

Application for Enrolment

Student:
(Surname)

.....
(Given Name)

Montessori

To commence

Mainstream

In Year level.....



St Pius X Primary School

431 Waterdale Road,
Heidelberg Heights
Heidelberg West 3081

PH: 9457 3776

FAX: 9457 1036

EMAIL: principal@spxhw.catholic.edu.au

ALL THINGS ARE POSSIBLE FOR YOU

Office Use

Date received:..... English second Language: Yes No

Start date:..... House Colour:.....

Student/Family code:..... VSN Number:.....

Information on this form is strictly confidential

STUDENT DETAILS:

Family Name:_____ Given Name(s) _____

Male / Female/Other (circle) Birth-date / / To be enrolled into year level _____

Address _____ Postcode: _____

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

(If more than one language, indicate the one that is spoken most often.)

No, English only Yes, Other (please specify.....)

Country of Birth:

Australia Other

Is the student of Aboriginal or Torres Strait Islander Origin?

No Yes, Aboriginal.....
Yes, Torres Strait Islander..... Yes, both Aboriginal & Torres Strait Islander.....

If Other:

Date of Arrival in Australia:..... Residence Status.....

Visa Class:..... Visa Sub Class:.....

Visa Expiry Date: Passport Number:.....

Is your child an Australian citizen? Yes / No (please circle)

Previous school/pre-school in Australia:

I/We give permission for the school to contact previous school or preschool and to gather relevant reports and information to support educational planning: Yes / No (please circle)

Religion..... Present Parish of Worship.....

Sacraments	Parish	Date	Sacraments	Parish	Date
Baptism			Reconciliation		
Confirmation			Eucharist		

MEDICAL INFORMATION:

Doctor's Name:		Phone Number:	
Student's Medicare Number:		Date of Last Tetanus Injection/Booster:	
Allergies / Medical Alert	Please specify any allergies/ medical alerts relating to the student applying for enrolment (e.g. Allergies to nuts, penicillin, bee stings etc; asthma management etc).		
Immunisation	Has the Immunisation Certificate been submitted? Yes <input type="checkbox"/> No <input type="checkbox"/> 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 with this enrolment form.		

Please provide all required information to allow us to meet our duty of care obligations and facilitate the smooth transition of your child into our school. It will assist the school to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.

ADDITIONAL NEEDS

Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support?

Yes / No (please circle)

Does your child present with:

autism (ASD)		behavioural concerns		hearing impairment	
intellectual disability/ developmental delay		mental health issues		oral language/communication difficulties	
ADD/ADHD		acquired brain injury		vision impairment	
giftedness		physical impairment		other condition (please specify)	

Has your child ever seen a:

paediatrician		physiotherapist		audiologist	
psychologist/counsellor		occupational therapist		speech pathologist	
psychiatrist		continence nurse		other specialist (please specify)	

Have you attached all relevant information/reports? Yes / No (please circle)

Medical Authority

In the event of any illness, or accident, I accept responsibility and authorize the person in charge in obtaining of such medical assistance as my child may require, should the school not be able to contact either parent. I also authorise the doctor called to administer an anaesthetic if necessary.
Following notification by the school, I will promptly attend any location to which my child may be taken for treatment.

Signature of Parent/Guardian: _____ Date: _____

EMERGENCY CONTACTS DETAILS:

Please nominate at least one other person (**not a parent or guardian**) who may be contacted in case of sickness/emergency

Name	Telephone	Relationship to Child
1		
2		
3		

SIBLING INFORMATION:

Please list any siblings currently attending St Pius X:

Name:	Age:
Name:	Age:
Name:	Age:

AGREEMENT

Please attach a copy of the following documents to this Application before submission:

- A copy of Birth Certificate
- Citizenship documentation (where applicable)
- Latest school report and /or reference from previous schools (if applicable)
- A copy of Baptismal Certificate
- Any Court Order or related information regarding custody of the child (if applicable)
- Documentation relating to special needs (any reports, action plans, assessments, etc.)
- A copy of Immunisation Certificate

CSEF – Camps Sports Excursion Fund

You can claim extra assistance towards your school fees if you are a holder of a Health Benefit Card, Health Care Card, or Pension Card.

Do you hold one of these Cards? Yes No

Parent Card Number:..... Expiry.....

Policy on School Fees and Levies

School Fees are billed per Family and Student Levies are billed per student. Statements are sent out in Term 1 with the full amount payable per annum. You can elect to pay school fees as an annual payment in Term 1, three equal instalments in Term 1, 2 and 3, by cash, cheque, BPAY or by Direct Debit (monthly or fortnightly).

Every child is charged an annual fee covering items such as Excursions, Incursions, Religious Education, Class sets, Library, Information Technology, PE Costs and other educational resources.

Camp fees (if applicable) will be charged separately prior to commencing activities.

PROCEDURE FOR COLLECTING SCHOOL FEE PAYMENTS

- Fees are due for payment within 7 days of the beginning of each Term.
- Payments can be made by Direct Debit Authorities, BPAY, credit card, cash or cheque. Please contact the school office for further information.
- **All Fees must be finalised by 1st September (Term 3).**
- In the event that the fees have not been paid by the due date the following procedures will be implemented:

A reminder statement will be sent in Terms 2 and an outstanding reminder in Term 3, if applicable (excluding Direct Debit authorities).

a) A repayment schedule to accommodate current needs may be negotiated in circumstances where financial hardship can be demonstrated after discussion with the Principal.

Agreed arrangements for periodical payment of fees will ensure that the outstanding debt is reduced, and that any debt is contained within reasonable limits and the repayment plan is manageable by the parents.

b) If no response is received within 14 days of the due date, a request will be forwarded for an interview with the Principal/Parish Priest.

c) If no contact or response is received within a further 7 days, the case will be referred to the finance committee for review and further action.

If payment has not been received within 28 days of due date and no contact has been made or repayment schedule entered into, a further review will be made by the finance committee.

In extreme cases of non-payment, where genuine mitigating circumstances are not present, the review may result in the account being referred to a third party.

If you have any concerns regarding the payment of school fees, please make an appointment with the Principal or contact the School Office.

Explanatory Statement

1. Preamble

- 1.1. Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.
- 1.2. Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.

2. Enrolment

- 2.1. You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school. If the information requested is not provided, we may not be able to enrol your child.
- 2.2. 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.

<ul style="list-style-type: none">• evidence of your child's date of birth, e.g. birth certificate, passport	<ul style="list-style-type: none">• information about the language(s) your child speaks and/or hears at home
<ul style="list-style-type: none">• religious denomination	<ul style="list-style-type: none">• nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable
<ul style="list-style-type: none">• names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians	<ul style="list-style-type: none">• doctor's name and telephone number
<ul style="list-style-type: none">• names of emergency contacts and their details	<ul style="list-style-type: none">• 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.)
<ul style="list-style-type: none">• specific residence arrangements	<ul style="list-style-type: none">• parenting agreements or court orders, including any guardianship orders

- 2.3. After lodgement of this 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. An interpreter may be organised, if required.
- 2.4. Subject to any special exercise of discretion by the parish priest, the following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for all Catholic schools. The order of priority is:
 - a) Catholic children who are residents of the parish
 - b) Catholic children who do not reside in the parish but are recognised as parishioners by the parish priest
 - c) Catholic children from other parishes (for pastoral reasons)
 - d) children from non-Catholic Eastern churches who reside in the parish
 - e) children from non-Catholic Eastern churches who reside outside the parish
 - f) other Christian children who reside in the parish
 - g) other Christian children who reside outside the parish
 - h) non-Christian children who reside in the parish
 - i) non-Christian children who reside outside the parish.

3. Fees

- 3.1. 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.
- 3.2. The fees must be paid for a child to enrol and to continue enrolment 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.

4. Enrolment under minimum school entry age

4.1. Catholic Education Melbourne Enrolment for Schools Policy 2.4 is intended to ensure that, when enrolling students, Catholic schools are compliant with relevant Victorian and Australian government legislation. The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school. Enrolment of children under the minimum school entry age and pre-Prep programs require approval from Catholic Education Melbourne via the 'Application for Early Age Entry to School'.

4.2. In the rare situations where:

- a) a parent/guardian seeks enrolment of a child under the minimum starting age
- b) the principal supports the enrolment of that child at the school

the approval of the Executive Director of Catholic Education Melbourne is required before enrolment under the minimum starting age can occur. Approval for early age enrolment will only be granted in exceptional circumstances.

5. Child safe environment

5.1. Catholic school communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.

5.2. Every person involved in Catholic education, including all parents at our school, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.

5.3. Our school's child safe policies, codes of conduct and practices set out our school's commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with children in order to safeguard them against abuse.

5.4. Our school has established human resources practices where newly recruited staff, existing staff and volunteers in our school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of our school's relevant policies and procedures. Our school also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with children as part of our human resources practices.

5.5. Our school has robust, structured risk management processes that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities that children within our school engage in.

5.6. Our school, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.

5.7. Our school's child safety policies and procedures are readily available and accessible. Further details on the Catholic education community's commitment to child safety across Victoria can be accessed by visiting:

- a) Catholic Education Commission of Victoria Ltd's child safety page www.cecv.catholic.edu.au/Our-Schools/Child-Safety
- b) Catholic Education Melbourne's child safety page www.cem.edu.au/Our-Schools/Choosing-a-School/Child-Safety.aspx.

6. Terms of enrolment regarding acceptable behaviour

6.1. Our school is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The school community recognises 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.

6.2. 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.

6.3. 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.

6.4. 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.

7. Terms of enrolment regarding conformity with principles of the Catholic faith

7.1. As a provider of Catholic education, the principal will take into account the need for the school community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at our school. However, the school reserves the right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

8. Terms of enrolment regarding provision of accurate information

8.1. 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.

8.2. Parents and guardians must provide accurate and up-to-date information when completing an enrolment form and must supply the school, prior to enrolment, 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.

8.3. Where, during the course of a child's enrolment, new information becomes available that is material 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.

8.4. 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.

9. Enrolment for children with additional needs

9.1. The school welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:

- a) the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma)
- b) the nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant)
- c) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals
- d) any limitations on the school's ability to provide the additional assistance requested.

9.2. The process for enrolling students with additional needs is otherwise the same as for enrolling any student.

9.3. As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess whether:

- a) the additional assistance remains necessary and/or appropriate to the child's needs
- b) the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
- c) it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

10. Assessment and updates

10.1. 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.

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website [insert school web address].

Agreement

I acknowledge that I understand and accept the terms and conditions of enrolment as set out in the Explanatory Statement and, if enrolment is accepted, 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 required upfront at the beginning of the school year or in three instalments (and will pay in full by the end of Term 3 each year), 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
- I will participate in a working bee/fundraising or any other community event to help building school community
- 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 A/Guardian 1 signature:		Date:
Parent B/Guardian 2 signature:		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 organisations

- **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, Business, Air/sea transport professionals

- **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, Business/administration

- **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 investigator, 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 four-year trade certificate, usually by apprenticeship. All tradesmen/women are included in this group.

- **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]

RELIGION

<input type="checkbox"/>	The Catholic Churches	<input type="checkbox"/>	Orthodox Churches Continued
<input type="checkbox"/>	Catholic Latin/Roman Church	<input type="checkbox"/>	Greek Orthodox Church
<input type="checkbox"/>	Alexandrian Tradition	<input type="checkbox"/>	Orthodox Church of Hermannstadt
<input type="checkbox"/>	Coptic Catholic Church	<input type="checkbox"/>	Bulgarian Orthodox Church
<input type="checkbox"/>	Ethiopian Catholic Church	<input type="checkbox"/>	Orthodox Church of Czernovitz
<input type="checkbox"/>	Antiochene Tradition	<input type="checkbox"/>	Serbian Orthodox Church
<input type="checkbox"/>	Maronite Church of Antioch Church	<input type="checkbox"/>	Romanian Orthodox Church
<input type="checkbox"/>	Syrian Catholic Church	<input type="checkbox"/>	Orthodox Church of Bosnia-Herzegovina
<input type="checkbox"/>	Syro-Malankara Catholic Church	<input type="checkbox"/>	Georgian Orthodox and Apostolic Church
<input type="checkbox"/>	Armenian Tradition	<input type="checkbox"/>	Polish Orthodox Church
<input type="checkbox"/>	Armenian Catholic Church	<input type="checkbox"/>	Orthodox Church of Albania
<input type="checkbox"/>	Byzantine [Constantinople] Tradition	<input type="checkbox"/>	Orthodox Church of Czech Lands and Slovakia
<input type="checkbox"/>	Albanian Catholic Church	<input type="checkbox"/>	Ukrainian Orthodox Church
<input type="checkbox"/>	Bulgarian Catholic Church	<input type="checkbox"/>	Finnish Orthodox Church
<input type="checkbox"/>	Belarusian Catholic Church	<input type="checkbox"/>	Orthodox Church of Belarus
<input type="checkbox"/>	Croatian Catholic Church	<input type="checkbox"/>	Orthodox Church of Montenegro
<input type="checkbox"/>	Greek Catholic Church	<input type="checkbox"/>	Japanese Orthodox Church
<input type="checkbox"/>	Hungarian Catholic Church	<input type="checkbox"/>	Orthodox Church in America
<input type="checkbox"/>	Italo-Albanian Catholic Church	<input type="checkbox"/>	Chinese Orthodox Church
<input type="checkbox"/>	Macedonian Catholic Church	<input type="checkbox"/>	Estonian Orthodox Church
<input type="checkbox"/>	Romanian Catholic Church	<input type="checkbox"/>	Latvian Orthodox Church
<input type="checkbox"/>	Russian Catholic Church	<input type="checkbox"/>	Lithuanian Orthodox Church
<input type="checkbox"/>	Slovak Catholic Church	<input type="checkbox"/>	Other
<input type="checkbox"/>	Ukrainian Catholic Church	<input type="checkbox"/>	Anglican
<input type="checkbox"/>	Chaldean or East Syrian Tradition	<input type="checkbox"/>	Baptist
<input type="checkbox"/>	Chaldean Catholic Church	<input type="checkbox"/>	Brethren
<input type="checkbox"/>	Syro-Malabar Catholic Church	<input type="checkbox"/>	Buddhist
<input type="checkbox"/>	Non Catholic Eastern Churches	<input type="checkbox"/>	Church of Scotland
<input type="checkbox"/>	Oriental Orthodox	<input type="checkbox"/>	Churches of Christ
<input type="checkbox"/>	Armenian Apostolic Church	<input type="checkbox"/>	Congregational
<input type="checkbox"/>	Coptic Church of Alexandria Church	<input type="checkbox"/>	Hindu
<input type="checkbox"/>	Ethiopian Church	<input type="checkbox"/>	Jehovah's Witness
<input type="checkbox"/>	The Holy Apostolic Catholic Assyrian Church of the East	<input type="checkbox"/>	Jewish
<input type="checkbox"/>	The Jacobite Church of Syria	<input type="checkbox"/>	Latter Day Saints
<input type="checkbox"/>	The Syro-Malabar Church	<input type="checkbox"/>	Lutheran
<input type="checkbox"/>	Orthodox Churches	<input type="checkbox"/>	Methodist/Wesleyan
<input type="checkbox"/>	Orthodox Church of Constantinople	<input type="checkbox"/>	Muslim
<input type="checkbox"/>	Orthodox Church of Alexandria	<input type="checkbox"/>	No Religious Denomination
<input type="checkbox"/>	Orthodox Church of Antioch	<input type="checkbox"/>	Pentecostal
<input type="checkbox"/>	Orthodox Church of Jerusalem	<input type="checkbox"/>	Presbyterian
<input type="checkbox"/>	Orthodox Church of Cyprus	<input type="checkbox"/>	Quaker
<input type="checkbox"/>	Russian Orthodox Church	<input type="checkbox"/>	Reformed
<input type="checkbox"/>	Orthodox Church of Carlovitz	<input type="checkbox"/>	Salvation Army
<input type="checkbox"/>	Orthodox Church of Czernagora	<input type="checkbox"/>	Seventh Day Adventist
<input type="checkbox"/>	Church of Sinai	<input type="checkbox"/>	Uniting

ST PIUS X SCHOOL

Commonwealth Privacy Laws

Dear Parents and Friends of St Pius X,

In the light of the new Commonwealth Privacy laws, The Privacy Amendment (Private Sector) Act 2000, that came into effect on 21st December, 2001 we as a school affirm our commitment to the responsible management of the information given to use. Listed below are the purposes for our collection of personal information:

1. The School [the Diocese both independently and through its Schools] collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health [and Child Protection]* laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes too other schools, government departments, [Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, Schools within other Dioceses/other Dioceses]* medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches, volunteers and counsellors.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines [and on our website].**
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory. **
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
Should you have any questions regarding our collection of personal information, please contact me.

Barbara Gomez
(Principal)

If appropriate

**We will seek specific consent

ST PIUS X SCHOOL
PHOTOGRAPH PERMISSION FORM
For the Duration of their Primary Years at St Pius X Primary School



Dear Parent/Guardian

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

The Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV) may also require student photographs in print and online promotional and educational materials.

Permission is required for a student's photograph to be used 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'S NAME: _____ **YEAR LEVEL:** _____

- I give permission for my child's photograph/video and name to be published in:
 - the school newsletter
 - the school intranet
 - the school website
 - social media
 - promotional materials
 - newspapers and other media.
- I give permission for a photograph of my child to be used by the CEOM/CECV for online and printed promotional and educational materials without acknowledgment, remuneration or compensation.

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 of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

- **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 and educational purposes.
- I understand and agree that if I wish to withdraw this authorisation, it is my responsibility to notify the school.

Name of Parent / Guardian
(please circle) _____

Signed: Parent/Guardian _____ **Date:** _____

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cwlth).

ST PIUS X SCHOOL
LOCAL EXCURSION PERMISSION FORM
For the Duration of their Primary Years at St Pius X Primary School



Dear Parents/Guardians,

Throughout the year students will be exploring their local and wider community, which may involve walks or travelling in a bus or mini-bus. They will be supervised by school staff during these excursions. This is a great opportunity for you to be involved in your child's learning. If you would like to take part, please tick the boxes below and we will let you know the dates.

The permission slip for St Pius X below must be returned to school as soon as possible.

PLEASE FILL IN PERMISSION SLIP AND RETURN TO SCHOOL

CHILD'S NAME _____ **CLASS** _____

I give permission for my child to participate in the **community/school excursions** during the year. In case of injury or illness I authorise the obtaining on my behalf of any such medical assistance that may be required for my child. I accept all operation, blood transfusion and/or anaesthetic risks involved and the responsibility for payment of any expenses thus incurred.

I am interested in participating in the community excursions. Please let me know when they will be on.

SIGNED _____ (Parent/Guardian Signature) **DATE** _____

PARENT/GUARDIAN'S NAME: _____

CONTACT TELEPHONE NUMBER: _____

***Please note:** Children will not be allowed to attend excursions if permission slips are **NOT SIGNED** and returned to school.

ST PIUS X SCHOOL
COOKING AND FOOD CONSUPTION PERMISSION FORM
For the Duration of their Primary Years at St Pius X Primary School



Dear Parent/Guardians

At certain times throughout the year, our students may have the opportunity to be involved in the cooking and consuming of foods. This may be as part of the Gardening Program for example or making pancakes on Shrove Tuesday. If your child is allergic to any foods, please list below.

STUDENT'S NAME: _____

- I give permission for my child to take part in the cooking and consuming of foods as part of the curriculum.
- My child is allergic to the following:

.....

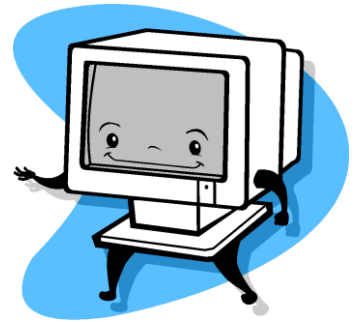
Name of Parent / Guardian
(please circle) _____

Signed: Parent/Guardian _____ **Date:** _____



CODE OF PRACTICE:

For the duration of their primary years at St Pius X Primary School:



Internet & Safe Use Policy

When using the school Network and my SPXHW Google account at home and at school I agree to:

- Look after our ICT equipment including putting equipment back in the appropriate place
- Carry our ICT equipment carefully
- Share our ICT equipment with others
- Speak and act respectfully when recording
- Only use the camera with teacher's permission and with consent from the subject
- Remember my *Username* and *Password* and keep it to myself
- Only use websites or apps that the teacher has asked me to use
- Always ask the teacher if I would like to try something new
- Inform the teacher if I observe inappropriate use or content.
- Use the school account only for school related work.
- Never edit, alter or delete in any way, someone else's work.
- Only edit, alter or delete with permission if working as a team.
- Never engage in cyber bullying in any way, shape or form.

I understand that if I don't follow this code of practice, my ICT and internet use will be suspended.



ST PIUS X COMPUTER NETWORK and SCHOOL GOOGLE ACCOUNT ACCEPTABLE USE POLICY

PARENT OR GUARDIAN DECLARATION

I have read and discussed the 'code of practice' with my child and I understand that ICT use and internet access through our **spxhw** Google account at school and at home is designed for educational purposes.

Child's Name /Grade: _____

Parent or Guardian signature: _____

Date: _____