tr>
<th>Sacrament</th>
<th>Date</th>
<th>Parish</th>
<th>Copy of Certificate Supplied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baptism</td>
<td></td>
<td></td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>Reconciliation</td>
<td></td>
<td></td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>Eucharist</td>
<td></td>
<td></td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>Confirmation</td>
<td></td>
<td></td>
<td>Yes □ No □</td>
</tr>
</tbody>
</table>

Current Parish of Residence:

#### Other Children in Family

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>School Attending and Year Level if Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
### Previous School/Pre-School Permission

Name of previous school/pre-school:

I/We give permission for the School to contact the previous school or pre-school: Yes [ ] No [ ]

In the event that the student transfers to another school I/We give permission for the School to transfer information on this form to that school. You will need to provide school and/or external test results (e.g. NAPLAN) where requested.

In the event that the student transfers to another school I/We give permission for the School to transfer information on this form to that school. You will need to provide school and/or external test results (e.g. NAPLAN) where requested.

### Nationality - Government requirement

Nationality:

In which country was the student born: Australia [ ] Other – please specify:

Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin mark ‘Yes’ to both)

No [ ] Yes, Aboriginal [ ] Yes, Torres Strait Islander [ ]

Does the student speak a language other than English at home?

<table>
<thead>
<tr>
<th>Student</th>
<th>Other Languages Spoken</th>
</tr>
</thead>
<tbody>
<tr>
<td>No:</td>
<td>English Only [ ]</td>
</tr>
<tr>
<td>Yes:</td>
<td>Other – please specify: [ ]</td>
</tr>
</tbody>
</table>

### If Not Born In Australia, Citizenship Status Required – Government requirement

Please tick the relevant category below and record the Visa Subclass number:

(Original documents to be sighted and copies to be retained by the School)

- **Australian Citizen not born in Australia** Please complete only if relevant
  - [ ] Australian Citizen
  - Naturalisation Certificate or Australian Passport number/Document of Travel if Country of Birth is not Australia:
  - Australian Passport Number *(If applicable)*
  - Naturalisation Certificate Number

- **Visa Subclass recorded on entry to Australia**
  - Visa Subclass Number
  - Date of Arrival into Australia

- **Not currently an Australian Citizen - please provide further details as appropriate below**
  - [ ] Permanent Resident *(if ticked, record the Visa Subclass Number)*
  - Visa Subclass No:
  - Temporary Resident *(if ticked, record the Visa Subclass Number)*
  - Visa Subclass No:
  - Other/Visitor/Overseas Student *(if ticked, record the Visa Subclass Number)*
  - Visa Subclass No:

* Please attach Visa/document of travel/letter of notification and passport photo page.

### Pension / Health Care Card

Do you hold a current Pension or Health Care Card: Yes [ ] No [ ]

Pension or Health Care Card Number: Expiry Date:
### Medical Details

<table>
<thead>
<tr>
<th>Doctor's Name:</th>
<th>Dentist's Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Number:</td>
<td>Telephone Number:</td>
</tr>
<tr>
<td>Clinic Name &amp; Address:</td>
<td>Clinic Name &amp; Address:</td>
</tr>
<tr>
<td>Student’s Medicare Number:</td>
<td>Expiry Date:</td>
</tr>
<tr>
<td>Date of last Tetanus Injection / Booster:</td>
<td></td>
</tr>
</tbody>
</table>

#### Private Health Cover:
- Yes [ ]
- No [ ]

<table>
<thead>
<tr>
<th>Fund Name:</th>
<th>Membership Number:</th>
</tr>
</thead>
</table>
| Ambulance Cover: | Yes [ ]
| No [ ] | Membership Number: |
- Yes [ ]
- No [ ]

#### Immunisations:
- Has the Immunisation Certificate been provided? [ ] Yes [ ] No [ ]

*Health Department regulations require all children without an Immunisation Certificate to be excluded from School for a period of 14 days in the event of a vaccine preventable disease such as measles. Please see Victorian Department of Health website for more details.*

### Medical Conditions

#### Medical Conditions

Please specify any known medical conditions the student suffers from, e.g. asthma, diabetes and any prescribed ongoing medication taken by the student:

<p>| | |</p>
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</table>

#### Allergies

Please specify any known allergy the student has, e.g. allergy to nuts, penicillin, bee stings, including specific details:

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</table>

Has the student been diagnosed as being at risk of anaphylaxis? Yes [ ] No [ ]

Does the student have an EpiPen? Yes [ ] No [ ]

Has the student been diagnosed with Asthma? Yes [ ] No [ ]

*If “yes” for either Anaphylaxis or Asthma, please provide a medically endorsed Management Plan.*

### Medication

Any medications which are required to be administered at school will require the parent/guardian to complete a permission to administer medication form. This form must be then lodged at the school office along with the medication. All medication will be stored in the school sick bay. Prescription medication will only be accepted in its original packaging, it will be administered as per the prescribed dosage and only to its intended recipient.

*It is mandatory for parents/guardians to advise the School in writing for management plans for the medical conditions or allergies identified in this form with advice from medical practitioners included in instances where a formal diagnosis has been made. Please attach copies of the relevant information and action plans.*
## Special Needs

Indicate whether the student applying for enrolment has any known or suspected special needs:

<table>
<thead>
<tr>
<th>Does your child have:</th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Autism</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>An Intellectual Disability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Physical Disability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Giftedness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other – please specify:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>None of the above</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

If you have answered “yes” to any of the above, please provide full written details of those needs and any assessment/intervention/support that he/she may be currently receiving (supporting documentation must be provided).

If this enrolment application is successful it is essential that the School be advised promptly of any changes to the needs of the student. The School will regularly assess its ability to provide adequate services based upon these needs.

Is your child receiving support from a specialist service including optometrist, speech therapist, psychologist or occupational therapist etc?   Yes ☐   No ☐

If yes, please provide full details and include any relevant documentation:

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## What accommodations and/or learning adjustments, if any, were provided for your child in his/her previous school/pre-school:

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<tbody>
<tr>
<td>Alternative teaching and learning strategies</td>
<td></td>
<td></td>
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<tr>
<td>Signing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Braille</td>
<td></td>
<td></td>
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<tr>
<td>A reader or scribe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access to technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modifications to equipment, furniture and learning spaces</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal carer support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other - please specify:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Health and Safety

To your knowledge, is there anything in your child’s history or circumstances (including medical history), which might pose a risk of any type to him or her, other students, or staff at this School? Yes ☐ No ☐

If “yes” please provide a brief description (include any documents which may describe such risk):

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</tr>
</thead>
</table>
Please provide the names and contact details of health professionals and/or support personnel at the last school or other relevant agencies that have knowledge of these issues:

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

The information provided in this section will not in itself be a reason for accepting or rejecting an enrolment application. It is, however, knowledge that is necessary for the School to be able to take into account and cater for all the needs and challenges that the child presents at this School. Should known needs/challenges of the child not be revealed at enrolment, the School may not be able to fully cater for your child.

I/we consent to the School contacting health professionals, support personnel at the last pre-school, school or other relevant agencies.  

<table>
<thead>
<tr>
<th>Consent</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

Please attach any relevant documentation to the Enrolment Form including documentation from health professionals/medical practitioners in instances where a formal diagnosis has been made.

**Home Care Arrangements**

Please indicate the home care arrangements for this student:

- [ ] Living with both Mother & Father at same address
- [ ] Other - please describe the living arrangements of the student below:

Other general family details that the School should be aware of:

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td></td>
</tr>
</tbody>
</table>

**Court Orders**

Are there any current court orders relating to the student?  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If "yes", copies of these Court Orders eg Intervention Orders, Family Court/Federal Magistrates Court Orders or other relevant court orders much be provided. Any subsequent court orders must be provided when they are received by the parent/guardian. This is a positive ongoing obligation on the parent/guardian to supply to the School.

Is there any information of a legal nature you wish the School to be made aware of?  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If "yes", please describe:
## Contact Details

<table>
<thead>
<tr>
<th>Details</th>
<th>Father / Guardian Residing at Same Address</th>
<th>Mother / Guardian Residing at Same Address</th>
<th>Non Residential Parent Only relevant if there is a parent not residing at student’s home address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential Guardian</td>
<td>Yes ☐ No ☐</td>
<td>Yes ☐ No ☐</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Address – Street</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suburb &amp; Post Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Telephone No.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Telephone No.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile Phone No.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government Requirement</td>
<td>( ) Group A</td>
<td>( ) Group A</td>
<td>( ) Group A</td>
</tr>
<tr>
<td>Group B</td>
<td>( ) Group B</td>
<td>( ) Group B</td>
<td>( ) Group B</td>
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<tr>
<td>Group C</td>
<td>( ) Group C</td>
<td>( ) Group C</td>
<td>( ) Group C</td>
</tr>
<tr>
<td>Group D</td>
<td>( ) Not in paid work in last 12 months</td>
<td>( ) Not in paid work in last 12 months</td>
<td>( ) Not in paid work in last 12 months</td>
</tr>
<tr>
<td>Highest Year of School Education</td>
<td>( ) Year 12 or equivalent</td>
<td>( ) Year 12 or equivalent</td>
<td>( ) Year 12 or equivalent</td>
</tr>
<tr>
<td>Government Requirement</td>
<td>( ) Year 11 or equivalent</td>
<td>( ) Year 11 or equivalent</td>
<td>( ) Year 11 or equivalent</td>
</tr>
<tr>
<td>Year 10 or equivalent</td>
<td>( ) Year 10 or equivalent</td>
<td>( ) Year 10 or equivalent</td>
<td>( ) Year 10 or equivalent</td>
</tr>
<tr>
<td>Year 9 or equivalent or below.</td>
<td>( ) Year 9 or equivalent or below.</td>
<td>( ) Year 9 or equivalent or below.</td>
<td>( ) Year 9 or equivalent or below.</td>
</tr>
<tr>
<td>Level of Highest Qualification</td>
<td>( ) Bachelor degree or above</td>
<td>( ) Bachelor degree or above</td>
<td>( ) Bachelor degree or above</td>
</tr>
<tr>
<td>Certificate I to IV (inc trade cert)</td>
<td>( ) Certificate I to IV (inc trade cert)</td>
<td>( ) Certificate I to IV (inc trade cert)</td>
<td>( ) Certificate I to IV (inc trade cert)</td>
</tr>
<tr>
<td>No non-school qualification</td>
<td>( ) No non-school qualification</td>
<td>( ) No non-school qualification</td>
<td>( ) No non-school qualification</td>
</tr>
<tr>
<td>Country of Birth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nationality</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you speak a language(s) other than English at home?</td>
<td>Yes ☐ No ☐</td>
<td>Yes ☐ No ☐</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>If “yes”, please list below:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2.</td>
<td></td>
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</tr>
</tbody>
</table>

### Emergency Contact Details

Please provide details of 2 emergency contacts who may be contacted in the case of parents/guardians being unavailable.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Student</th>
<th>Phone</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>
Agreement

As the School is a Catholic school, there are certain expectations, obligations and guarantees required of the parents/guardians of its students, so that a harmonious partnership may be established between home and the School.

1. I understand that the information that I have provided must be kept up to date throughout the period of enrolment.

2. I agree to faithfully/strictly abide by the School rules, regulations and policies as conveyed through the Parent Handbook, Newsletter, School Policy documents or any other means.

3. I agree to strictly support our child’s participation in the religious life of the School (e.g. School liturgies and masses).

4. I agree to fully meet all fee and cost commitments required by the School.

5. I understand that supporting School activities and the activities of the parent body of the School and parish are ways of further developing, strengthening and promoting a harmonious partnership.

6. I understand that the School may contact my child’s previous school/pre-school prior to making a decision about this enrolment application.

7. I have read and agree to faithfully/strictly abide by the School ‘Parent–School Relationships Code of Conduct’.

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>1.</td>
<td>I understand that the information that I have provided must be kept up to date throughout the period of enrolment.</td>
</tr>
<tr>
<td>2.</td>
<td>I agree to faithfully/strictly abide by the School rules, regulations and policies as conveyed through the Parent Handbook, Newsletter, School Policy documents or any other means.</td>
</tr>
<tr>
<td>3.</td>
<td>I agree to strictly support our child’s participation in the religious life of the School (e.g. School liturgies and masses).</td>
</tr>
<tr>
<td>4.</td>
<td>I agree to fully meet all fee and cost commitments required by the School.</td>
</tr>
<tr>
<td>5.</td>
<td>I understand that supporting School activities and the activities of the parent body of the School and parish are ways of further developing, strengthening and promoting a harmonious partnership.</td>
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<tr>
<td>6.</td>
<td>I understand that the School may contact my child’s previous school/pre-school prior to making a decision about this enrolment application.</td>
</tr>
<tr>
<td>7.</td>
<td>I have read and agree to faithfully/strictly abide by the School ‘Parent–School Relationships Code of Conduct’.</td>
</tr>
</tbody>
</table>

SIGNED: _______________________________ SIGNED: _______________________________
Father/Carer/Guardian and/or Mother/Carer/Guardian

PRINT NAME: _______________________________ PRINT NAME: _______________________________

DATE: __________________ __ DATE: __________________ __

Documentation
The following documents will need to be included with this application for enrolment. Please indicate which documents have been included:

- [ ] Birth Certificate (essential)
- [ ] Immunisation Certificate (essential)
- [ ] Baptismal Certificate (if relevant)
- [ ] Visa documentation (if relevant)
- [ ] Relevant Family Court Orders (if relevant)
- [ ] Asthma Management Plan (if relevant)
- [ ] Anaphylaxis Management Plan (if relevant)
- [ ] Other relevant medical and/or special needs information including assessments

Please outline: ___________________________________________________________________________________
# Fees Agreement

Account to be paid by (please tick):

- [ ] Both Parents
- [ ] Father only
- [ ] Mother only
- [ ] Split between Father _____ % and Mother _____ %
- [ ] Other - please specify: __________________________________________

I/We accept responsibility for the payment of all costs, fees and levies for __________________________ (Name of Student)

I/We agree that all fees and levies as determined by the School will be paid by the due date unless otherwise agreed in advance in writing with the School as represented by Fr Jeff Kleynjans of St Michael’s Parish Berwick. (Weekly/Fortnightly/Monthly payments may be made by arrangement).

Name of person(s) responsible for payment of fees:

1. ______________________________________ Signature: ______________________
2. ______________________________________ Signature: ______________________

NB: All person(s) named as responsible for fee payment MUST sign this form as it will be considered legally binding.
Responsibility for Payment of Fees

School Office staff can assist with any queries you may have in regard to payment of fees and levies.

Each person who signs this form accepts legal responsibility for payment of School fees and levies incurred for the entire period of the enrolment of the student.

Payment of fees is subject to all the terms and conditions contained in this form.

Where there is more than one person signing this form:

1. only one account will be issued in the name of all individuals listed on this form unless otherwise indicated;
2. each person is independently and jointly responsible for payment of the whole of the fees, meaning the School can (at its discretion) seek to recover the whole of the fees from any one parent/guardian or any combination of them unless otherwise indicated;
3. notice to any one parent/guardian is taken to be notice to all parents/guardians;
4. each individual consents to their personal information in relation to this account (including payments made or overdue) being disclosed to each other individual on the account or to other third parties in the case that recovery proceedings are required; and
5. amendments to fee payment arrangements can only be made with the written agreement of all affected parties (including all parents/guardians listed on this form and those who will be responsible for paying fees).

Administration/Enrolment Fee

At the time of submitting this application for enrolment form there will be an enrolment fee of $50.00 due and payable. That fee is non-refundable.

Pro-rated School Fees

In cases where a student commences at or leaves the School part-way through the year, fees and levies will be pro-rated in accordance with this part.

Family Fees

Subject to minimum notice requirements for withdrawing a student, tuition fees will be pro-rated to the nearest week, including any partial weeks of attendance as full weeks.

For example, in a school year with 40 weeks, if a student commences on Thursday of the 12th week, the amount of tuition fees owing will be pro-rated to 29 weeks. In this example the amount payable would be 72.5% of the full year family fee.

Capital Fee

The amount of the capital levy payable is pro-rated to the nearest week, including any partial weeks of attendance as full weeks, similar to the way family fees are pro-rated. When it comes to the capital levy each week (or part week) where any student in the family attends is counted as a week for the purposes of pro-rating the fee.

Tuition Levies

The amount of the tuition and any other applicable student levies are payable in full and are not pro-rated.

Excursion/Camp/Swimming/Sports Levies

Excursion/Camp/Swimming/Sports levies are payable in full and are not pro-rated. Where a student will not or did not participate in the activity a credit may be provided, unless the School had already incurred a cost associated with that student.

Notice of Withdrawal

Written notice of at least four weeks is required prior to withdrawal of a student from the School. Where notice is not provided, full fees and all levies will need to be paid for the number of weeks where notice was not provided.

This notice period may be reduced or waived in special circumstances. Please contact the Principal if you would like to discuss this possibility.
Special Payment Arrangements

If you are experiencing financial hardship or are struggling to pay on time, please speak to the Principal. Variations in payment arrangements can be approved where required, and in exceptional circumstances limited fee remissions may be provided.

You will be required to provide evidence of need to enter into a special payment arrangement or receive a fee remission.

Failure to pay

Where payment is not made on time, debt recovery action may be commenced against any one or all of the parent(s)/guardian(s) named on this form.

The School or the Diocese may charge the parent(s)/guardian(s) for, and the parent(s)/guardian(s) indemnify the School and the Diocese from, all costs and expenses (including without limitation all legal costs and expenses on an indemnity basis) incurred by the School or the Diocese resulting from the default (failure to pay) or in taking action to enforce compliance with these terms and conditions.

School Use of Fees and Levies

All family fees and compulsory tuition levies collected will be retained by the School and utilised for the benefit of students for educational, administrative or support purposes.

Disclosure

By signing this form you agree that the School may share information collected with other Catholic systemic schools within the Diocese of Sale.

Parental Permissions

1. Where I am unable to be contacted, I give the Principal (or Delegate) of the School permission to consent to my child receiving medical or surgical assistance or an anaesthetic given as recommended by a medical practitioner in the event of any accident or illness.

2. I give the Principal (or Delegate) of the School permission to consent to such first aid as is considered reasonable or necessary in the event of accident or illness.

3. I accept all risks and liabilities involved in the administration of medical surgical, anaesthetic or first aid treatment as considered necessary and the responsibility for payment of all expenses and costs incurred in relation to such treatment and any emergency transportation required.

4. I/we certify that my child does not, to our knowledge, suffer from any illness or disability which might interfere with or inhibit any medical or dental attention or treatment (except as noted in the medical details or special needs section above).

5. Medication will not be administered at School, except where that medication has been supplied by the parents and a Permission to Administer Medication form (available from the School office or online) has been completed. I/we consent to the School administering medication to our child on our behalf in these circumstances.

6. I/we understand the School will take all reasonable care in the event of my child suffering an accident or illness, but that the School will not be responsible for any fees, costs or expenses of any medical or dental or treatment administered to my child in such an event. Nor will the School be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating my child.
7. In the event I/we am/are unable to be contacted, I/we consent to the School seeking such medical or dental advice on behalf of our child as it sees fit in the event of an accident or illness. This treatment may include, but is not limited to, blood transfusion, the administration of anaesthetic and surgery.

8. I/we agree to pay all fees, costs and expenses incurred including hospital accommodation. I/we understand that the School will not be held liable for ambulance or other transport costs. Ambulance membership is available through most health funds or directly from Ambulance Victoria.

(The School does however carry student accident insurance for all students whenever they are at School or are involved in any activities organised by the School. This cover also includes travel to and from School or School activities.)

9. I/we consent to my child participating in all activities, organised or available at school, School camps, and all other outings, excursions or functions. I/we understand that this consent can be withdrawn at any time by notifying the school in writing and that additional consent will be sought by the school for offsite activities.

10. I/we accept that the daily life of the School involves my child’s participation in the life of the Catholic Church through prayer, liturgy, sacramental celebrations and the provision of the religious education program of the School. I/we agree to support our child’s participation in this program.

11. I/we give consent for my child to be photographed and for these photographs to be used without acknowledgement, remuneration or compensation in the school and in various Catholic Education Office, Diocese of Sale or Catholic Education Commission of Victoria publications. Publications may include but are not limited to newsletters, parent handbooks, brochures, annual reports, newspaper advertisements, school blogs, posters, and the school / Catholic Education Office Diocese of Sale website. On occasion, information such as sporting achievements, pupil activities and art works will be published in the school newsletter and on our website naming the child.

Yes □ No □

12. I/we certify that the consent which I/we have given in the above paragraphs is valid at all times while our child is in the custody of the School including:
   a) When my child is at School
   b) When my child is present at School camps
   c) When my child is attending or participating in a School outing, excursion or function.

Yes □ No □

13. I/we give consent for our child to use the resources of computer, access to network resources, email and internet. Students may only access the internet and email during class time under teacher supervision and subject to any Information Technology policies which may be in force from time to time.

14. I/we give consent for our Family Mailing / Contact Details to be provided to the Parish for the specific purpose of the Parish contacting our family in relation to Parish fundraising efforts.

   Yes □ No □

15. I/we give consent for our Family Mailing / Contact Details, Student Details and Parish Sacramental Details to be provided to the Parish for the specific purpose of the Parish contacting our family in relation to parish sacramental programs.

   Yes □ No □

16. On occasion we are fortunate enough to have access to visiting specialists. This may include but is not limited to registered speech therapists, psychologists and occupational therapists. These professionals may observe students in their classroom environment. If further investigation or intervention is deemed necessary parents/guardians will be notified and further one-on one permission will be sought.
Declaración

I/We, as the parent/s/legal guardian/s of ___________________________ declare that ___________________________.

I/we have read, understood and given consent to all matters contained in this form. I/We understand that my/our consent will remain valid while my/our child continues enrolment at the School. Should the relevant information change, I/we understand it is my/our duty to make the School immediately and fully aware of the changes.

Please note:
1. Acceptance of this application for enrolment is subject to the approval of the School’s Enrolment Committee.
2. Acceptance to this School does not constitute acceptance into any other Catholic School (primary or secondary).
3. Please refer to the attached Collection Notice for details regarding privacy of information collected by the School.
4. Any policies referred to in this document can be located on our website at www.stbofficer.catholic.edu.au in the Our School / Policy Section.
### Group A
Senior management in large business organisation, government administration and defence, and qualified professionals.

**Senior executive/manager/depart head** in industry, commerce, media or other large organisation.

**Public service manager** (Section head or above), regional director, health/education/police/fire services administrator.

**Other administrator** such as school principal, faculty head/dean, library, museum or gallery director, research facility director.

**Defence Forces** Commissioned Officer

**Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.


**Business management consultant**, business analyst, accountant, auditor, policy analyst, actuary, valuer.

**Air/sea transport** aircraft/ship’s captain/officer/pilot, flight officer, flying instructor, air traffic controller.

### Group B
Other business managers, arts/media/sportspersons and associate professors.

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.

**Specialist manager** Finance, engineering, production, personnel, industrial relations, sales, marketing.

**Financial services manager** Bank branch manager, finance/investment/insurance broker, credit/loans officer.

**Retail sales/services manager** shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency.

**Arts/media/sports** musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsperson, coach, trainer, sports official.

**Associate professionals** generally have diploma/technical qualifications and support managers and professionals.


**Business/administration** recruitment/employment/industrial relations/training officer, market research analyst, technical sales representative, retail buyer, officer/project manager.

**Defence Forces** senior Non-Commissioned Officer.

### Group C
Tradesmen/women, clerks and skilled office, sales and service staff.

**Tradesmen/women** generally have completed a four year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

**Clerks** bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, bond clerk, customs agent, customer services clerk, admissions clerk.

**Skilled office, sales and service staff.**

**Office secretary**, personal assistant, desktop publishing operator, switchboard operator.

**Sales** company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher.

**Service** aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/manager.

### Group D
Machine operators, hospitality staff, assistants, labourers and related workers.

**Drivers, mobile plant, production/processing machinery and other machinery operators.**

**Hospitality staff** hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper.

**Office assistants, sales assistants, and other assistants.**

**Office typist**, word processing/data entry/business machine operator, receptionist, office assistant.

**Sales**: sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker.

**Assistant/aide** trade’s assistant, school/teacher’s aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant.

**Labourers and related work.**

**Defence Forces** ranks below senior NCO not included in other categories.

**Agriculture, horticulture, forestry, fishing, mining worker** farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand.

**Other worker** labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor.
Parent–School Relationships Code of Conduct

Introduction
At St. Brigid’s Catholic Primary School we are committed to nurturing respectful relationships and active partnerships with you as parents. We believe that our students’ learning journeys are enriched through positive and reciprocal home and school relationships.

As parents, you act as one of the most influential role models in your child’s life. We therefore seek your support in promoting and upholding the core values of the school community and its culture of respectful relationships.

This Code of Conduct is intended to guide you in your dealings with staff, other parents, students and the wider school community. It articulates the school’s key expectations of both staff and parents with regard to respectful relationships and behaviours. It also specifies the school’s position with regard to unacceptable behaviours that breach our culture of respect.

This Code of Conduct is to be read in conjunction with the school’s:

- Information, Communication Technology Policy
- Complaints Policy

Our Culture of Respectful Relationships
Among students, staff and parents we strive to develop the following:

- a respect for the innate dignity and worth of every person
- an ability to understand the situation of others
- a cooperative attitude in working with others
- open, positive and honest communication
- the ability to work respectfully with other people
- trusting relationships
- responsible actions.

In promoting and upholding this culture, we expect that parents will:

- support the school’s Catholic ethos, traditions and practices
- support the school in its efforts to maintain a positive teaching and learning environment
- understand the importance of healthy parent/teacher/child relationships and strive to build the relationships
- adhere to the school’s policies, as outlined on the school website
- treat staff and other parents with respect and courtesy.

In promoting and upholding this culture, we expect that staff will:

- communicate with you regularly regarding your child’s learning, development and wellbeing
- provide opportunities for involvement in your child’s learning
- maintain confidentiality over sensitive issues
- relate with and respond to you in a respectful and professional manner
- ensure a timely response to any concerns raised by you.

Raising Concerns and Resolving Conflict
(Refer also to our Complaints Policy)
In raising concerns on behalf of your child, or making a complaint about the school’s practices or treatment of your child, we expect that you will:

- listen to your child, but remember that a different ‘reality’ may exist elsewhere;
- observe the school’s stated procedures for raising and resolving a grievance/complaint;
- follow specified protocol for communication with staff members, including making appointments at a mutually convenient time and communicating your concerns in a constructive manner;
- refrain from approaching another child while in the care of the school to discuss or chastise them because of actions towards your child. Refer the matter directly to your child’s teacher for follow-up and investigation by the school.

In responding to your concerns or a complaint, we expect that staff will:

- observe confidentiality and a respect for sensitive issues
- ensure your views and opinions are heard and understood
- communicate and respond in ways that are constructive, fair and respectful
- ensure a timely response to your concerns/complaint
- strive for resolutions and outcomes that are satisfactory to all parties.
Staff Safety and Wellbeing
The school places high value and priority on maintaining a safe and respectful working environment for our staff. We regard certain behaviours as harmful and unacceptable insofar as they compromise the safety and professional wellbeing of our staff. These behaviours include, but are not limited to:

• shouting or swearing, either in person or on the telephone
• physical or verbal intimidation
• aggressive hand gestures
• writing rude, defamatory, aggressive or abusive comments to/about a staff member (emails/social media)
• racist or sexist comments
• damage or violation of possessions/property.

When a parent behaves in such unacceptable ways, the principal or a senior staff member will seek to resolve the situation and repair relationships through discussion and/or mediation.

Where a parent’s behaviour is deemed likely to cause ongoing harm, distress or danger to the staff member and others, we may exercise our legal right to impose a temporary or permanent ban from the parent entering the school premises. In an extreme act of violence that causes physical harm to the staff member and his/her property, the matter may be reported to the police for investigation.
1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.

2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.

4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, your local diocese and the parish medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches and volunteers.

6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.

8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.

9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.

10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.

11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

Please refer to St Brigid’s Catholic Primary School Privacy Policy

Privacy Policy can be found at www.stbofficer.catholic.edu.au or by contacting the school office