

**St Francis of Assisi Primary**

Principal — Jennyne Wilkinson  
Baranduda Blvd, Baranduda VIC 3690  
02 6020 9100  
principal@sfwodonga.catholic.edu.au

# Enrolment Form

**Ensure the form is signed and a full copy returned to each school you wish to apply to.**

This application cannot be processed unless all sections of the document are fully completed. Some of the information collected is required by the Catholic Education Office for survey statistics and future planning.

**Please return the following**

- This completed and signed application form
- A photocopy of the child's Birth Certificate
- A photocopy of the child's Baptism Certificate (where applicable)
- A photocopy of the child's Immunisation Certificate

**Status**  Existing family  New family

**Into Year** *(please circle)* Foundation 1 2 3 4 5 6

**Year of Entry** *(please circle)* 2021 2022 2023

**OFFICE USE ONLY**

|  |                |
|--|----------------|
| <input type="checkbox"/> Accepted              | Start Date     |
| <input type="checkbox"/> Entered               | Student number |
| <input type="checkbox"/> Fee invoice generated | Class          |
|  | House          |

**Notes**

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# Student Information

## Student Details

|                                  |   |
|----------------------------------|---|
| Given name                       | Surname   |
| Other name                       | Preferred name  |
| Date of birth                    | Sex Male / Female / Other   |
| Travel method to & from school   | <input type="checkbox"/> Walk <input type="checkbox"/> Car <input type="checkbox"/> Bicycle <input type="checkbox"/> Bus <input type="checkbox"/> Other - |
| Approximate distance from school | Student type <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time  |
| Religion                         |   |

## Student Nationality Government Requirement\*

|  |                  |
|--|------------------|
| Australian Citizen? Y / N  | Country of birth |
| Nationality  |                  |
| Is the student of Aboriginal or Torres Strait Islander origin?   |                  |
| <input type="checkbox"/> No <input type="checkbox"/> Yes – Aboriginal <input type="checkbox"/> Yes – Torres Strait <input type="checkbox"/> Both |                  |
| Does the student speak a language other than English at home? If more than one, indicate the one this is spoken most often.                      |                  |
| <input type="checkbox"/> No <input type="checkbox"/> Yes, Please specify –   |                  |

## Citizenship Status (please tick the relevant category below)

|  |                  |
|--|------------------|
| <input type="checkbox"/> Australian Passport                           | Passport No      |
| <input type="checkbox"/> Naturalisation Certificate                    | Certificate No   |
| Visa Subclass recorded on entry to Australia                           | Visa Subclass No |
| Date of arrival in Australia / /                                       |                  |
| If born overseas, what year did the student start school in Australia? |                  |

## Not currently an Australian citizen please provide further details

|   |                  |
|---|------------------|
| <input type="checkbox"/> Permanent Resident                 | Visa Subclass No |
| <input type="checkbox"/> Temporary Resident                 | Visa Subclass No |
| <input type="checkbox"/> Other / Visitor / Overseas student | Visa Subclass No |
| <input type="checkbox"/> Refugee Status                     | Visa Subclass No |

# Student Information

## Educational Information

Name of current school/preschool Catholic / Government / Independent (please circle)

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Date of enrolment at current school Current year level

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Address of school

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Proposed starting date

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Has the student previously been enrolled in a Victorian school? Y / N

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I/we give permission for the school to contact the previous school or pre-school to gather relevant reports and information to support educational planning Y / N

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Does the student currently receive Learning Support? Y / N

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## Additional Needs

This application gives you the opportunity to provide information that will facilitate the smooth transition of your child into our school. It will assist the school to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.

Is your child eligible or currently receiving National Disability Scheme (NDIS) support? Y / N

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Does your child have  autism  behavioural disorders  intellectual disability  language disorder

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vision impairment  giftedness  mental health issues  acquired brain injury  hearing impairment

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ADD / ADHD  other, Please specify —

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Has your child ever seen a  paediatrician  behavioural optometrist  occupational therapist  psychologist

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speech pathologist  audiologist  other, Please specify —

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If your child does have a special need, please assist us by providing the following information –

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• Details of additional learning needs / additional needs provided Y / N

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• Medical / allied health professional reports attached Y / N

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## Religious Background

| Sacrament      | Date Received | Name of parish | Copy of certificate      |
|----------------|---------------|----------------|--------------------------|
| Baptism        |               |                | <input type="checkbox"/> |
| Reconciliation |               |                | <input type="checkbox"/> |
| Eucharist      |               |                | <input type="checkbox"/> |
| Confirmation   |               |                | <input type="checkbox"/> |

Current Parish

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# Family Details

Family Surname \_\_\_\_\_ Mail address to (eg. Mr & Mrs Smith) \_\_\_\_\_

Postal address \_\_\_\_\_

Postcode \_\_\_\_\_

Childs residential address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone AH \_\_\_\_\_ Language spoken at home \_\_\_\_\_

Family email address (preferred email for correspondence) \_\_\_\_\_

Australia Defence Force family Y / N \_\_\_\_\_

No. of boys in family \_\_\_\_\_ No. of girls in family \_\_\_\_\_ Order in the family (eg. 2nd of 4 children) \_\_\_\_\_

Name(s) of other children in your family and the school they attend or the year the will commence school \_\_\_\_\_

Name \_\_\_\_\_ M / F \_\_\_\_\_ School \_\_\_\_\_ YR level or commencement \_\_\_\_\_

Name \_\_\_\_\_ M / F \_\_\_\_\_ School \_\_\_\_\_ YR level or commencement \_\_\_\_\_

Name \_\_\_\_\_ M / F \_\_\_\_\_ School \_\_\_\_\_ YR level or commencement \_\_\_\_\_

Name \_\_\_\_\_ M / F \_\_\_\_\_ School \_\_\_\_\_ YR level or commencement \_\_\_\_\_

Student lives with  Both parents  Father only  Mother only  Shared parenting

Guardian  Out-Of-Home Care  Other arrangement

If the student does not live with both parents, please indicate who is the immediate point of contact \_\_\_\_\_

What is their relationship to the student? \_\_\_\_\_

Conveyance Allowance

In some locations, eligible students are unable to access free school bus services. These students may receive a conveyance allowance to assist with travel costs. The student must live more than 4.8km (by the shortest practicable route) from the nearest school attended. A student must be enrolled at the nearest government primary or secondary school or at the nearest appropriate registered non government school.

Camps, Sports, Excursion Fund (CSEF)

CSEF is available to parents who are an eligible beneficiary of a Centrelink pension, allowance or benefit AND a holder of either a Health Care Card OR Pensioner Concession Card OR a Veteran Affairs Pensioner OR Foster Parent. An application must be submitted to the school during February on the year of commencement (forms and further information can be obtained from the school office)

Please include a copy of your Health Care Card or Pensioner Concession Card or Veteran Affairs Card or Foster Parent ID

Parent CRN No \_\_\_\_\_

# Family Details

## Parent/Guardian Residing at the Student's Residence

Who will be responsible for the payment of the school fees and levies?

Both parents    Mother only    Father only    Guardian    Other

### Parent/Guardian A

Parent / Guardian (please circle)

Title      Surname

Given name

Preferred name

Relationship to student

Marital status    married    single    re-partnered  
 separated    divorced    re-married

Residential guardian Y / N

Home phone

Work phone

Mobile

Email

Occupation\*

Employer

Government Requirement\* Occupation Group\*: (please select from list of parent occupation groups in School Family Occupation Index attached).

A    B    C    D    N

Highest level of secondary education?\*

Year 9 or below       Year 10 or equivalent  
 Year 11 or equivalent    Year 12 or equivalent

Highest level of qualification?\*

Bachelor degree or above  
 Advanced Diploma/Diploma  
 Certificate II to IV (including Trade Certificates)  
 No non-school qualification

Do you speak a language other than English at home?  
If more than one, indicate the one that is spoken most often.

No    Yes, Please specify –

Country of birth

Date of birth

Nationality

Religion

Parent Responsible for Fee Payment Y / N

### Parent/Guardian B

Parent / Guardian (please circle)

Title      Surname

Given name

Preferred name

Relationship to student

Marital status    married    single    re-partnered  
 separated    divorced    re-married

Residential guardian Y / N

Home phone

Work phone

Mobile

Email

Occupation\*

Employer

Government Requirement\* Occupation Group\*: (please select from list of parent occupation groups in School Family Occupation Index attached).

A    B    C    D    N

Highest level of secondary education?\*

Year 9 or below       Year 10 or equivalent  
 Year 11 or equivalent    Year 12 or equivalent

Highest level of qualification?\*

Bachelor degree or above  
 Advanced Diploma/Diploma  
 Certificate II to IV (including Trade Certificates)  
 No non-school qualification

Do you speak a language other than English at home?  
If more than one, indicate the one that is spoken most often.

No    Yes, Please specify –

Country of birth

Date of birth

Nationality

Religion

Parent Responsible for Fee Payment Y / N

# Family Details

## Parent/Guardian NOT RESIDING at the Student's Residence

Please only complete if there is a parent who does not reside at the student's home address

**APPROVE AS EMERGENCY CONTACT**

Parent / Guardian (please circle)

Title Surname

Given name

Preferred name

Relationship to student

Marital status  married  single  re-partnered  
 separated  divorced  re-married

Address

Postcode

Phone BH

Phone AH

Mobile

Email

Does this parent require a copy of the student's report? Y / N

(NOTE Both parents will have access to school reports pertaining to the student unless the school is provided with a copy of any relevant court order limiting access.)

Access details

Occupation\*

Employer

Government Requirement\* Occupation Group\*: (please select from list of parent occupation groups in School Family Occupation Index attached).

A  B  C  D  N

Highest level of secondary education?\*

Year 9 or below  Year 10 or equivalent  
 Year 11 or equivalent  Year 12 or equivalent

Highest level of qualification?\*

Bachelor degree or above  
 Advanced Diploma/Diploma  
 Certificate II to IV (including Trade Certificates)  
 No non-school qualification

Do you speak a language other than English at home?

If more than one, indicate the one this is spoken most often.

No  Yes, Please specify –

Country of birth

Date of birth

Nationality

Religion

Parent Responsible for Fee Payment Y / N

# Family Details

## Court Orders or Parenting Orders (If Applicable)

Are there any current court orders or parenting orders relating to the student? Y / N

If yes, copies of these court orders/parenting orders (e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders) must be provided.

Is there any other information you wish the school to be aware of?

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Parent / Guardian signature

Parent / Guardian signature

Print name

Print name

Date

Date

**NOTE** The Victorian Government provides the following guidance regarding admission requirements:

Consent can be provided through the signature of:

- parent as defined in the *Family Law Act 1975*  
*Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.*
- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
- an informal carer, with a statutory declaration. Carers:
  - may be a relative or other carer
  - have day-to-day care of the student with the student regularly living with them
  - may provide any other consent required e.g. excursions.

**Notes for informal carer:**

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.  
*Note: Secondary students may complete parts of the form and co-sign.*

*Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Policy available upon request from the school.*

# Medical Information

## Medical Information

|   |  |
|---|--|
| Doctor's name                             | Doctor's phone number  |
| Doctors Address                           |  |
| Student's Medicare number                 | Ref No. Medicare expiry date                                   |
| Health Care Card number: CRN              | Private Health Care Fund Y / N                                 |
| Health Fund name                          | Membership number  |
| Ambulance Cover Y / N                     | Ambulance Cover number   |
| Date of last tetanus injection / booster? | Please supply a copy of the student's Immunisation Certificate |

## Summary of Medical Conditions

|   |  |
|---|--|
| <b>Anaphylaxis</b> Y / N<br><i>(if yes, please complete an Anaphylaxis Management Plan or supply the school with a copy of your Doctor's Anaphylaxis Management Plan)</i> | <b>Asthma</b> Y / N<br><i>(If yes, please complete an Asthma Management Plan or supply the school with a copy of your Doctor's Asthma Management Plan)</i> |
|---|--|

**Please note, these plans need to be updated annually.**

Where required, parents/guardians are responsible for providing schools with - Asthma spacer and asthma medication, EpiPen. Medication is held in the office.

**Allergies** Y / N  
*(If yes, please complete an Allergic reaction management plan or supply the school with a copy of your doctor's Allergic reaction management plan)*

**Medical Conditions of which the school should be aware** *(please specify)*

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## Immunisation

**Please attach an immunisation history statement for your child**

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement for your child (Visit myGov) and provide it to the school.

**If the student entered Australia on a humanitarian visa, did they receive a refugee health check** Y / N



# Emergency Contact / Family Commitment

## Emergency Contact

Please give the name and number of a local/nearby person who will act as a contact should your child become ill at school and parents/guardians cannot be contacted.

**PLEASE ENSURE THIS CONTACT IS NOT A PARENT/GUARDIAN.**

Name of Emergency Contact 1

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Relationship to student

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Phone BH

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Phone AH

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Mobile

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Name of Emergency Contact 2

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Relationship to student

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Phone BH

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Phone AH

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Mobile

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## Family Commitment

As a parent/guardian, I understand that if this application is successful, I will support the vision of the school and parish. In accepting the enrolment, I agree to abide by all of the school's policies, procedures and protocols (Policies). These Policies are reviewed regularly and may be subject to change at the school's discretion. I will work with the school to support any academic/social/behavioural needs of my child. I agree to support my child's participation in the religious life of the school (e.g. school liturgies, masses etc.). The consequence of not complying with the school's Policies may result in the termination of the enrolment.

## Consent To Student Wellbeing Services

I/We hereby give consent for the student named on this form to access the services of the Wellbeing Office at any point during their schooling at St Francis of Assisi. Such services include assessment, support, intervention, counselling, advocacy and case management. If your child accesses any of these services a parent/guardian will be notified.

# Image Consent

## Photograph / Video Consent

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

Catholic Education Wodonga (CEW), the Sandhurst Diocese, Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs / videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph / video for the above purposes. Please complete the permission form below and return to the school as soon as possible. Thank you for your continued support.

Student name \_\_\_\_\_

Year level \_\_\_\_\_

I give permission for my child's

Name     Photograph     Recording

To be published by the school on/in

- The School Website    • Promotional Materials
- Social Media    • Newspapers and other media

- I authorise the CEOM/CECV to use the photograph / video in material available free of charge to schools and education departments around Australia for the CEOM/CECV's promotional, marketing, media and educational purposes.
- I give permission for a photograph / video of my child to be used by the CEOM/CECV in the agreed publications without acknowledgement, remuneration or compensation.
- I understand and agree that if I do not wish to consent to my child's photograph / video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

Y    N

*Licensed under NEALS: The photograph / video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments for various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.*

Parent / Guardian signature \_\_\_\_\_

Parent / Guardian signature \_\_\_\_\_

Print name \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

# Terms & Conditions of Enrolment

## 1. Enrolment

To meet school and government requirements, you will need to provide the school with a completed enrolment form including, among other things, the information listed below.

- a. names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians;
- b. names of emergency contacts and their details;
- c. information on additional learning needs (for example, whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
- d. medical conditions;
- e. specific residence arrangements;
- f. parenting agreements or court orders, including any guardianship orders
- g. nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable;

After lodgment of the enrolment form, school staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have.

## 2. Fees

- 2.1. The setting of fee levels and other compulsory charges in Catholic schools is the responsibility of the school, taking into account the allocation of government funds. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the principal of the school.
- 2.2. The fees must be paid for a child to continue to be enrolled at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.
- 2.3. The school may at its sole discretion determine not to continue an enrolment for the following school year should fees and other compulsory charges remain outstanding for greater than six months.

## 3. Terms of enrolment regarding acceptable behaviour

- 3.1 The school community recognizes that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.

- 3.2. Every person at the school has a right to feel safe, to be happy and to learn; therefore, we aim to:
  - a. promote the values of honesty, fairness and respect for others
  - b. acknowledge the worth of all members of the community and their right to work and learn in a positive environment
  - c. maintain good order and harmony
  - d. affirm cooperation as well as responsible independence in learning
  - e. foster self-discipline and develop responsibility for one's own behaviour.
- 3.3. The school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and code of conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.
- 3.4. Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

## 4. Terms of enrolment regarding provision of accurate information

- 4.1. It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.
- 4.2. Parents and guardians must provide accurate and up-to-date information when completing an enrolment form and must supply the school with any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.
- 4.3. Where, during the course of a child's enrolment, new information becomes available that is relevant to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.
- 4.4. The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

# Terms & Conditions of Enrolment

## 5. Assessment and updates

- 5.1. Various opportunities are provided to keep you up to date with your child's progress. You will receive two comprehensive written reports each year and arrangements will be made for at least one interview where you can discuss your child's development with their teacher. In addition, you can always contact the school to arrange a meeting if you have any concerns or wish to receive an update on progress.

### Agreement

I acknowledge that I understand and accept the terms and conditions of enrolment. I agree that there are certain expectations, obligations and guarantees required of parents/guardians of the school's students, so that a harmonious relationship may be established –

- I will support and abide by school policies and rules, as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the school
- I will ensure that the information I have provided is kept up to date throughout the period of enrolment and I will notify the school promptly of any changes to that information (e.g. change of residential address, changes to parenting orders)
- I will pay the current school fees and levies for my child and also pay any variation or increase of fees and levies as per the payment methods provided by the school, or I will otherwise notify the school immediately if I am experiencing financial difficulties.
- I will support my child's participation in the religious life of the school (e.g. school liturgies, retreat programs)
- I will attend parent/teacher and information evenings which relate to my child
- In the event I have any concerns, I will raise them initially with the relevant teacher or the School Principal
- I will treat all members of the school community with respect as befits a Catholic school
- If in time of emergencies, accidents or serious illness I cannot be contacted, I give permission for the principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred
- As a parent/guardian, I understand that if this application is successful, I will support the vision of the school and parish. In accepting the enrolment, I agree to abide by all of the school's policies, procedures and protocols (Policies). These Policies are reviewed regularly and may be subject to change at the school's discretion. I will work with the school to support any academic/social/behavioural needs of my child. I agree to support my child's participation in the religious life of the school (e.g. school liturgies, Masses etc.). The consequence of not complying with the school's Policies may result in the termination of the enrolment.

I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

Parent / Guardian signature

Parent / Guardian signature

Print name

Print name

Date

Date

# Information Collection Notice

1. The School collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the School, Catholic Education Offices and the Catholic Education Commission of Victoria Ltd (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School.
2. Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. Health information about students (which includes information about any disability as defined by the Disability Discrimination Act 1992) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. The School may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
5. If any personal information requested by the School is not provided, this may affect the School's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the School.
6. The School may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:
  - School service providers such as the CECV, Catholic Education Offices, parish, Catholic Education Wodonga Schools, governing bodies, advisory bodies and other diocese.
  - Third party service providers that provide online educational and assessment support services or applications (apps), which may include email and instant messaging.
  - School systems, including the Integrated Catholic Online Network (ICON) and Google's 'G Suite' including Gmail. Limited personal information may be collected and processed or stored by these providers in connection with these services.
  - CECV and Catholic Education Offices to discharge its responsibilities under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students.
  - CECV to support the training of selected staff in the use of schools' systems, such as ICON to facilitate the transfer of a student.
  - Federal and State government departments and agencies acting on behalf of the government e.g. for audit purposes.
  - Health service providers, and people providing educational support and health services to the School, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools.
  - Assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority.
  - People providing administrative and financial services to the School.
  - Anyone you authorise the School to disclose information to; and
  - Anyone to whom the School is required or authorised to disclose the information to by law, including under child protection laws.
7. The school is required by the Federal Australian Education Regulation (2013) and Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. The school provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.
8. Personal information collected from students is regularly disclosed to their parents or guardians.
9. The School may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia.
10. The School makes reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third party services and will endeavour to ensure it will be located in countries with substantially similar protections as the APPs.
11. When the School uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) about students, parents or guardians may be transferred, stored and processed by Google in the United States, or in any other country through which

# Information Collection Notice

- Google provides these services or where it processes and stores information. This personal information will be stored and processed by Google in accordance with Google's terms and conditions stated in the G-Suite for Education Agreement which the school entered into with Google.
12. The School's Privacy Policy contains further information about its use of cloud and other third party service providers and any of their overseas locations.
  13. Where personal, including sensitive information is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it may be stored on servers located within or outside Australia.
  14. School personnel and the school's service providers, and the CECV and its service providers, may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the ICON system and ensuring its proper use.
  15. The School may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
  16. The School's Privacy Policy is accessible via the school website, newsletter, handbook, or from the School office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the School's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
  17. The School's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint if they believe the School has interfered with their privacy [and how the complaint will be handled].
  18. The School may engage 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.
  19. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet [and on our website]. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions from the student's parent or guardian (and from the student if appropriate) prior to publication to enable the school to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet. The school may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents and guardians to notify the school if they wish to vary the permissions previously provided. [We may include student's and parents' or guardians' contact details in a class list and School directory.]
  20. If you provide the School with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the School and why, that they can request access to and correction of that information if they wish and to also refer them to the School's Privacy Policy for further details about such requests and how the School otherwise handles personal information it collects and complaints it receives.

## Information Collection Notice Consent

I/We have read the Information Collection Notice and are aware of how information about the student named on this form may be used by the school.

Parent / Guardian signature

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Print name

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Date

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Parent / Guardian signature

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Print name

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Date

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# School Family Occupation Index

## Parent Occupation Groups

Please select the appropriate group from the following list.

**GROUP N** Unemployed for more than 12 months  
If you are not currently in paid work but have had a job in the last 12 months, or have retired in the last 12 months, please use your last occupation to select from the list.

If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.

## OCCUPATION GROUP A

Senior management in large business organisations, government administration and defence and qualified professionals.

### SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS

Senior Executive/ Manager/Department Head in industry, commerce, media or other large organisation

**Business** e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/ industrial relations manager, research and development manager

**Media** e.g. newspaper editor, film/television/radio/stage producer/director/manager

### GOVERNMENT ADMINISTRATION

**Public Service Manager** (Section head or above) e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research /facility manager, police/fire services administrator

### Defence Forces Commissioned Officer

### QUALIFIED PROFESSIONALS

Generally have a degree or higher qualifications and experience in applying this knowledge to: design, develop or operate complex systems, identify, treat and advise on problems, teach others.

*Health, Education, Law, Social Welfare, Engineering, Science, Computing professional, Business, Air/sea transport*

**Health** e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]

**Education** e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer

**Law** e.g. judge, magistrate, barrister, coroner, solicitor, lawyer

**Social Welfare** e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator

**Engineering** e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer

**Science** e.g. scientist, geologist, meteorologist, metallurgist

**Computing** e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer

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

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

## OCCUPATION GROUP B

Other business owners/managers, arts/media/sportspersons and associate professionals.

### BUSINESS OWNER / MANAGER

**Farm/business owner/manager** e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business

**Specialist manager** e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations

**Financial services manager** e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer

**Retail sales/services manager** e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station

### ARTS / MEDIA / SPORTSPERSONS

**Artist/Writer** e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor

**Sports** e.g. sportsman/woman, coach, trainer, sports official

### ASSOCIATE PROFESSIONALS

generally have diploma /technical qualifications and provide support to managers and professionals

*Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration*



# School Family Occupation Index

## Medical, science, building, engineering, computer

technician/associate professional

**Health/social welfare** e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician

**Law** e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff

**Business/administration** e.g. recruitment/employment/ industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors

**Defence Forces** e.g. senior non-commissioned officer

**Other** e.g. library technician, museum/gallery technician, research assistant, proof reader

## OCCUPATION 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.*

### TRADESMEN/WOMEN

**Trades** e.g. Electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer

### CLERKS, SKILLED OFFICE, SALES AND SERVICE STAFF

**Clerk** e.g. bookkeeper, bank clerk, PO clerk, statistical/ actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk

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

**Sales** e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher

**Carer** e.g. aged/disabled/refuge care worker, child care assistant, nanny

**Service** e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor

## OCCUPATION GROUP D

Machine operators, hospitality staff, office assistants, labourers and related workers

### DRIVERS, MOBILE PLANT, PRODUCTION/PROCESSING MACHINERY AND OTHER MACHINERY OPERATORS

**Driver or mobile plant operator** e.g. car, taxi, truck, bus, tram or train driver, courier/ deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/ excavator operator, farm/horticulture/forestry machinery operator

**Production/processing machine operator** e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator

**Machinery operator** e.g. photographic developer/printer, industrial spray painter, boiler/air- conditioning/ refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery

### HOSPITALITY, OFFICE STAFF

**Sales staff** e.g. 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, sales demonstrator, shelf stacker

**Office staff** e.g. typist, word processing/data entry/business machine operator, receptionist

**Hospitality staff** e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper

**Assistant/aide** e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant

### LABOURERS AND RELATED WORKERS

**Defence Forces** other ranks (below senior NCO) without trade qualification not included above

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

**Other worker** e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor