



***“Strength through Faith and Love”***

*To strengthen a deeper respect and understanding of our faith in order to embrace our Catholic traditions, identity, teaching and Mercy Charism*

*Sacred Heart School strives to provide the highest quality education where children have every opportunity to achieve and reach their full potential.*

**Sacred Heart is a Child Safe School.  
We promote the safety, wellbeing and inclusion of all children.**

# **SACRED HEART SCHOOL**

## **FOUNDATION – YEAR 6**

### **APPLICATION FOR ENROLMENT**

**STUDENT NAME:**\_\_\_\_\_ **YEAR LEVEL:**\_\_\_\_\_

PLEASE complete and return to:	The Principal Sacred Heart School 69 – 75 Hogan Street Tatura, Victoria, 3616 Phone: 5824 1841 Fax: 5824 2033
--------------------------------	--

**IMPORTANT CHECKLIST – PLEASE ENSURE THAT ALL REQUIRED DOCUMENTATION BELOW IS INCLUDED IN THIS APPLICATION:**

1. Please supply Birth Certificate
2. Please supply Baptism Certificate
3. Please supply Immunisation Certificate
4. Family Court Order (if applicable)
5. Sacramental Certificate (if applicable)



**SACRED  
HEART  
SCHOOL**  
TATURA

# Sacred Heart School

69-75 Hogan Street, TATURA 3616  
Phone : 5824 1841, Fax : 5824 2033 &  
E-mail : [info@shtatura.catholic.edu.au](mailto:info@shtatura.catholic.edu.au)

STRENGTH THROUGH FAITH AND LOVE

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.

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.

In order for a Student to be considered for a place at a Catholic School an Application for Enrolment must first be submitted by the Parent/Guardian of the child to the individual Catholic School. The information required in respect to this application is limited to the following; -

1. Names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians;
2. The date of birth of the child (including the provision of a birth certificate);
3. The Immunisation history of the Child (to meet the requirements of the Victorian Registration and Qualifications Authority (VRQA));
4. The Religious denomination of the Student including whether the Student has been baptised Catholic;

Following the provision of an application the School shall consider the application in line with the following order of priority;-

- a) The capacity of the School to accept students;
- b) Whether a sibling of the child is currently a student of the school;
- c) Catholic children who are residents of the parish
- d) Catholic children who do not reside in the parish but are recognised as parishioners by the parish priest
- e) Catholic children from other parishes (for pastoral reasons)
- f) children from non-Catholic Eastern churches who reside in the parish
- g) children from non-Catholic Eastern churches who reside outside the parish
- h) other Christian children who reside in the parish
- i) other Christian children who reside outside the parish
- j) non-Christian children who reside in the parish
- k) non-Christian children who reside outside the parish.

The School shall notify the parents/guardians as to whether the application for Enrolment has been accepted or declined. For those children whose application has been accepted the School shall



**SACRED  
HEART  
SCHOOL**  
TATURA

# Sacred Heart School

69-75 Hogan Street, TATURA 3616  
Phone : 5824 1841, Fax : 5824 2033 &  
E-mail : [info@shtatura.catholic.edu.au](mailto:info@shtatura.catholic.edu.au)

STRENGTH THROUGH FAITH AND LOVE

provide the Enrolment Terms and Conditions to the parents/guardians and a request for further information to facilitate completion of enrolment.

## APPLICATION FOR ENROLMENT

OFFICE USE ONLY

Name of Student:

Student Code:

### Family Mailing Details

Family Surname:

Mail to:  
[eg Mr & Mrs Smith]

Home Address:

Suburb/City:

Post Code:

Family Phone Number:

Other:

Current Parish:

Family Health Care Card: Please circle  
Yes      No

### Student Details

First Name:

Commencement Year or Date:

Middle Name:

1<sup>st</sup> Australian School Year (eg: 2001):

Surname:

Previous School/Kinder:      Entry  
Year Level:

Preferred First Name:

Religion:      Nationality:

Sex:      ☐ Male      ☐ Female  
(please tick one)

Current Victorian Student Number (VSN):

Country of Birth:

Does the student speak a language(s) other  
than English at home?      Yes ☐ No ☐ If  
Yes ☒ Please List Below:

Date of Birth:

1.      2.

### 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](https://myGov)) and provide it to the school with this enrolment form.

Immunisation history statement attached:  
Yes ☐ No ☐  
If no, please provide explanation:

If the student entered Australia on a humanitarian visa, did they receive a refugee health check?

Yes ☐ No ☐

Year Level application is made for eg: Prep,  
Year 1      \_\_\_\_\_

Distance from school: \_\_\_\_ (km)

Travel method: \_\_\_\_\_

**Please note: If this enrolment application is not successful all personal and confidential information will be destroyed in accordance with our Document Security Policy**



## **Parental Occupation Definition:**

**Parental Occupation** is defined as the **main** work undertaken by the parent/guardian.

If a parent/guardian has more than one job, report their main job.

## **Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

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

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

**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]

**Defence Forces** Commissioned Officer

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

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional

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

**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

## **Group 2: Other business managers, arts/media/sportspersons and associate professionals**

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

**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]

**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]

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

**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

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

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional

**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

**Defence Forces** senior Non-Commissioned Officer

## **Group 3: Tradesmen/women, clerks and skilled office, sales and service staff**

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

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

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

**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]

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

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

## **Group 4: Machine operators, hospitality staff, assistants, labourers and related workers**

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

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchen-hand, porter, housekeeper]

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

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

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

**Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

**Labourers and related workers**

**Defence Forces** ranks below senior NCO not included above

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

**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]



**SACRED  
HEART  
SCHOOL**  
TATURA

# Sacred Heart School

69-75 Hogan Street, TATURA 3616  
Phone : 5824 1841, Fax : 5824 2033 &  
E-mail : info@shtatura.catholic.edu.au

STRENGTH THROUGH FAITH AND LOVE

## ENROLMENT FORM

OFFICE USE ONLY

Name of Student:

Student Code:

### Family Mailing Details

Family Surname:

Mail to:

[eg Mr & Mrs Smith]

Home Address:

Suburb/City:

Post Code:

Family Phone Number:

Other:

Current Parish:

Family Health Care Card: Please circle  
Yes      No

### Student Details

First Name:

Commencement Year or Date:

Middle Name:

1<sup>st</sup> Australian School Year (eg: 2001):

Surname:

Previous School/Kinder:      Entry  
Year Level:

Preferred First Name:

Religion:      Nationality:

Sex:      ☐ Male      ☐ Female  
(please tick one)

Current Victorian Student Number (VSN):

Country of Birth:

Does the student speak a language(s) other  
than English at home?    Yes ☐ No ☐ If  
Yes ☒ Please List Below:

Date of Birth:

1.      2.

Year Level application is made for eg:  
Foundation, Year 1      -  
\_\_\_\_\_

Distance from school: \_\_\_\_ (km)

Travel method: \_\_\_\_\_

### NATIONALITY

Government Requirement

Nationality:

Ethnicity:

In which country was the  
student born?

Australia ☐

Other – please specify:

**Indigenous Identifier** Aboriginal \ Torres Strait Islander:    Yes ☐    No ☐

(If Yes, please tick ☒ one below)

☐ Aboriginal

☐ Torres Strait Islander

☐ Both Aboriginal & Torres Strait Islander





**SACRED  
HEART  
SCHOOL**  
TATURA

# Sacred Heart School

69-75 Hogan Street, TATURA 3616  
Phone : 5824 1841, Fax : 5824 2033 &  
E-mail : info@shtatura.catholic.edu.au

STRENGTH THROUGH FAITH AND LOVE

## 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](https://myGov)) and provide it to the school with this enrolment form.

Immunisation history statement attached:

Yes ☐ No ☐

If no, please provide explanation:

If the student entered Australia on a humanitarian visa, did they receive a refugee health check?

Yes ☐ No ☐

## IF NOT BORN IN AUSTRALIA , CITIZENSHIP STATUS\*

**Please tick the relevant category below and record the visa subclass number as per government requirements:**

**(original documents to be sighted and copies to be retained by the school)**

### Australian citizen not born in Australia:

☐ Australian citizen (Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia)

Australian passport number:

Naturalisation certificate number:

Visa subclass recorded on entry to Australia:

Date of arrival in Australia:

### Not currently an Australian citizen, please provide further details as appropriate below:

☐ Permanent resident: *(if ticked, record the visa subclass number)*

☐ Temporary resident: *(if ticked, record the visa subclass number)*

☐ Other/visitor/overseas student: *(if ticked, record the visa subclass number)*

**\* Please attach Visa/ImmiCard/letter of notification and passport photo page.**

## Medical Details

Doctor's Name:

Phone Number:

Student's Medicare Number:

Reference Number:

Expiry:

Name of Private Health Fund:

Private Health Fund number:

**Allergies /  
Medical  
Alert**

Please specify **any allergies/ medical alerts** relating to the student applying for enrolment (eg. Allergies to nuts, penicillin, bee stings; Asthma etc).



**SACRED  
HEART  
SCHOOL**  
TATURA

# Sacred Heart School

69-75 Hogan Street, TATURA 3616  
Phone : 5824 1841, Fax : 5824 2033 &  
E-mail : info@shtatura.catholic.edu.au

STRENGTH THROUGH FAITH AND LOVE

<b>Ambulance</b>	Do you have ambulance insurance? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, Ambulance Number: _____
<b>Health Insurance</b>	Do you have private health insurance? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, Ambulance Number: _____

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 ☐

**Does your child present with: (please tick where needed)**

autism (ASD)	<input type="checkbox"/>	behavioural concerns	<input type="checkbox"/>	hearing impairment	<input type="checkbox"/>
intellectual disability/ developmental delay	<input type="checkbox"/>	mental health issues	<input type="checkbox"/>	oral language/communication difficulties	<input type="checkbox"/>
ADD/ADHD	<input type="checkbox"/>	acquired brain injury	<input type="checkbox"/>	vision impairment	<input type="checkbox"/>
giftedness	<input type="checkbox"/>	physical impairment	<input type="checkbox"/>	other condition (please specify)	<input type="checkbox"/>
allergies	<input type="checkbox"/>	asthma	<input type="checkbox"/>	other	<input type="checkbox"/>

## Asthma

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

**Does Your child Suffer from Asthma?** Yes ☐ No ☐

If yes, an Asthma Management form needs to be filled in.

\* If you have ticked yes for an allergy an Allergy Management for needs to be filled in.

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

**Has your child ever seen a:**

paediatrician	<input type="checkbox"/>	physiotherapist	<input type="checkbox"/>	audiologist	<input type="checkbox"/>
psychologist/counsellor	<input type="checkbox"/>	occupational therapist	<input type="checkbox"/>	speech pathologist	<input type="checkbox"/>
psychiatrist	<input type="checkbox"/>	continence nurse	<input type="checkbox"/>	other specialist (please specify)	<input type="checkbox"/>

Other \_\_\_\_\_

**Have you attached all relevant information/reports?** Yes ☐ No ☐





Contact Details		
Details	Father / Carer Residing at Same Address	Mother / Carer Residing at Same Address
Title		
First Name		
Middle Name		
Surname		
Relationship		
Sex & Date of Birth		
Address – Street		
Suburb & Post Code		
Residential Guardian Y/N?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Home Phone Number		
Work Phone Number		
Fax		
Mobile		
Email Address		
Occupation		
Occupational Group (Refer to insert “List of Parental Occupations”)	Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/>	Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/>
Highest Year of School Education:	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
Level of Highest Qualification	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma Certificate I to IV (inc. trade cert) No non-school qualification	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma Certificate I to IV (inc. trade cert) No non-school qualification
Do you speak a language(s) other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please list below: 1.                      2.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please list below: 1.                      2.
Country of Birth		
Nationality		
Religion		
Previous Name (if applicable)		
Do you have a Health Care Card	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>SIGNATURE</b>		

Contact Details		
Details	Non Residential Parent (if applicable)	Emergency Contact
	Please only complete if there is a Parent who does not reside at the Student's Home Address	Please nominate a person <b>other than a parent</b> who may be contacted in the event of an emergency, if parents cannot be contacted
Title		
First Name		
Surname		
Address - Street		
Suburb & Post Code		
Home Phone No.		
Business Phone No.		
Mobile Phone No.		
Email Address		N/A
Relationship to Student		
Employer		N/A
Occupation		
Occupational Group (Refer to insert "List of Parental Occupations")	Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/>	
Highest Year of School Education:	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	
Level of Highest Qualification	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma Certificate I to IV (inc. trade cert) <input type="checkbox"/> No non-school qualification	
Do you speak a language other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please Specify: 1.                      2.	
Country of Birth		
Nationality		
Religion		
<b>SIGNATURE</b>		

## Agreement

**Please tick the following boxes and sign below**

1. I/we have included copies of the following documents with this application for enrolment (please tick appropriate boxes):
 

☐ Birth Certificate  
☐ Baptismal Certificate  
☐ Citizenship documentation (where applicable)  
☐ Most recent previous school reports and external test results (where applicable)  
☐ Relevant Family Court Orders (where applicable)  
☐ Relevant medical and/or special needs information including clinical/educational assessments (where applicable)  
☐ Immunisation Certificate  
☐ Standard Collection Notice signed  
☐ I/we acknowledge that we have read and will abide by the Sacred Heart School Parents/Carers/Guardians – School Code of Conduct
  
2. I/we understand that if this application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment.
  
3. If this enrolment is accepted I/we agree to support our child's participation in the religious life of the school (eg school liturgies, attendance at Mass).
  
4. If this enrolment application is successful I/we agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges
  
5. I / we are not aware of any outstanding fees or charges, in relation to the student applying to enrol, that I/we are responsible for at another Catholic school.
  
6. I / we give permission for my/our child to be examined for headlice (please circle)  
**Yes      No**
  
7. In the event of any illness or accident I/we authorise the obtaining on my behalf of such medical assistance as our child may require (ambulance, doctor etc.) I/we accept responsibility for payment of any expense incurred. **Yes      No**
  
8. I / we give permissions for my child to attend excursions arranged by the school. **Yes      No**
  
9. I / we give permission for my child to be photographed at the school and on excursions, with or without staff and other children. These photos may be used for display and school promotions as per Information Collection Notice. **Yes      No**
  
10. I/we give consent for Sacred Heart Parish Primary School to use data collected about our child and ourselves to be used for the purpose outlined in the Information Collection Notice. **Yes      No**

I / we have read all of the information in the Enrolment Package and understand the policies that I/we will need to abide by should this enrolment application be successful. I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

SIGNED: \_\_\_\_\_ (Father/Carer)      DATE: \_\_\_\_\_  
**and / or**

\_\_\_\_\_ (Mother/Carer)      DATE: \_\_\_\_\_

We understand that this consent is for the duration of the child's enrolment at Sacred Heart School Parish School.

**Please note:**      **Acceptance of this application for enrolment is subject to the approval of the Parish Priest and Principal.**  
**Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary).**

<b>Office use only</b>	Date received:	Birth certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Enrolment date:	Student/family code:
	Start date:	VSN:
	Immunisation history statement attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	Visa information attached (if relevant): Yes <input type="checkbox"/> No <input type="checkbox"/>

## STANDARD SCHOOL COLLECTION NOTICE

1. Sacred Heart Primary School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School and the Catholic Education Commission of Victoria (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 we collect 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 is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988 (Cwth)*. We may ask you to provide medical reports about students from time to time.
5. The School may disclose personal and sensitive information for administrative, educational and support purposes. This may include to:
  - School service providers such as the Catholic Education Commission of Victoria, Catholic Education Offices, parish, school governing bodies and other dioceses;
  - third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network (ICON) system;
  - another school to facilitate the transfer of a student;
  - government departments;
  - medical practitioners, and people providing educational, support and health services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors;
  - anyone you authorise the School to disclose information to; and
  - anyone to whom we are required or authorised to disclose the information to by law.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The School also uses 'Google Apps for Education' (GAFE) including Gmail. Through the use of these services, personal information of pupils, parents or guardians may be transferred, stored and processed by Google in the United States, or any other country Google uses to provide these services. School personnel and the Catholic Education Commission of Victoria and their 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 system and ensuring its proper use.
8. Where personal information is held by GAFE it will be limited and may include:
  - Name
  - Email Address
  - Student Date of Birth

Personal information held by GAFE will be stored in accordance with APPs.

Please tick the box below to confirm that you consent to this disclosure, processing and storage of your personal information.

Tick box ☐

- 9. Where personal and sensitive information is retained by the CECV by a cloud service provider for educational and administrative purposes, it will be stored on servers located within Australia. This includes the Integrated Catholic Online Network (ICON) system.
- 10. 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 personal information collected about them. However, there may 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 student, or where students have provided information in confidence.
- 11. The School's Privacy Policy also sets out how parents and students can make a complaint about a breach of the Australian Privacy Principles and how the complaint will be handled.
- 12. 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.
- 13. 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 annually from the student's parent or guardian (and from the student if appropriate) prior to publication if we would like 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.
- 14. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them 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 this information to third parties.

Name/s: .....

Signature/s:.....

Date:.....

**Please note: If this enrolment application is not successful all personal and confidential information will be destroyed in accordance with our Document Security Policy**

## PHOTOGRAPH/RECORDING PERMISSION FORM

### Dear Parent/Guardian

At certain times throughout the year, students may have the opportunity to be photographed or recorded/filmed by the school or its service providers for 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 Sandhurst (CES) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/recordings in print and online promotional, marketing, media and educational materials.

We would like permission to use your child's photograph/recording for the above purposes. Please complete the permission form below and return it to the school as soon as possible.

Thank you for your continued support.

<b>STUDENT'S FULL NAME:</b>		<b>YEAR LEVEL:</b>	
-----------------------------	--	--------------------	--

- I give permission for my child's:
  - Name ☐
  - Photograph ☐
  - Recording ☐to be published by the school on/in:
  - the school website ☐
  - social media ☐
  - promotional materials ☐
  - newspapers and other media ☐
- I authorise CES/the CECV to use the photograph/recording in material available free of charge to schools and education departments around Australia for CES/the CECV's promotional, marketing, media and educational purposes.
- I give permission for a photograph/recording of my child to be used by the school/CES/the CECV in the agreed publications without acknowledgment, remuneration or compensation.
- I understand and agree that if I do not wish to consent to my child's photograph/recording 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.

**LICENSED UNDER NEALS:** The photograph/recording 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.

<b>Name of parent/guardian (please circle):</b>			
<b>Signed:</b> parent/guardian		<b>Date:</b>	

Any permission and consent given may be withdrawn by the parent/guardian or student (if they are aged 15 or over) by notifying the school in advance of any photograph or recording being made.

**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].



## **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 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.

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.

#### **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 A/Guardian 1 signature:		Date :
Parent B/Guardian 2 signature:		Date :

**STUDENT DETAILS:**

<b>First Name</b>		<b>Surname</b>		<b>DOB</b>	
-------------------	--	----------------	--	------------	--

**SCHOOL TRANSFER DETAILS:**

Current School					
<b>E No.</b>	E	<b>School</b>		<b>Suburb</b>	
New School / Catholic Education Commission of Victoria Ltd (CECV)					
<b>E No.</b>	E	<b>School</b>		<b>Suburb</b>	

The teacher/principal has discussed with me/us how and why certain information about my child is provided to the new school. I understand that in addition to formal reports etc. details regarding the educational program will be supplied.

I/We provide informed and express consent for all relevant health and/or educational information held by school A, **detailed below**, to be provided to school B. I understand that this information will be collected and used by Sacred Heart School to inform health and safety management strategies and educational programming for my child.

**TYPE OF INFORMATION:**

(e.g. personalised learning plans/student program, medical reports, specialist notes, information regarding adjustments, medical management plans, attendant care plans, behaviour support plans, safety plans)

Date	Author (e.g. psychologist's, medical practitioner's name)	Title (e.g. speech pathologist, psychologist, paediatrician)	Description (e.g. cognitive assessment, language assessment)

**CONSENT:**

<b>Parent/Carer/Guardian Name:</b>	<b>Parent/Carer/Guardian Signature:</b>  <b>Date:</b>
<b>Parent/Carer/ Guardian Name:</b>	<b>Parent/Carer/Guardian Signature:</b>  <b>Date:</b>

Please refer to each school's information about their use and disclosure of information, and information regarding their privacy policy. Further clarification is available on request from the principals.

## Introduction

At **Sacred Heart School Tatura**, we are committed to nurturing respectful relationships and active partnerships with you as **parents/carers/guardians**. We believe that our students' learning journeys are enriched through positive and reciprocal home and school relationships.

As **parents/carers/guardians**, you act as one of the most influential role models in your child's life. We therefore seek your support in promoting and upholding the core values of the school community and its culture of respectful relationships within a Catholic faith tradition

This Code of Conduct will guide your interactions and communications with staff, other **parents/carers/guardians**, students and the wider school community. It articulates the school's key expectations of both staff and **parents/carers/guardians** with regard to respectful relationships and behaviours. It also specifies the school's position with regard to unacceptable behaviours that breach our culture of respect.

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

- Occupational Health and Safety Policy
- Complaints Policy and procedure
- Child Safe Policy.

## Our Culture of Respectful Relationships

Among students, staff and **parents/carers/guardians** we strive to develop the following:

- A respect for the innate dignity and worth of every person;
- An ability to understand the situation of others;
- A cooperative attitude in working with others;
- Open, positive and honest communication;
- The ability to work respectfully with other people;
- Trusting relationships; and
- Responsible actions.

### In Promoting & Upholding this Culture, we expect that STAFF will:

- Communicate with you regularly regarding your child's learning, development and wellbeing;
- Provide opportunities for involvement in your child's learning;
- Maintain confidentiality over sensitive issues;
- Relate with and respond to you in a respectful and professional manner; and
- Ensure a timely response to any concerns raised by you.

### In Promoting & Upholding this Culture, we expect that PARENTS will:

- Support the school's Catholic ethos, traditions and practices;
- Treat staff, students and other parents/carers/guardians with respect and courtesy;
- Support the school in its efforts to maintain a positive teaching and learning environment;
- Understand the importance of healthy parent/teacher/child relationships and strive to build the relationships;
- Adhere to the school's policies, as outlined on the school website.

## Raising Concerns & Resolving Conflict

*(Refer also to our Complaints Policy)*

In raising concerns on behalf of your child, or making a complaint about the school's practices or treatment of your child, *we expect that you will:*

- Listen to your child, but remember that a different 'reality' may exist elsewhere;
- Observe the school's stated procedures for raising and resolving a grievance/complaint;
- Follow specified protocol for communication with staff members, including making appointments at a mutually convenient time and communicating your concerns in a constructive manner; and

- Refrain from approaching another child while in the care of the school to discuss or chastise them because of actions towards your child. Refer the matter directly to your child's teacher for follow-up and investigation by the school.

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

- Observe confidentiality and a respect for sensitive issues;
- Ensure your views and opinions are heard and understood;
- Communicate and respond in ways that are constructive, fair and respectful;
- Ensure a timely response to your concerns/complaint; and
- Strive for resolutions and outcomes that are satisfactory to all parties.

## Safety & Wellbeing

The school places high value and priority on maintaining a safe and respectful working environment. We regard certain behaviours as harmful and unacceptable if they compromise the safety and wellbeing of a member of our school community. These behaviours include, but are not limited to:

- Shouting or swearing, either in person or by other means;
- Physical or verbal intimidation and or threats;
- Aggressive hand gestures;
- Writing rude, defamatory, aggressive or abusive comments to/about a member of the school community (emails/social media);
- Racist, sexist or other denigrating comments or images;
- Acts of violence; or
- Damage or violation of possessions/property.

When an adult behaves in such unacceptable ways, the Principal or Principal's nominee will seek to resolve the situation in one or more of the following ways:

1. repair relationships through discussion and/or mediation.
2. exercise our legal right to impose a temporary restriction or permanent ban from the school premises.
3. report the incident to the police.

This Code of Conduct is endorsed by Catholic Education Sandhurst.

**Date of implementation July 2018**

**Date for Review 2021**



## Enrolment Questionnaire (to be used at the enrolment interview)

At Sacred Heart we appreciate and genuinely value the role that you have already played in educating your child thus far. We are keen to find out as much as possible about your child to provide the best possible start to school. This information will be invaluable in structuring learning to directly meet your child's needs and ensuring a happy, confident, successful start to school life.

An enrolment interview with you and your child is the most effective way we can do this. Please fill out the questionnaire and return with your enrolment pack. This and any other concerns will be discussed at the interview.

Child's name

---

Child's Preferred name (if different)

---

Mother's name

---

Father's name

---

Does your child have brothers or sisters? Yes/No

Names Age/grade

---

---

Are there other significant adults in your child's life? (grandparents, aunts, uncles)

---

What does your child enjoy doing with his/her free time? (favourite activities and interests)

---

---

Is there anything your child does NOT like doing?

---

Has your child had experience with: (Please feel free to add additional information if appropriate)

Scissors? Yes/No Comment 

---

Paint? Yes/No Comment 

---

Playdough? Yes/No Comment 

---

Pencils etc? Yes/No Comment 

---

Does your child spend time colouring?\_\_\_\_, drawing? \_\_\_\_\_, making things? \_\_\_\_\_,  
cooking? \_\_\_\_\_ cutting things out? \_\_\_\_\_ Comments

---

---

Does your child know colours? \_\_\_\_\_, numbers? \_\_\_\_\_, how to write name? \_\_\_\_\_,

Does your child have a strong hand preference Yes/No Which hand? \_\_\_\_\_

Comment \_\_\_\_\_

Are there any physical limitations? (sight, hearing, walking, speech)

---

---

If so, has your child seen a specialist? Please provide details:

---

---

How does your child respond to new situations and people?

No Concerns \_\_\_\_\_, shy \_\_\_\_\_ bold \_\_\_\_\_, curious \_\_\_\_\_, slow to warm up \_\_\_\_\_,

Comments\_\_\_\_\_

---

---

Is your child easily upset? By what kinds of things? Emotional? \_\_\_\_\_, Fearful? \_\_\_\_\_,

Other \_\_\_\_\_

Does your child have any friends coming to Sacred Heart next year that you feel he/she would work well with? Please list:

---

---

Would you be interested in accessing our Before and After School Care Program. Yes/No.

If yes, how regularly (please circle) daily, weekly, casual.

Is there anything else you would like us to know about your child? \_\_\_\_\_

---

---

Thank-you for taking the time to complete this questionnaire.

*Pauline Hindson*

Principal