

### Principal's Report

What a delight it has been to once again have children back onsite. Each day this week I have enjoyed watching the faces of students happily engaging in learning with their teacher and peers, but in particular the laughter and enjoyment that the students display as they walk around the school and in the playground.


Teachers were also happy to be back this week and are looking forward to supporting students as always with the three key foci this term:-

1. *Wellbeing and equity*
2. *Learning and excellence*
3. *Transitions*



I hope you have all managed to take a well-earned break for yourselves this week, even if it is just having a cuppa in peace without the children demanding your attention. I would like to acknowledge the support you have given your child/ren with their learning over the last few months, and thank you for working with us to continue your child's education during these unprecedented times.

So, many THANKS to parents, children and staff. The saying "It takes a village to raise a child" has never been as evident as it is in 2020.

OCTOBER	
17 <sup>th</sup> – 23 <sup>rd</sup>	• BOOK WEEK – No dress up day but many activities
20 <sup>th</sup>	• School Coucil Meeting
22 <sup>nd</sup>	• Footy Colours Day
23 <sup>rd</sup>	• <b>PUBLIC HOLIDAY</b>
29 <sup>th</sup>	• 2021 Preps Visiting – Digital Roster TBC
NOVEMBER	
3 <sup>rd</sup>	• <b>MELBOURNE CUP DAY</b>
12 <sup>th</sup>	• 2021 Preps Visiting – Digital Roster TBC
11 <sup>th</sup>	• Remembrance Day 
17 <sup>th</sup>	• School Coucnil Meeting
30 <sup>th</sup>	• 2021 Prep Parent Information Session – Zoom Link TBC
DECEMBER	
4 <sup>th</sup>	• <b>CURRICULUM DAY</b>
9 <sup>th</sup>	• 2021 Preps Meet Their Teacher – Digital Roster TBC
16 <sup>th</sup>	• 2021 Preps Meet Their Teacher – Digital Roster TBC
18 <sup>TH</sup>	• <b>LAST DAY OF THE YEAR</b>

### EARLY PICK UP

**If you need to pick up your child early, please email your child's teacher through compass or call the office at least ½ hour prior to the pickup time**

### So Where to Now?

In order to support our teaching and learning after so much time away from onsite schooling we are providing extra learning support from our unspent CRT money and from our Parktone finances. . This is NOT from the DET staffing budget. Our priority will be to ensure those who have fallen behind catch up and those who have progressed significantly can continue to be extended and stretched in their learning. We want every child to achieve their very best over the next seven weeks.

There will be an extra teacher allocated to work in this area 3 days a week. This teacher will work with individuals or in small clinic groups focusing on the core aspects of Literacy and Numeracy. The level leaders are responsible for leading the planning and organisation with staff allocated to these areas.

Currently, I am completing the 2021 workforce plan and I will be putting significant financial support to continue this support for the 2021 year. As you are probably aware, due to public holidays and end of year assessment and programs, the window of opportunity to have an impact this year is considerably small- seven weeks.

Time on task is extremely important as this plan is expensive so we will ensure that quality teaching is uppermost. Meaningful learning is important, as well as developing relationships with the students the extra support teachers are working with. Please Note: This Parktone support is NOT connected to the DET Tutoring program for next year. As yet we do not know any details other than what has been on the news.

So parents, please support this program when students tell you they have additional teachers helping their learning. The staff are consistent in classes so students will see the same staff in their class on these days until Dec 4<sup>th</sup>

### COVID Safety at Parktone and Return to School Protocols

**We thank our parents for your patience as we trial our new entry and departure arrangements. In general, we have received excellent feedback but, as with any new procedure, there may need to be tweaks to improve it. That being the case we want to clarify the exit arrangements for students.**

#### **Arrival and departure from school arrangements**

- Entry and exit points are determined by the letter of a child's SURNAME. This is to enable students and their siblings to enter and exit the school together.
- To reduce the number of parents gathering near exit points PLEASE NOTE THE CHANGE OF DEPARTURE TIME FOR P/1/2 students with siblings.

#### **3:20 - P/1/2 students who have siblings depart school as a family**

The eldest child in the family will collect all younger siblings from their classrooms. They will then exit the school from the same point they entered.

#### **3:30 - The rest of the school**

Students will depart school from the same point they entered from.

- Parents are encouraged to arrive at school five minutes prior to the times above. We appreciate your support in following this request.

In the Return to School Protocols sent out last week, it was stated that we would have the school grounds open to the public on a Saturday however due to COVID cleaning requirements this is not possible. In the department guidelines it states:-

*Playgrounds on school grounds can be made available for community use, if cleaned daily. It is recommended that cleaning of play equipment is undertaken before recess or the start of each school day.*

As we don't have cleaners working over the weekend, we are unable to have our school grounds cleaned prior to the students returning to school after a weekend. Therefore, school grounds will remain closed to the general public this year at least.

This week we trialled our break times and students and teachers found the 30 minute lunch break insufficient. Starting from next Monday the break times will be as follows:-

### **Monday, Tuesday, Wednesday**

Year 3, 4, 5 & 6

Recess 10:40-11:10      Lunch 12:55 -1:45

Prep, 1 & 2

Recess 11:10-11:40      Lunch 1:45-2:35

### **Thursday & Friday**

Year 3, 4, 5 & 6

Recess 11:10-11:40 Lunch 1:45 -2:35

Prep/ 1 & 2

Recess 10:40-11:10 Lunch 12:55 – 1:45

Children during break times will have access to play equipment.

Those students who have a later lunch time will eat their lunch at 1:00pm in the classroom then continue on with their learning until the break.

**Sadly our end of year functions, transitions and traditional events will be adapted, modified or deferred due to the higher-risk involved in these activities. We will endeavour to find solutions so that some of these special events can happen, although these may be in a virtual format.**

Regarding temperature screening, based on the advice of the Acting Deputy Chief Health Officer, given the current levels of community transmission in Victoria, mandatory temperature testing of all students on arrival to schools will not be required in Term 4. However, should community transmission of coronavirus (COVID-19) increase, temperature checking may be reintroduced for some schools.

Rest assured this will be communicated to parents so they are able to communicate if there is a reason for their child not to follow this protocol.

Once again, many thanks as we work towards ensuring our community stays safe.

### **Canteen**

We are glad to see our canteen staff back with us again. They provide a range of good food choices for our students and the aroma that comes from the canteen is mouthwatering. It must take great will power for students and the Art teacher Sarah Migliaccio to focus on their learning and stop their tummies from rumbling. We are very fortunate to have a canteen that runs five days a week as many schools don't have this service.



### **Classes for 2021**

This week I started to receive requests from parents regarding the class structure and cohort that would best suit their child's learning and emotional needs in 2021. DET has recommended that given the disruptions and inability to truly cement friendships with students in their current class, that consideration should be taken in keeping the same class structure for 2021. We will be taking onboard this suggestion, as it will alleviate the anxiety that some students experience towards the end of the year when they are leaving what is familiar to them. If you have any concerns about your child remaining in their current class please email [Genevieve.Casonato@education.vic.gov.au](mailto:Genevieve.Casonato@education.vic.gov.au) . Please note that there is no certainty that your request will be actioned.



### Staff News

Since our last newsletter we have had a number of staff who have left the school or about to due to baby events in their lives. Mrs. Laura Carolan and Mrs. Brooke Hutson commenced their family leave last week to prepare for the expected arrival of their child towards the end of October. Mrs. Amy Miller will commence her family leave on the 23<sup>rd</sup> of October.

On the 2<sup>nd</sup> of October Mrs. Charlene Redzic gave birth to a little boy named Lexin Dennis Redzic 53.5cm 3.95kgs. Mum and baby are doing well .

We wish all the above staff the very best as they commence the journey of motherhood.

We welcome Bianca Swaine to the Parktone community. Miss Swaine has taken over the teaching role of Brooke Hutson. The 1A students are delighted with their new teacher and have made her feel very welcome.

We were also very fortunate to have Mr Arran Armitage and Mrs Ashleigh Rich return to Parktone at the commencement of term three. They have taken over Mrs Carolan and Mrs Rediz's classes and have enjoyed being part of the Parktone teaching staff once again.

When Mrs. Miller commences her family leave on the 23<sup>rd</sup> of October she will be replaced by Mrs. Courtney Ferdinands who has returned from family leave. Currently, she is the Learning Support Teacher for the Prep area.

On our return to school in Term Four, we had a number of interviews to source teachers who will replace staff who will be on or taking leave in 2021. We are still finalising this process and will share this news with you all in our next school letter.

I also hope in our next newsletter I will have completed the 2021 Workforce plan and will be in the position to share with you which teacher will be teaching what level next year. There will be lots of news coming your way in the next month or so.

Until then, please stay safe and happy and most importantly enjoy the wonderful spring weather that is upon us.

*Cheers*  
*Genevieve*



**PLEASE DO NOT U TURN IN MCSWAIN  
OR ROBERT STREETS**

There have too many cases of dangerous driving this week. Robert and McSwain Streets are too busy to perform a U Turn at drop off and pick up times. Please use the side streets to navigate safely around the school at these busy times.



**NO  
U  
TURN**



# STUDENT ENTRY AND EXIT GATES



**Surname A-C Entry & Exit:**  
New bike shed gate near the oval



**Surname D-I Entry & Exit:**  
Single gate cnr Robert & McSwain St

ALL GATES WILL BE  
LOCKED AT 9am. ALL  
CHILDREN ARRIVING  
AFTER THIS TIME,  
MUST ENTER  
THROUGH THE OFFICE



**Surname J-M Entry & Exit:** Double gate near the stadium car park



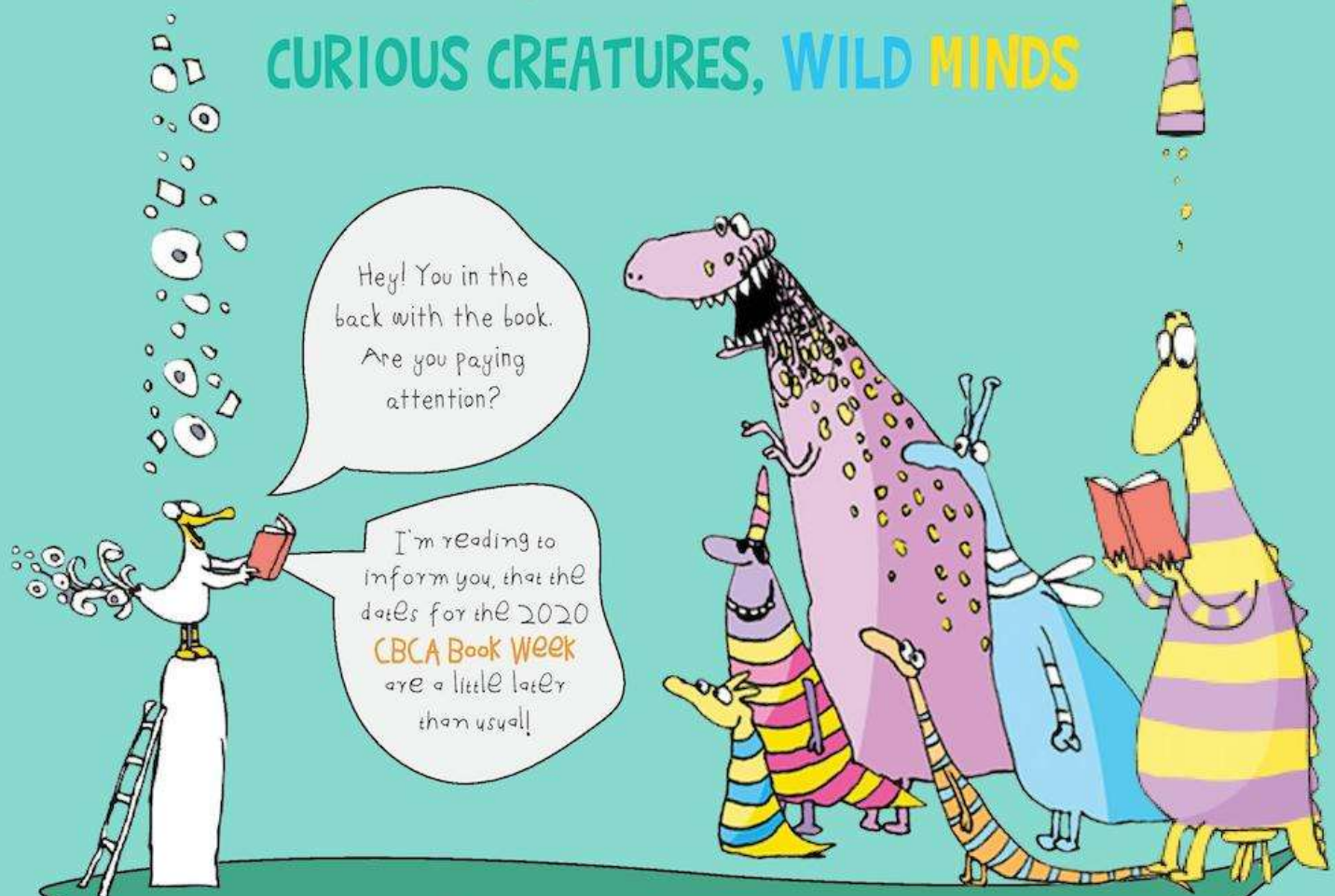
**Surname N-S Entry & Exit:**



**Surname T-Z Entry & Exit:**

CBCA Book Week 2020

CURIOUS CREATURES, WILD MINDS



17-23 October 2020

**NEW CBCA**  
**BOOK WEEK DATES**

(different dates, same amount of fun!)



Artwork by Gwyn Perkins | © 2020 The Children's Book Council of Australia

#CBCA2020



# **PARKTONE FOOTY DRESS UP DAY**

**THURSDAY 22<sup>ND</sup>  
OCTOBER**



**FUN FOOTY DAY ACTIVITIES**

**NO GOLD COIN DONATION REQUIRED**



**GREAT WORK ZOE  
SCHWERK FROM  
1B ON YOUR SCIENCE  
WEEK CREATION**



The Kiss & Go program is an initiative to help improve the road safety of children and traffic congestion around the school.

#### The Kiss & Go program:

- The Kiss & Go program is designed to provide families with a safe and convenient area for dropping off and picking up children.
- Is a short term stopping area for children to be able to walk between the car and the school using the safety of the footpath.
- Is controlled by the regulatory street signs and is enforced by Kingston City Council.

#### The Kiss & Go Zone

- The Kiss & Go zone is a short term stopping area where drivers are allowed to stop and park the vehicle for a short time – no longer than two minutes – while the student exits or enters the vehicle from the kerbside doors. This enables students to walk between the car and the school, using the safety of the footpath.
- The zone operates during peak periods allowing parents to park their vehicles for up to two minutes outside the school gates.
- This area is not a parking space and fines and demerit points apply if the driver leaves the vehicle unattended longer than 2 minutes and no more than 3 metres away.

## THE KISS & GO ZONE IS A BENEFIT FOR ALL.

Thank you to all parents, guardians, teachers and students for your cooperation to ensure the safety of children at our school.

Please drive carefully around the school zones.



Kingston's programs provide encouragement, education, engineering and enforcement support to improve safety, reduce congestion and promote walking and cycling as a healthy and viable way to get to and from school.

For more information on the Kingston Road Safety Programs please contact:

Community Road Safety Officer  
Kingston City Council  
Phone: 1300 653 356  
Email: [traffic@kingston.vic.gov.au](mailto:traffic@kingston.vic.gov.au)



## KISS & GO ZONE

HOW TO SAFELY USE THE KISS & GO ZONE

KINGSTON  
ROAD SAFETY  
PROGRAMS



## UNDERSTANDING THE RULES

Kiss & Go zones are for your child's safety, your convenience and to minimise congestion and confusion.

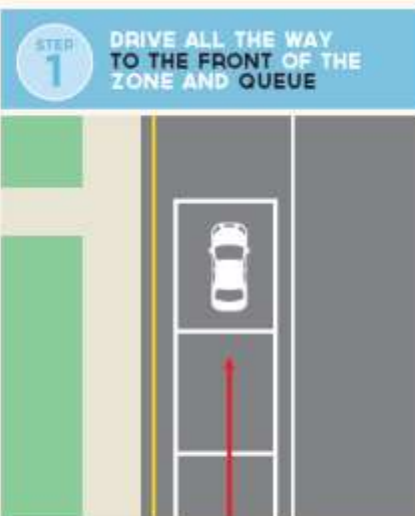
#### Kiss & Go rules

- The Kiss & Go zones operates under the same conditions as 'No Parking' zones. You may stop in this area for up to 2 minutes to drop off or pick up children.
- The driver may not leave the vehicle unattended. This means no more than 3 metres away from the vehicle.
- This zone applies only during the hours of operation as indicated on the sign.



#### Remember

- **Do not leave your vehicle**  
To assist with traffic flow, drivers should remain in the car whilst children get in and out.
- **Be timely**  
If your child does not get in or out of the vehicle within 2 minutes you must leave and re-enter the Kiss & Go zone.
- **Child safety**  
Please ensure children get in or out of the vehicle on the kerb side. The back seat is the safest seat for children to travel in. Ensure children have their restraints securely fastened before driving off.
- **Stay in sequence**  
Drop off or pick up your child close to the top of the zone, as far forward as possible. This allows vehicles following you to enter the zone in an orderly manner.
- **Driver duty of care**  
Observe traffic when entering or leaving the zone. Use your indicator to advise when moving into or out of the zone.
- **No U-turns**  
Do not do U-turn in busy school zones. They are dangerous and put children at risk.



Please do not stop the car until you reach the top of the queue. This helps other cars arriving behind you and shares the zone in the safest way.



# PARKING AROUND SCHOOL





# Walk & Wheels Route Map

## yellow route

Continue along Blackwood Ave until turning left on to Broome Ave. Continue then cross over Broome Ave on to Coolabah St. Turn left on Lower Dandenong Rd. Use the pedestrian operated lights to cross over and head down Ivy St (on the west or left side). Turn left on Robert St and continue to the school entry.

20 minute walk

## orange route

Park and stride from Mentone Racecourse Reserve. Travel down Glenelg Rd → left on Lower Dandenong Rd. Use the pedestrian operated lights to cross over and head down Ivy St (on the west or left side). Turn left on Robert St and continue to the school entry.

22 minute walk (1.4kms)

## green route

Park and stride from Duggan Street Reserve. Head along Scarlet St → Warren Rd. Use the pedestrian operated lights at the crossing near Parkdale Secondary College. Cross over Warren Rd and then head to Clare St. Continue all the way along → turn right on to McSwain St. Use the school crossing just after Grey St for entry to the school.

20 minute walk (1.3kms)

## blue route

Park and stride from Walter Galt Reserve → along reserve footpath. Stay on the west side of the footpath (left) as heading down McSwain St. Arrive at the school.

5-7 minute walk (530m)



Park and Stride

Reducing traffic congestion makes our school a safer, healthier and more pleasant environment for everyone.



# PARKTONE PRIMARY SCHOOL

## HEALTHY KIDS CAFÉ MENU



### HOW TO ORDER

#### Paper Bag

- If you require a paper bag, please add 20c to your order.
- DO NOT use staples or paper clips on the paper bags.
- Please write the following details for your child's lunch order:

Child's Name, Grade, Food Order & Cash amount enclosed

#### Online

You can order your child's lunch on line at -

[Quickcliq.com.au](http://Quickcliq.com.au)

All you need to do is make an account.

Please have orders in by 8.45am.

If your child has a food allergy, please inform the office and Cheryl.

Canteen hours of operation

Recess : 10.40am – 11.10am

Lunch : 1.00pm – 1.50pm

Reusable lunch bags = \$11

\*(v) = vegetarian

\*(vg) = vegan

\*(gf) = gluten free

### SPECIAL MEAL DAYS

#### Monday only - \$6.50

- Recess –
- Cup of Noodle and Hot Chocolate
- Lunch - Chicken Wrap with Chicken Tender Lettuce and Sweet Chilli Sauce  
1 Banana Pop or Melon Pop

#### Tuesday only - \$6.50

- Recess - Mini Pizza and Hot Chocolate
- Lunch - Nachos with Cheese and Mild Salsa  
1 Bag of Popcorn

#### Wednesday only - \$2.40

Sushi Hand Roll - Crispy Chicken Teriyaki, Tuna or Vegetarian (Cucumber and Carrot)

#### \$6.50 Lunch/Special

2 Sushi Hand Rolls  
1 Fruit Smoothie

### SNACKS – RECESS & LUNCH

Muffin	\$1.00
Popcorn-Homemade	\$1.00
Anzac Biscuit-Homemade	\$1.00
Raisin Toast	\$1.00
Homemade Mini Pizza	\$1.00
Boiled Egg	\$1.00
Corn on the Cobb	\$1.00
Carrot Sticks	\$1.00
Apple Slinky	\$1.00
Hot Chocolate	\$2.00
Chocolate Mousse and cream – Homemade	\$2.00
Jelly Cup w/juice	\$1.00

#### SNACK ORDERS

Order over the counter at recess and lunch

### DRINKS & FROZEN TREATS

Fresh Fruit Smoothie	\$3.00
Bottled Water (600 ml)	\$2.00
Flavored Springwater	\$2.00
Frozen Fruit Cup (100% juice)	\$1.00
Apple/Blackcurrant/Mango	
Ice-Cream Cones	\$1.00
Pineapple Ring	\$0.50
Watermelon Pop	\$0.50
Banana Pop (Choc Tip)	\$1.00
Paddle Pop Chocolate Rainbow	\$2.00
Icy Twist	\$1.50

## HOMEMADE SANDWICHES, WRAPS & ROLLS

• Fresh Sandwich (White or Whole meal bread)	
• (GF add \$1.00) white or Whole meal roll and wrap add 50c	
Cheese	\$2.30
Vegemite	\$2.30
Choose from the following fillings:	\$3.30
Ham, Chicken, Tuna, Egg or Egg & Lettuce, Tomato, Cheese, Carrot, Beetroot, Cucumber, Lettuce	
• Sauces: mayo, tomato, sweet chilli	No Charge
Salad wrap /or Plate (Lettuce, Tomato, Carrot, Cheese, Mayo)	\$4.00
Salad Plate with Ham, Chicken, Tuna or Egg	
Salad Wrap with Sweet Chilli Tender	\$6.00
(Lettuce, Tomatoes, Carrot, Cheese, Beetroot, Cucumber, Mayo and Sweet Chilli Sauce)	

## GLUTEN FREE VEGETARIAN/VEGAN

Veggie not Burger with Lettuce (Mayo Optional)	v/vg	\$4.50
Noodle Box with Vegetables	v/vg	\$4.00
Pastie	v	\$4.00
Pizza Margarita	v/gf	\$3.50
Nachos (Mission Corn Chips) And salsa	v/gf	\$4.00
Hot Dog	v/gf	\$4.00
Strawberry Smoothies with Soy Milk	v/vg/gf	\$3.00
GF Bread add \$1.00 to Sandwich		

## JAFFLES – HOT BAGELS

Cheese	\$3.00
Cheese and Vegemite	\$3.00
Ham and Cheese	\$4.00
Ham Cheese and Tomato	\$4.00
Ham and Pineapple	\$4.00
Ham Cheese and Pineapple	\$4.00
Baked Beans / Spaghetti	\$4.00
(GF Bread or Bagel add \$1.00)	

## PARKTONE PRIMARY SCHOOL HEALTHY KIDS CAFÉ MENU



## HOT FOOD

Spaghetti Bolognese	\$4.00
Beef Lasagna	\$4.20
Macaroni & Cheese	\$4.00
Nachos Cheese & Salsa	\$4.00
Noodle Box Chicken and Vegetables	\$4.00
Pizza (Hawaiian or Margherita)	\$3.20
Cheese Burger with Cheese and Tomato Sauce	\$4.00
Chicken Wrap Sweet Chilli Tender	\$4.00
Lettuce Sweet Chilli Sauce	
Chicken Burger with Lettuce (Mayo Optional)	\$4.00
Chicken Nuggets – 4	\$3.00
Hot Dog – with or without sauce	\$4.00
Lite Pie, Pastie	\$4.00
Sausage Roll	\$4.00
Party Pie	\$1.20
Dim Sim	\$1.20
• Sauces: mayo, Tomato, Sweet Chilli	No charge
Nuggets Meal (Peas, Corn on the Cob and Seasoned Wedges)	\$4.80





Your uniform is available at the  
**PSW STORE IN  
CHELTENHAM**

1 Age Street, Cheltenham VIC 3192  
Phone: (03) 9768 0332

**REGULAR TRADING HOURS\*\***  
Mon to Fri: 9:00am - 5:00pm  
Sat: 10:00am - 1:00pm



SHOP  
ONLINE



RETAIL  
STORE



CLICK  
& COLLECT



FLEXIBLE  
EXCHANGE  
OPTIONS



LAYBY  
AVAIL ASK IN  
STORE \*\*\*

**RETURN TO SCHOOL  
TERM 4 (OCT 12)  
GET THEM READY**



**DELIVERY**

**OR**



**CLICK & COLLECT**

**START HERE**







## 2021 Prep Remote Transition Program

Dear Parents,

We are writing to inform you that due to the current COVID restrictions, unfortunately our 2021 Preps are currently not permitted to attend on-site transition activities (as a collective group). As a result, once again, it has been necessary for us to amend our transition program. You will be receiving lots of information via email so please keep checking your inbox.


Updated arrangements for our transition sessions and program are detailed below. Participation is optional, but strongly encouraged. All relevant links will be emailed to parents closer to each session.

<b>Pre-recorded Sessions</b>  <i>*Links provided Mon 19/10</i>	Students will be able to access 2, pre-recorded lessons via a provided YouTube link. Required resources for these sessions will be distributed to families over the next fortnight.  <i>*These can be undertaken at a time that suits each family.</i>
<b>Zoom Session</b>  Wed 21/10 or Wed 11/11	Students will have the opportunity to engage with a Prep teacher as part of a single group session via Zoom on the dates indicated. These sessions will run between 9.30am and 12pm.  <i>*Students will be assigned to a session, with parents provided the link (via email) closer to the date. We will endeavour to place students in a group with at least one other student that they know. Returned transition surveys will be used as a guide for forming groups. Please note that these groups do not reflect 2021 classes.</i> <i>Unfortunately, due to COVID restrictions, we are limited in our capacity to provide more flexibility around these arrangements. However, we are looking forward to using this as a way of getting to know your child.</i>
<b>On-site Visit</b>  Thurs 29/10 or Thurs 12/11	Groups of 5 students (each with one parent), will be permitted to visit Parktone where they will meet with a Prep teacher and tour some of the learning spaces.  <i>*A digital roster will be made available for parents to select a time/date.</i>
<b>Kinder Visits</b>	A Prep teacher will be visiting kindergartens over the coming weeks to meet with the teacher, observe and interact with children within a familiar environment.
<b>Meet The Specialists</b>  <i>*Links provided Mon 23/11</i>	Students will be able to access pre-recorded lessons for each of our Specialist subjects (PE, Art, Japanese and STEAM).  <i>*These can be undertaken at a time that suits each family.</i>
<b>Meet Your 2021 Teacher</b>  Wed 9/12 or Wed 16/12	Students will have the opportunity to individually meet and get to know their 2021 teacher. This session will run for 20 minutes. During this time, teachers will be taking the time to learn student interests, as well as completing learning observations.  <i>*A digital roster will be made available for parents to select a time/date.</i>

## STUDENT ENROLMENT FORM

This form is designed to be used for enrolling students in Victorian government schools using CASE21.

### Schools, please note:

It is imperative that any enrolment form the school provides to parents/guardians contains the questions marked with the symbol  (and shaded yellow) exactly as they appear on this form. This is a requirement of the Commonwealth Government.

All schools across Australia are required to collect this information for all students. Critical to the success of this process is that all schools use the nationally consistent definitions for student background characteristic information exactly as they appear on this enrolment form. The data obtained from this process is linked to student results on national tests, aggregated, provided to the Ministerial Council on Education, Employment, Training and Youth Affairs and published in such publications as the National Report on Schooling in Australia. No individual student or school is identifiable through the published information. [Refer to Circular 291/2004 for more information.]

A copy of the School Enrolment Privacy Notice must be attached to this enrolment form before distribution to parents and guardians as this is a requirement of the information Privacy Act. A template of the School Enrolment Privacy Notice is located at <https://edugate.eduweb.vic.gov.au/Services/privacy/Pages/resources.aspx>

Explanations of the Parental Occupation Group codes are included at the end of this document.

For additional forms including:

- Student enrolment form – alternative family
- Student enrolment form – additional family
- Student medical condition

go to:

<https://edugate.eduweb.vic.gov.au/Services/transport/cases21/Forms/Forms/AllItems.aspx>

For conveyance application forms (that parents need to complete) and for school conveyance claim forms go to the Student Transport site:

[www.education.vic.gov.au/management/schooloperations/studenttransport.htm](http://www.education.vic.gov.au/management/schooloperations/studenttransport.htm)



# PARKTONE PRIMARY SCHOOL



STUDENT ENROLMENT INFORMATION – 20__	Computer Generated Student ID: _____
--------------------------------------	--------------------------------------

## STUDENT DETAILS

### PERSONAL DETAILS OF STUDENT

Surname: _____	Title: (Miss Ms, Mrs Mr)
First Given Name: _____	
Second Given Name: _____	
Preferred Name (if applicable): _____	
<input checked="" type="checkbox"/> Sex (tick) <input type="checkbox"/> Male <input type="checkbox"/> Female	Birth Date: (dd-mm-yyyy) _____ / _____ / _____
Student Mobile Number: _____	

### PRIMARY FAMILY HOME ADDRESS:

No. & Street: or PO Box details	_____		
Suburb:	_____		
State:	_____	Postcode:	_____
Telephone Number:	_____	Student Number: (tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mobile Number:	_____	Fax Number:	_____

### OFFICE USE ONLY

Child's Name and Birth Date proof sighted (tick)				<input type="checkbox"/> Yes	<input type="checkbox"/> No	Enrolment Date:		_____	
Year Level	_____	Home Group	_____	Timetabling Group	_____	House	_____	Campus	_____
Student Email Address:				_____					
Immunisation Certificate received? (tick)				<input type="checkbox"/> Complete		<input type="checkbox"/> Not sighted			
Is there a Medical Alert for the student? (tick)				<input type="checkbox"/> Yes		<input type="checkbox"/> No			
Does the student have a Disability ID Number? (tick)				<input type="checkbox"/> No		<input type="checkbox"/> Yes		Disability ID No.:	_____
Has a Transition Statement been provided (either by the Early Childhood Educator or parents)? (tick) <small>For prep students only</small>				<input type="checkbox"/> Yes		<input type="checkbox"/> No		<input type="checkbox"/> Pending	

## SIBLING DETAILS

◆ This question is asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information.

List any other family members attending this school:		
CURRENT	Name Name Name	Grade Grade Grade
FUTURE	Name Name	Year Starting Year Starting



## PRIMARY FAMILY DETAILS

NOTE: The 'PRIMARY' Family is: 'the family or parent the student mostly lives with'. Additional and Alternative family forms are available from the school if this is required. These additional forms are designed to cater for varying family circumstances.

### ADULT A DETAILS (PRIMARY CARER):

Sex (tick):	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Title: (Ms, Mrs, Mr, Dr etc)		
Legal Surname:		
Legal First Name:		
What is Adult A's occupation?		
Who is Adult A's employer?		
In which country was Adult A born?		
<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):	
Does Adult A speak a language other than English at home? (If more than one language is spoken at home, indicate the one that is spoken most often.) (tick)		
<input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify):		
Please indicate any additional languages spoken by Adult A:		
Is an interpreter required? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No		
What is the highest year of primary or secondary school Adult A has completed? (tick one) (For persons who have never attended school, mark 'Year 9 or equivalent or below'. )		
<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below		
What is the level of the highest qualification the Adult A has completed? (tick one)		
<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification		
What is the occupation group of Adult A? Please select the appropriate parental occupation group from the attached list.		
• If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 12 months, please use their last occupation to select from the attached occupation group list.		
• If the person has not been in paid work for the last 12 months, enter 'N'.		

### ADULT B DETAILS:

Sex (tick):	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Title: (Ms, Mrs, Mr, Dr etc)		
Legal Surname:		
Legal First Name:		
What is Adult B's occupation?		
Who is Adult B's employer?		
In which country was Adult B born?		
<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):	
Does Adult B speak a language other than English at home? (If more than one language is spoken at home, indicate the one that is spoken most often.) (tick)		
<input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify):		
Please indicate any additional languages spoken by Adult B:		
Is an interpreter required? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No		
What is the highest year of primary or secondary school Adult B has completed? (tick one) (For persons who have never attended school, mark 'Year 9 or equivalent or below'. )		
<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below		
What is the level of the highest qualification the Adult B has completed? (tick one)		
<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification		
What is the occupation group of Adult B? Please select the appropriate parental occupation group from the attached list.		
• If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 12 months, please use their last occupation to select from the attached occupation group list.		
• If the person has not been in paid work for the last 12 months, enter 'N'.		

These questions are asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information

Main language spoken at home:	Preferred language of notice:
Are you interested in being involved in school group participation activities? (e.g. School Council, excursions) (tick)	<input type="checkbox"/> Adult A <input type="checkbox"/> Adult B <input type="checkbox"/> Both <input type="checkbox"/> Neither

## PRIMARY FAMILY CONTACT DETAILS

### ADULT A CONTACT DETAILS:

#### Business Hours:

Can we contact Adult A at work? (tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is Adult A usually home during business hours? (tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Work Telephone No:	
Other Work Contact Information:	

#### After Hours:

Is Adult A usually home AFTER business hours? (tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Home Telephone No:	
Other After Hours Contact Information:	
Mobile No:	
SMS Notifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Adult A's preferred method of contact: (tick one) (If Phone is selected, Email shall be used for communication that cannot be sent via phone.)	
<input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Facsimile	
Email address:	
Email Notifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fax Number:	

### ADULT B CONTACT DETAILS:

#### Business Hours:

Can we contact Adult B at work? (tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is Adult B usually home during business hours? (tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Work Telephone No:	
Other Work Contact Information:	

#### After Hours:

Is Adult B usually home AFTER business hours? (tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Home Telephone No:	
Other After Hours Contact Information:	
Mobile No:	
SMS Notifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Adult B's preferred method of contact: (tick one) (If Phone is selected, Email shall be used for communication that cannot be sent via phone.)	
<input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Facsimile	
Email address:	
Email Notifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fax Number:	

### PRIMARY FAMILY MAILING ADDRESS:

Write "As Above" if the same as Family Home Address

No. & Street or PO Box			
Suburb:			
State:		Postcode:	

**PRIMARY FAMILY DOCTOR DETAILS:**

Doctor's Name		Individual or Group Practice: (tick)		<input type="checkbox"/> Individual	<input type="checkbox"/> Group
No. & Street or PO Box No.:					
Suburb:					
State:			Postcode:		
Telephone Number			Fax Number		
Current Ambulance Subscription: (tick)		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Medicare Number:	

**PRIMARY FAMILY EMERGENCY CONTACTS:**

	Name	Relationship (Neighbour, Relative, Friend or Other)	Telephone Contact	Language Spoken (If English Write "E")
1				
2				
3				
4				

**PRIMARY FAMILY BILLING ADDRESS:**

Write "As Above" if the same as Family Home Address

No. & Street or PO Box			
Suburb:			
State:			Postcode:
Billing Email	<input type="checkbox"/> Adult A <input type="checkbox"/> Adult B	<input type="checkbox"/> Other (Please Specify)	

**OTHER PRIMARY FAMILY DETAILS**

Relationship of Adult A to Student: (tick one)	<input type="checkbox"/> Parent	<input type="checkbox"/> Step-Parent	<input type="checkbox"/> Adoptive Parent
	<input type="checkbox"/> Foster Parent	<input type="checkbox"/> Host Family	<input type="checkbox"/> Relative
	<input type="checkbox"/> Friend	<input type="checkbox"/> Self	<input type="checkbox"/> Other
Relationship of Adult B to Student: (tick one)	<input type="checkbox"/> Parent	<input type="checkbox"/> Step-Parent	<input type="checkbox"/> Adoptive Parent
	<input type="checkbox"/> Foster Parent	<input type="checkbox"/> Host Family	<input type="checkbox"/> Relative
	<input type="checkbox"/> Friend	<input type="checkbox"/> Self	<input type="checkbox"/> Other

The student lives with the Primary Family: (tick one)				
<input type="checkbox"/> Always	<input type="checkbox"/> Mostly	<input type="checkbox"/> Balanced	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Never

Send Correspondence addressed to: (tick one)	<input type="checkbox"/> Adult A	<input type="checkbox"/> Adult B	<input type="checkbox"/> Both Adults	<input type="checkbox"/> Neither
--	----------------------------------	----------------------------------	--------------------------------------	----------------------------------



## DEMOGRAPHIC DETAILS OF STUDENT

<b>➤ In which country was the student born?</b> <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): _____	
Date of arrival in Australia OR Date of return to Australia: (dd-mm-yyyy) _____ / _____ / _____	
What is the Residential Status of the student? (tick) <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	
Basis of Australian Residency:	
<input type="checkbox"/> Eligible for Australian Passport <input type="checkbox"/> Holds Australian Passport	
<input type="checkbox"/> Holds Permanent Residency Visa	
Visa Sub Class: _____	Visa Expiry Date: (dd-mm-yyyy) _____ / _____ / _____
Visa Statistical Code: (Required for some sub-classes) _____	
International Student ID : (Not required for exchange students) _____	
<b>➤ Does the student speak a language other than English at home? (tick)</b> ( If more than one language is spoken at home, indicate the one that is spoken most often)	
<input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify): _____	
Does the student speak English? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>➤ Is the student of Aboriginal or Torres Strait Islander origin? (tick one)</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal	
<input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Both Aboriginal & Torres Strait Islander	
What is the student's living arrangements? (tick one)	
<input type="checkbox"/> At home with TWO Parents/ Guardians <input type="checkbox"/> State Arranged Out of Home Care # (See Note)	
<input type="checkbox"/> At home with ONE Parent/ Guardian <input type="checkbox"/> Homeless Youth	
<input type="checkbox"/> Independent	

# State Arranged Out of Home Care - Students who have been subject to protective intervention by the Department of Human Services and live in alternative care arrangements away from their parents. These DHS-facilitated care arrangements include living with relatives or friends (kith and kin), living with non-relative families (foster families or adolescent community placements) and living in residential care units with rostered care staff.

Note: Special Schools – please go to section “Travel Details for Special Schools” to enter transport details.

Beginning of journey to school:	Map Type	Melway / VicRoads / Country Fire Authority / Other	
Map Number	X Reference	Y Reference	
Usual mode of transport to school: (tick)			
<input type="checkbox"/> Walking	<input type="checkbox"/> School Bus	<input type="checkbox"/> Train	<input type="checkbox"/> Driven
<input type="checkbox"/> Bicycle	<input type="checkbox"/> Public Bus	<input type="checkbox"/> Tram	<input type="checkbox"/> Taxi
		<input type="checkbox"/> Self Driven	<input type="checkbox"/> Other
If student drives themselves to school:	Car Reg. No.	Distance to School in kilometres:	

➤ These questions are asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information.

## SCHOOL DETAILS

Date of first enrolment in an Australian School: _____/_____/_____	
Name of previous School: _____	
Years of previous education: _____	What was the language of the student's previous education? _____
Does the student have a Victorian Student Number (VSN)?	
<input type="checkbox"/> Yes. <input type="checkbox"/> Yes, but the VSN is unknown <input type="checkbox"/> No. The student has never been issued a VSN.	
Please specify: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Years of interruption to education: _____	Is the student repeating a year? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
Will the student be attending this school full time? (tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, what will be the time fraction that the student will be attending this school? (i.e. 0.8 = 4 days/week)	
Other school Name: _____	Time fraction: 0. Enrolled: <input type="checkbox"/> Yes <input type="checkbox"/> No
Other school Name: _____	Time fraction: 0. Enrolled: <input type="checkbox"/> Yes <input type="checkbox"/> No

## CONDITIONAL ENROLMENT DETAILS

In some circumstances a child may be enrolled conditionally, particularly if the required enrolment documentation to determine the shared parental responsibility arrangements for a child is not provided. Please refer to the School Policy & Advisory Guide's Admission page for more information (<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>).

Enrolment conditions
<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>

### OFFICE USE ONLY

Has the documentation been provided and retained on school records?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have the conditions been met to complete the enrolment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



## STUDENT ACCESS OR ACTIVITY RESTRICTIONS DETAILS

Is the student at risk?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there an Access Alert for the student? (tick)	<input type="checkbox"/> Yes (If Yes, then complete the following questions and present a current copy of the document to the school.)	<input type="checkbox"/> No (If No, move to the Immunisation / medical condition details questions.)
Access Type: (tick)	<input type="checkbox"/> Parenting Order <input type="checkbox"/> Informal Carer Stat Dec	<input type="checkbox"/> Parenting Plan <input type="checkbox"/> DHHS Authorisation <input type="checkbox"/> Intervention Order <input type="checkbox"/> Witness Protection Program Order <input type="checkbox"/> Protection Order <input type="checkbox"/> Other
Describe any Access Restriction:		
Is there an Activity Alert for the student? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, then describe the Activity Restriction:		
<b>OFFICE USE ONLY</b>		
Current custody document placed on student file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

In the event of illness or injury to my child whilst at school, on an excursion, or travelling to or from school; I authorise the Principal or teacher-in-charge of my child, where the Principal or teacher-in-charge is unable to contact me, or it is otherwise impracticable to contact me to: (cross out any unacceptable statement)

- consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner,
- administer such first aid as the Principal or staff member may judge to be reasonably necessary.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# STUDENT MEDICAL DETAILS

## MEDICAL CONDITION DETAILS:

Does the student suffer from any of the following impairments? (tick)	Hearing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Vision	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Speech:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Ability:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the student suffer from Asthma? (tick) If No, please go to the Other Medical Conditions section					<input type="checkbox"/> Yes	<input type="checkbox"/> No

## ASTHMA MEDICAL CONDITION DETAILS:

Answer the following questions ONLY if the student suffers from any asthma medical conditions.

Please indicate if the student suffers from any of the following symptoms: (tick)		If my child displays any of these symptoms please: (tick)	
<input type="checkbox"/> Cough		Inform Doctor	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Difficulty Breathing		Inform Emergency Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Wheeze		Administer Medication	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Exhibits symptoms after exertion		Other Medical Action	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Tight Chest		If yes, please specify:	
Has an Asthma Management Plan been provided to School?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the student take medication? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of medication taken:	
Is the medication taken regularly by the student (preventive) or only in response to symptoms? (tick)		<input type="checkbox"/> Preventative <input type="checkbox"/> Response	
Indicate the usual dosage of medication taken:		Indicate how frequently the medication is taken:	
Medication is usually administered by: (tick)		<input type="checkbox"/> Student <input type="checkbox"/> Nurse <input type="checkbox"/> Teacher <input type="checkbox"/> Other	
Medication is stored: (tick)		<input type="checkbox"/> with Student <input type="checkbox"/> with Nurse <input type="checkbox"/> Fridge in Staff Room <input type="checkbox"/> Elsewhere	
Dosage time	Reminder required? (tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Poison Rating

## OTHER MEDICAL CONDITIONS

(More copies of the other medical condition forms are available on request from the school.)

Does the student have any other medical condition? (tick)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please specify:			
Symptoms:			
If my child displays any of the symptoms above please: (tick)			
Inform Doctor	<input type="checkbox"/> Yes <input type="checkbox"/> No	Inform Emergency Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Administer Medication	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other Medical Action	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify:			
Does the student take medication? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of medication taken:	
Is the medication taken regularly by the student (preventive) or only in response to symptoms? (tick)		<input type="checkbox"/> Preventative <input type="checkbox"/> Response	
Indicate the usual dosage of medication taken:		Indicate how frequently the medication is taken:	
Medication is usually administered by: (tick)		<input type="checkbox"/> Student <input type="checkbox"/> Nurse <input type="checkbox"/> Teacher <input type="checkbox"/> Other	
Medication is stored: (tick)		<input type="checkbox"/> with Student <input type="checkbox"/> with Nurse <input type="checkbox"/> Fridge in Staff Room <input type="checkbox"/> Elsewhere	
Dosage time	Reminder required? (tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Poison Rating



## STUDENT DOCTOR DETAILS

The following details should only be provided if this student has a Doctor and/or Medicare number different to the Primary Family.

Doctor's Name:			
Individual or Group Practice: (tick)	<input type="checkbox"/> Individual	<input type="checkbox"/> Group	
No. & Street or PO Box No.:			
Suburb:			
State:		Postcode:	
Telephone Number		Fax Number	
Student Medicare Number:			

## STUDENT EMERGENCY CONTACTS

This section should ONLY be filled out if THIS student has emergency contacts other than the Prime Family Emergency Contacts.

	Name	Relationship (Neighbour, Relative, Friend or Other)	Language Spoken (If English Write 'E')	Telephone Contact
1				
2				

## TRAVEL DETAILS FOR SPECIAL SCHOOLS

How will the student travel to school? (tick)			
<input type="checkbox"/> Walk	<input type="checkbox"/> Bicycle	<input type="checkbox"/> Train	<input type="checkbox"/> Tram
<input type="checkbox"/> School Bus	<input type="checkbox"/> Public Bus	<input type="checkbox"/> Public Taxi	<input type="checkbox"/> Driven by parent/carer
First date of travel? (tick)	<input type="checkbox"/> Next school year	Alternate date: (dd-mm-yyyy) ____/____/____	
Is the student applying to travel on a school bus or for other travel assistance? (tick)			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Type of travel assistance requested? (completion of additional form required)			
<input type="checkbox"/> Access to School Bus		<input type="checkbox"/> Conveyance Allowance	
If by School Bus, please advise local bus stop if known:			
Landmark:	Map Type:	X ____	Y ____
Assisted Mobility (if applicable):			
If applicable, specify the student's mode of assisted mobility.		<input type="checkbox"/> Wheelchair	<input type="checkbox"/> Walker
Comments relevant to travel:			
Office Use Only:			
Can the student Individual Learning Plan (ILP) include travel training?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the student attending their nearest school?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the student reside in Designated Transport Area (DTA) (if attending special school)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can the student be accommodated on existing route (if applicable)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pick-up Point:	Map Ref:	Time AM:	
Set Down Point:	Map Ref:	Time PM:	
NOTE: Students residing in Rural/Regional Victoria or attending special schools may be entitled to receive transport assistance. The Department may give access to a school bus service or pay a conveyance allowance to assist with the cost of travel. Information on eligibility and the application process can be obtained from the school.			

Thank you for taking the time to complete this Student Enrolment form. We understand that the information you have provided is confidential and will be treated as such, but the details are required to enable staff to properly enrol your child at our school.

I certify that the information contained within this form is correct.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**CONSENT TO MEDICAL ATTENTION AND LOCAL EXCURSIONS**

I give permission for my child to participate in local excursions where the children are able to walk to a venue e.g. Dolomere Reserve, Local Primary Schools, etc.

I give permission for the Principal or Delegate to administer such first aid as may be reasonably judged necessary.

In the event of illness or injury to my child whilst at school, on an excursion, or travelling to or from school; I authorise the Principal or Delegate of my child, where they are unable to contact me, or it is otherwise impracticable to contact me to:

- I consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner.

**SIGNATURE(S) OF PARENT GUARDIAN** \_\_\_\_\_

Date / /

Date / /

**PERMISSION TO USE STUDENT PHOTOS AND WORK FOR PROMOTIONAL PURPOSES**

During the school year there are many occasions and events where staff may photograph, film or record students participating in school activities and events. We do this for many reasons including to e.g. celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events etc., communicate with our parents and school community in newsletters and on classroom blogs/apps/website.

This applies to photographs, video or recordings of students that are collected, used and disclosed by the school.

- ☐ I do not consent to images/recordings of my child being collected or used by the school.
- ☐ I consent to my child's images/recordings being used within the school e.g. learning and teaching tools, on display around the school, class home communications etc...
- ☐ I consent to my child's images/recordings being used in publications/locations that are publicly accessible (e.g. newsletter on website, promotional material etc.)

**SIGNATURE(S) OF PARENT/GUARDIAN** \_\_\_\_\_

Date / /

Date / /

# PARENTAL OCCUPATION GROUP CODES

The codes outlined below are to be used when providing family occupation details for enrolled students. This information is used for determining funding allocations to schools.

## Group A Senior management in large business organisation, government administration and defence, and qualified professionals

Senior Executive / Manager / Department 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 (school principal, faculty head / dean, library / museum / 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:

- Health, Education, Law, Social Welfare, Engineering, Science, Computing professional
- 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/sports persons and associate professionals

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, sportsman/woman, coach, trainer, sports official)

Associate Professionals - generally have diploma / technical qualifications and support managers and professionals:

- Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / associate professional
- Business / administration (recruitment / employment / industrial relations / training officer, marketing / advertising specialist, market research analyst, technical sales representative, retail buyer, office / 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 4 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, freight / transport / shipping 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 / refuge / child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

## 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 (trades' assistant, school / teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum / gallery attendant, usher, home helper, salon assistant, animal attendant)

Labourers and related workers:

- Defence Forces - ranks below senior NCO not included above
- 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)