

FOUNDATION 2021 ENROLMENT PACK



ST. PAUL'S PRIMARY SCHOOL

230-240 SUNSHINE AVENUE

KEALBA VICTORIA 3021

Phone: 03 9366 6033

Email: principal@spkealba.catholic.edu.au

February 2020

Dear Parents & Guardians,

Thank you for considering Saint Paul's Primary School as a school for your child.

St. Paul's Primary School is one of two Catholic primary schools, in the local Catholic parish of St. Mary of the Assumption.

Catholic education is intrinsic to the mission of the Catholic 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 teachings, 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 with the school by supporting the school in furthering the spiritual and academic life of their children.

As a Catholic school, we are central to the Catholic Church and its mission to make Christ known to the world. As a Catholic school, we live out the Gospel message of love & acceptance, in all our interactions; acknowledging that ***Christ lives in all of us*** (St. Paul's Primary School, 'Vision Statement').

St. Paul's Primary School stands as a proud and aspirational Catholic learning community, wherein all its members (students, staff, parents & guardians) are considered lifelong learners, engaged in rich & rigorous learning programs and opportunities. At the core of our learning is the community's Education in Faith; Christian values and a rich Religious Education Program, support our students in coming to 'know, worship and love' their faith, in a supported & guided learning environment.

St. Paul, our patron, was a teacher for his time; he wrote to the people of Phillipi (modern-day Greece), that *"We can do all things with Christ who strengthens us"* (Philippians 4:13). As a Catholic school, our way is the way of Christ, our strength is in the strength of Christ and our inspiration is in the unconditional love of Christ.

'It takes a whole village to raise a child' (Old African Proverb); with this ancient proverb in mind, the St. Paul's learning and teaching community, places immense value upon the importance of the parent-educator / teacher-educator partnership. Communication between the school and the home is seen as vital and must be two-way; parent-teacher conversations are encouraged and are informal & formal in nature. Communication is essential in ensuring your children are engaged as learners, in a safe & informed learning environment.

The Victorian Curriculum underpins all our academic programs and is the mandated curriculum program for our children. Supplemented by Catholic Education Melbourne's 'Horizons of Hope' Education Framework, as well as its 'Coming To Know, Worship & Love' Religious Education Framework, our children are encouraged to come to 'know & love' their faith and to always aspire to be the best they can be, in all aspects of the curriculum, as well as in their involvement in the parish community and the local & wider communities.

As you face one of the most important of decisions for your child, that is, which school you should enrol them in, be assured that St. Paul's Primary School, recognises every child as unique, capable of achieving their best and encouraged to be their best.

In a safe and secure learning and teaching environment, all members of the St. Paul's 'family', engage with one another within our School Wide Positive Behaviour Framework, where the wellbeing of every community member is of the highest priority. Your child's safety is of the highest priority at St. Paul's; this is clearly & concisely articulated in our 'Statement of Commitment to Child Safety', wherein we state that, ***St. Paul's Primary School prioritises the safety and wellbeing of all children in our care. We work with diligence and intent to protect them, prioritising their safety and wellbeing at all times and in every situation.***

As a teacher-educator of some forty years, learning is my passion and your children are my priority. I work with a staff team who, through their commitment, dedication and passion, come to school each day, to ensure your children are happy and safe, and as a consequence, are open to learning.

Every child is unique and learns in different ways and at a different pace. Learning at St. Paul's is individualised and personalised, with learning plans designed to ensure every child's needs are considered and catered for. The dreams and aspirations you have for your children are acknowledged and supported in their realisation by the enthusiasm and experience of a staff team, who are here for your children and your children only. Our 'School Essence Statement' is explicit in this regard, stating that, ***'Like Christ, we believe in valuing each individual for who they are and who they can be.'***

You are most welcome to attend an Information Session & School Tour at 9.30 am on Monday March 23 2020 and an Information Session only at 7.00 pm on the same day. These sessions will allow you the opportunity to hear about our school (9.30 am & 7.00 pm) and view its facilities and amenities (9.30 am).

If you wish to apply for enrolment, please complete and return an Enrolment Application to the school office by Friday April 24 2020.

I encourage you to call our Enrolments Registrar, Mrs Lorraine Hammett, should you have any questions regarding the enrolment process.

We look forward to meeting with you.

Yours Sincerely,

Denis J. Daly
Principal

ST PAUL'S PRIMARY SCHOOL

KEALBA



ENROLMENT TIMELINE

FOUNDATION (PREP) 2021

- Monday 23 March Information Session & School Tour: 9.30 am
Information Session only 7.00 pm
Other school tours by negotiation
- Friday 24 April Enrolment Applications due
- Monday 4 May – Friday 8 May Enrolment Interviews:
New Families
- Friday 15 May Enrolment Offers posted
- Friday 29 May Enrolment Acceptances + Deposit due
- Monday 24 August – Friday 28 August Enrolment Interviews:
Existing Families
- Monday 23 November Orientation Session 1: 9.30 am – 11.00 am
- Monday 30 November Orientation Session 2: 9.30 am – 11.00 am
- Monday 7 December Orientation Session 3: 9.30 am – 11.00 am
- Monday 14 December Step Up Day : 9.30 am – 11.00 am
- Friday 29 January 2021 Foundation Students start (9.30 am)
- Wed. 03.02, Wed. 10.02, Wed. 17.02, Wed. 24.02, & Wed. 03.03 **NO SCHOOL**
- Monday 8 March 2021 First fulltime week
(N.B.: Monday 8 March – Labour Day Public Holiday)

St. Paul's Primary School – Enrolment Application

Address: 230 – 240 Sunshine Avenue, Kealba VIC 3021

Email: officeadmin@spkealba.catholic.edu.au

Tel: (03) 9366 6033

INSTRUCTIONS:

Please complete this form and return by mail or hand to the school office. Contact Registrar, Mrs Lorraine Hammett on 9366 6033 or officeadmin@spkealba.catholic.edu.au if you have any questions.

All information must be completed in full.

Birth and immunisation certificates **MUST** be attached to this application. Where applicable sacramental certificates, court orders, visas, passports, previous school reports, assessments and any information that may assist in establishing your child's needs are to be provided.

STUDENT

Student's First Name/s:

Surname:

Preferred first name:

Date of Birth:

Entry Year/Date:

Entry Level/Grade:

FAMILY INFORMATION

Do you have or have you had children previously enrolled at this school? Yes No

HOME CARE ARRANGEMENTS:

Living with Mother & Father Single parent: Mother Single parent: Father

Living in a step family Guardian Out-Of-Home Care

Shared parenting e.g. One week with mother, next with father

- Details: _____

Other: _____

Details: _____

Please provide details and supporting documents

Are there court or intervention orders/parenting plans in place in relation to this child? Yes No

PARENT / GUARDIAN 1

Title (Mr, Mrs, etc.):

First Name:

Surname:

PARENT / GUARDIAN 2

Title :

First Name:

Surname:

FAMILY ADDRESS

Street Address:

Suburb:

Post Code:

Home Phone:

Mobile:

Email:

Parish:

SIBLINGS

Please list all children in your family

Name	Date of Birth	Gender	School	Year/Grade
		Male: <input type="checkbox"/> Female: <input type="checkbox"/>		
		Male: <input type="checkbox"/> Female: <input type="checkbox"/>		
		Male: <input type="checkbox"/> Female: <input type="checkbox"/>		
		Male: <input type="checkbox"/> Female: <input type="checkbox"/>		
		Male: <input type="checkbox"/> Female: <input type="checkbox"/>		
		Male: <input type="checkbox"/> Female: <input type="checkbox"/>		
		Male: <input type="checkbox"/> Female: <input type="checkbox"/>		

STUDENT DETAILS

STUDENT

Student's First Name/s:

Surname:

Preferred First Name:

Male Female

Date of Birth:

Country of Birth:

Place of Birth:

Nationality:

Ethnic Origin:

Current School (if applicable) :

Current Level (if applicable) :

First School:

First year at primary school:

Religion:

Language(s) spoken at home:

Indigenous Identifier: Aboriginal / Torres Strait Islander: No Aboriginal Torres Strait Islander Both

AUSTRALIAN CITIZEN NOT BORN IN AUSTRALIA

Date of arrival in Australia:

Australian Passport Passport No:

Naturalisation Certificate

Certificate No:

Visa Subclass recorded on entry to Australia

Visa Subclass No:

NOT CURRENTLY AUSTRALIAN CITIZEN

Provide further details and attach evidence including copy of passport

Date of arrival of Australia:

Permanent resident Temporary resident

Other

Details:

Visa Subclass No:

MEDICAL INFORMATION

Doctor's name:

Street number and name:

Suburb:

Post Code:

Phone:

Medicare No:

Ref No:

MEDICAL CONDITIONS:

List any medical conditions the student suffers from e.g., asthma, diabetes and/or any prescribed medications taken by the student. A Medication Action Plan will be sent home for you to complete.

ALLERGIES

List any known allergies the student has e.g. allergy to nuts, penicillin, bee stings including specific details.

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

If yes, does the student have an EpiPen or Anapen?
Yes No

IMMUNISATION

Attach copies of certificate

Date of Last Tetanus:

Immunisation Certificate Date:

SACRAMENTAL INFORMATION		Attach copies of certificates	
Baptism	<input type="checkbox"/>	Date:	Parish:
Reconciliation	<input type="checkbox"/>	Date:	Parish:
First Eucharist	<input type="checkbox"/>	Date:	Parish:
Confirmation	<input type="checkbox"/>	Date:	Parish:

PREVIOUS SCHOOL/PRE-SCHOOL PERMISSION	
Name of previous school/pre-school:	
We/I, _____ as parent(s) / guardian(s) of _____ give permission for St Paul's Primary School (Principal / Learning Diversity Leader) to contact your child's former school to request information regarding their learning needs. This may include requests for reports and results from key assessments. We / I acknowledge that the information will be kept confidential and will be disseminated to the key personal at the school.	
Parent / Guardian 1 Signature:	Date:
Parent / Guardian 2 Signature:	Date:

ADDITIONAL NEEDS			
Does your child have:			
autism	<input type="checkbox"/>	behaviour disorders	<input type="checkbox"/>
intellectual disability	<input type="checkbox"/>	language disorder	<input type="checkbox"/>
ADD/ADHD	<input type="checkbox"/>	vision impairment	<input type="checkbox"/>
giftedness	<input type="checkbox"/>	other (please specify)	<input type="checkbox"/>
Has your child ever seen a:			
behavioural optometrist	<input type="checkbox"/>	audiologist	<input type="checkbox"/>
educational psychologist	<input type="checkbox"/>	paediatrician	<input type="checkbox"/>
psychologist	<input type="checkbox"/>	other specialist	<input type="checkbox"/>
If your child does have a special need, please assist us by providing the following information:			
Details of additional learning needs/additional needs provided (please provide all relevant information)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Medical/allied health professional reports attached (please provide all relevant information)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there any other information you wish the school to be aware of?			

PARENT / GUARDIAN DETAILS

PARENT / GUARDIAN 1

Title:		First Name(s) :		Surname:	
Male:	<input type="checkbox"/>	Female:	<input type="checkbox"/>	Residential Guardian: Yes	<input type="checkbox"/>
				No	<input type="checkbox"/>
		Fee Payer: Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Address (if different to family address) :					
Suburb:				Postcode:	
Home Phone:		Work Phone:		Mobile:	
Email:					
Current Occupation:		Occupation Group (see Page 11) : A <input type="checkbox"/>			
				B <input type="checkbox"/>	C <input type="checkbox"/>
				D <input type="checkbox"/>	N <input type="checkbox"/>
Employer:					
Employer Address:					
Country of Birth:			Nationality:		
Ethnic Origin:			Religion:		
Highest year of School Education:					
Year 9 or below		<input type="checkbox"/>	Year 10 or equivalent		<input type="checkbox"/>
			Year 11 or equivalent		<input type="checkbox"/>
			Year 12 or equivalent		<input type="checkbox"/>
Highest qualification:		No post school qualification		<input type="checkbox"/>	Certificate I to IV (including trade certificate)
		Advanced diploma/Diploma		<input type="checkbox"/>	Bachelor degree or above
				<input type="checkbox"/>	<input type="checkbox"/>
Language(s) spoken at home:					

PARENT / GUARDIAN 2

Title:		First Name(s) :		Surname:	
Male:	<input type="checkbox"/>	Female:	<input type="checkbox"/>	Residential Guardian: Yes	<input type="checkbox"/>
				No	<input type="checkbox"/>
		Fee Payer: Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Address (if different to family address) :					
Suburb:				Postcode:	
Home Phone:		Work Phone:		Mobile:	
Email:					
Current Occupation:		Occupation Group (see Page 11) : A <input type="checkbox"/>			
				B <input type="checkbox"/>	C <input type="checkbox"/>
				D <input type="checkbox"/>	N <input type="checkbox"/>
Employer:					
Employer Address:					
Country of Birth:			Nationality:		
Ethnic Origin:			Religion:		
Highest year of School Education:					
Year 9 or below		<input type="checkbox"/>	Year 10 or equivalent		<input type="checkbox"/>
			Year 11 or equivalent		<input type="checkbox"/>
			Year 12 or equivalent		<input type="checkbox"/>
Highest qualification:		No post school qualification		<input type="checkbox"/>	Certificate I to IV (including trade certificate)
		Advanced diploma/Diploma		<input type="checkbox"/>	Bachelor degree or above
				<input type="checkbox"/>	<input type="checkbox"/>
Language(s) spoken at home:					

EMERGENCY CONTACTS – OTHER THAN PARENT/GUARDIAN

1. Name:	Relationship to child:
Home phone:	Mobile:
2. Name:	Relationship to child:
Home phone:	Mobile:

ATTACHED DOCUMENTS – *Please indicate documents attached*

Birth Certificate: <input type="checkbox"/>		Immunisation History Statement: <input type="checkbox"/>	
Passport: Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Naturalisation Certificate: Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Visa: Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
Baptism Certificate: Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Reconciliation Certificate: Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>		
First Eucharist: Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Confirmation: Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>		
Court Orders: Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Previous School Reports & Tests: Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>		
Medical Reports : Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Other: _____		

PARISH / SCHOOL AGREEMENT RESPONSIBILITY FOR FEES/LEVIES

Please indicate who will be responsible for fees:

Both Parents Parent 1 Only Parent 2 Only Guardian Only

Other: _____

- 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.
- If this enrolment is accepted I/we agree to support our child’s participation in the religious life of the school (e.g. prayer, school liturgies, Religious Education, etc.).
- I/We agree to observe and support St. Paul’s Primary School’s Religious Education Policy
- I/We are not aware of any outstanding fees or charges in relation to the student that I/we are responsible for at another Catholic School.
- I/We understand that following an interview, if my/our child is offered a place that I/we will be required to pay a \$250.00 non-refundable fee to finalise my/our acceptance of that offer. Acceptance will not take effect until this fee has been paid.
- 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 be successful.
- I/We understand that if any misleading information has been provided, 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.
- I/We make a commitment that my/our child will participate in St. Paul’s Primary School’s educational programs.
- I/We will attend Parent-Teacher Meetings which relate to my/our child/ren.
- I/We agree to observe and support St. Paul’s Primary School’s Uniform Policy.
- I/We agree to observe and support St. Paul’s Primary School’s Behaviour Policy.

- I/We agree to observe and support St. Paul’s Primary School’s Fees and Levies Policy and pay all school fees and levies set by the school.
- If, in time of emergencies, accidents or serious illness, I/we cannot be contacted I/we give permission for the Principal (or his/her 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.
- I/We acknowledge that I/We have read all the information in the Enrolment Package & Explanatory Statement (attached) and understand the policies that I/we will need to abide by should the Enrolment Application be successful.
- I/We agree to pay the Parish Contribution of \$350.00 pa (this invoice will be billed separately by the Parish).

Parent /Guardian 1 Signature: _____ Date: _____

Parent /Guardian 2 Signature: _____ Date: _____

ST. PAUL’S PRIMARY SCHOOL 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 Melbourne (CEM) 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.

STUDENT’S FULL NAME:		YEAR LEVEL:	
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- 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 CEM/the CECV to use the photograph/recording in material available free of charge to schools and education departments around Australia for CEM/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/CEM/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.

Name of parent/guardian (please circle):			
Signed: parent/guardian		Date:	
If the student is aged 15+, they may also sign: Signed: student		Date:	

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 at www.spkealba.catholic.edu.au

OCCUPATION GROUPS



Please select the appropriate group from the following list:

OCCUPATION GROUP A

SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS

Senior management in large business organisations

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

- **Business** [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
- **Media** [e.g. newspaper editor, film/television/radio/stage producer/director/manager]

Government administration

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

Qualified Professionals – generally have a degree or higher qualifications and experience in applying this knowledge to:

-design, develop or operate complex systems, identify, treat and advise on problems, teach others

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

- **Health** [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
- **Education** [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
- **Law** [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]
- **Social Welfare** [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]
- **Engineering** [e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]
- **Science** [e.g. scientist, geologist, meteorologist, metallurgist]
- **Computing** [e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
- **Business** [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

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

OCCUPATION GROUP B

OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTS PERSONS AND ASSOCIATE PROFESSIONALS

Business Owner / Manager

- **Farm/business owner/manager** [e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]
- **Specialist manager** [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
- **Financial services manager** [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

Arts / media / sportspersons

- **Artist/Writer** [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- **Sports** [e.g. sportsman/woman, coach, trainer, sports official]

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

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

- **Medical, science, building, engineering, computer technician/associate professional**
- **Health/social welfare** [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]
- **Law** [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]
- **Business/administration** [e.g. recruitment/employment/industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
- **Defence Forces** [e.g. senior non-commissioned officer]

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

OCCUPATION GROUPS



OCCUPATION GROUP C

TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF

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

Tradesmen/women

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

Clerks, Skilled office, sales and service staff

- **Clerk** [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
- **Office** [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Carer** [e.g. aged/disabled/refuge care worker, child care assistant, nanny]
- **Service** [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

OCCUPATION GROUP D

MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS

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

- **Driver or mobile plant operator** [e.g. car, taxi, truck, bus, tram or train driver, courier/ deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
- **Production/processing machine operator** [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]
- **Machinery operator** [e.g. photographic developer/printer, industrial spray painter, boiler/air- conditioning/ refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

Hospitality, office staff

- **Sales staff** [e.g. sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker]
- **Office staff** [e.g. typist, word processing/data entry/business machine operator, receptionist]
- **Hospitality staff** [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- **Assistant/aide** [e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

Labourers and related workers

- **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above]
- **Agriculture, horticulture, forestry, fishing, mining worker** [e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- **Other worker** [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

OCCUPATION GROUP N

NOT EMPLOYED IN THE LAST 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

Enrolment Explanatory Statement

1. Preamble

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 with St. Paul's Primary School by supporting the school in furthering the spiritual and academic life of their children.

2. Enrolment

You are required to provide particular information about your child during the enrolment process, both at the application stage and if St. Paul's Primary School offers your child a place. **Please note that lodgement of the enrolment application does not guarantee enrolment at St. Paul's Primary School.**

To meet school and government requirements, you will need to provide St. Paul's Primary School with a completed enrolment form including, amongst 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">▪ Immunisation History Statement (showing whether your child has been immunised against diphtheria, tetanus, polio, measles, mumps, rubella, whooping cough and haemophilus influenza type B)
<ul style="list-style-type: none">▪ certificate of Baptism (and Reconciliation, Eucharist, Confirmation, if these sacraments have been completed)	<ul style="list-style-type: none">▪ nationality and/or citizenship including the visa sub-class 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▪ parents'/guardians' occupation and level of education attained	<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">▪ medical information about your child (for example, does the child suffer from asthma, diabetes, allergies, poor eyesight/hearing, a diagnosed disability, etc.) and details of any medication that St. Paul's Primary School will be requested to administer to the child or health/attendant care needs.
<ul style="list-style-type: none">▪ specific residence arrangements	<ul style="list-style-type: none">▪ information on additional learning needs (for example, does your child require additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)▪ parenting agreements or court orders, including any guardianship orders

After lodgement of this application, school staff may need to request further information from you, 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 you require it.

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 primary schools in the Melbourne Archdiocese.

The order of priority is:

- ***Catholic children who are residents of the parish;***
- ***Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest;***
- ***Catholic children from other parishes (for pastoral reasons);***
- ***Children from non-Catholic Eastern churches who reside in the parish;***
- ***Children from non-Catholic Eastern churches who reside outside the parish;***
- ***Other Christian children who reside in the parish;***
- ***Other Christian children who reside outside the parish;***
- ***Non-Christian children who reside in the parish; and***
- ***Non-Christian children who reside outside the parish.***

3. Fees

The setting of fee levels and other compulsory charges in Catholic primary schools is the responsibility of St. Paul's Primary School, taking into account the allocation of government funds. St. Paul's Primary 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 St. Paul's Primary School.

The fees must be paid for a child to enrol and to continue enrolment at St. Paul's Primary School. St. Paul's Primary 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

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. St. Paul's Primary School will make an assessment of a child's readiness for school when considering the enrolment of a child under the minimum age. Enrolment under minimum school entry age is not encouraged.

In the rare situations where:

- a parent/guardian seeks enrolment of a child under the minimum starting age; and
- the Principal supports the enrolment of that child at St. Paul's Primary School if approval were granted,
- the approval of the Executive Director of Catholic Education is required before enrolment under the minimum starting age can occur. Approval for early age enrolment will only be granted in exceptional circumstances.

5. Terms of enrolment regarding acceptable behaviour

St. Paul's Primary School is a community that exemplifies the gospel values of love, forgiveness, justice and truth. St. Paul's Primary 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.

Every person at St. Paul's Primary School has a right to feel safe, to be happy and to learn, therefore we aim:

- to promote the values of honesty, fairness and respect for others;
- to acknowledge the worth of all members of the community and their right to work and learn in a positive environment;
- to maintain good order and harmony;
- to affirm cooperation as well as responsible independence in learning; and
- to foster self-discipline and to develop responsibility for one's own behaviour.

St. Paul's Primary School administration, in consultation with the St. Paul's Primary 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 St. Paul's Primary School's behaviour aims and St. Paul's Primary School's Code of Conduct, and to support St. Paul's Primary School in upholding prescribed standards of dress, appearance and behaviour.

Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in St. Paul's Primary 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.

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

As a provider of Catholic education, St. Paul's Primary School Principal will take into account the need for St. Paul's Primary School community to represent and conform with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Pupils and families who are members of other faiths are warmly welcomed at our school. However, St. Paul's Primary School reserves its 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.

7. Terms of enrolment regarding provision of accurate information

It is vitally important that St. Paul's Primary School is made aware of each child's individual circumstances insofar as these may impact upon his or her physical, functional, emotional or educational needs, particularly where St. Paul's Primary School is required to provide additional support to the child.

Parents and guardians must provide accurate and up to date information when completing an enrolment form and must supply St. Paul's Primary 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 St. Paul's Primary School.

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 St. Paul's Primary School promptly.

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.

8. Enrolment for children with additional needs

St. Paul's Primary 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 St. Paul's Primary School and parents/guardians prior to enrolment regarding:

- 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);
- the nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist care or equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individualised educational programs, behaviour support plans or other educational interventions as may be relevant);
- the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and St. Paul's Primary School will work in partnership to achieve these goals; and
- any limitations on St. Paul's Primary School's ability to provide the additional assistance requested.

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

As every child's educational needs can change over time, it will often be necessary for St. Paul's Primary 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 the additional assistance remains necessary and/or appropriate to the child's needs;
- whether the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals; and
- whether it remains within St. Paul's Primary School's ability to continue to provide the additional assistance, given any limitations that may exist.

9. Assessment and updates

Various opportunities are provided during the year to let you know your child's progress. You will receive two comprehensive written reports each year, and arrangements will be made for at least one meeting where you can discuss your child's progress with the teacher. In addition, you can always contact St. Paul's Primary School to arrange a meeting with the teacher if you have concerns or wish to have an update on progress.

10. Privacy Policy

St. Paul's Primary School collects personal information, which includes sensitive information such as health information, about pupils and parents/guardians both before and during the course of a pupil's enrolment at St. Paul's Primary School. This may be collected from parent/guardians or from the pupil or from others.

The primary purpose of collecting this information is to enable St. Paul's Primary School to provide schooling for your child. Some of the information we collect is to satisfy St. Paul's Primary School's legal obligations, particularly to enable St. Paul's Primary School to discharge its duty of care.

Where personal information is given to St. Paul's Primary School in confidence, it will not be disclosed without authority of the parent/guardian or person providing the information. Only staff who 'need to know' and have authorisation from the Principal will be given access to the relevant information.

Certain laws governing or relating to the operation of schools require that certain information is collected. St. Paul's Primary School may also ask you to provide medical reports about pupils from time to time and may collect health information about them in the course of providing schooling and if they receive a health service through St. Paul's Primary School.

St. Paul's Primary School handles the personal information of pupils and parents/guardian that it collects and holds in accordance with the Commonwealth *Privacy Act 1988* and the Australian Privacy Principles in that Act. St. Paul's Primary School also handles any health records of pupils and parents/guardians that it collects and holds in its records in accordance with the *Health Records Act 2001 (Vic)* and the Health Privacy Principles in that Act.

St. Paul's Primary School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This may include other schools (including for secondary school application and enrolment purposes), government departments, the Catholic Education Office, the Catholic Education Commission, our local diocese and the parish, other dioceses, medical practitioners and people providing services to St. Paul's Primary School, including specialist visiting teachers, sports coaches and volunteers.

Personal information collected from pupils is regularly disclosed to their parents/guardians. On occasion, information such as academic and sporting achievements is published by St. Paul's Primary School and other local news providers. Permission and consent is sought from a parent/guardian (and from the pupil if they are aged 15 or over) for photographs and videos that may be taken of the pupil to be used and published for certain purposes (through annual completion of the Photograph/Video Permission Form). Photographs and videos may then be used and published for the permitted purposes without further notice being provided. Any permission and consent given may be withdrawn by the parent/guardian or pupil (if they are aged 15 or over) by notifying St. Paul's Primary School.

Parents/guardians may seek access to and request correction of personal information collected about them and their son/daughter by contacting St. Paul's Primary School. Pupils may also seek access to and request correction of personal information about them. However, there will be occasions when access to personal information 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 St. Paul's Primary School's duty of care to the pupil or where pupils have provided information in confidence.

St. Paul's Primary School from time to time engages in fundraising activities and will also communicate with you about events or offers which St. Paul's Primary School consider relevant including in newsletters or fliers. Your information may be used for these purposes. It may also be disclosed to organisations that assist in St. Paul's Primary Schools fundraising activities solely for that purpose, e.g. the St. Paul's Parents Group. St. Paul's Primary School will not disclose your personal information to third parties for their own marketing purposes without your consent.

If you provide St. Paul's Primary School with the personal information of others, such as doctors or emergency contacts, you should only provide information that St. Paul's Primary School requires and we encourage you to inform them that you are disclosing that information to St. Paul's Primary School and why.

St. Paul's Primary School has a Privacy Policy which explains how it manages personal information that it collects and holds and which sets out what kind of personal information St. Paul's Primary School generally collects and how, the purposes for which the information is used and disclosed by St. Paul's Primary School, to whom the information may be disclosed (including overseas) and how privacy complaints can be made and are handled. We encourage you to read and be familiar with this policy and to ask St. Paul's Primary School if you have any questions. It is available on St. Paul's Primary School website or you can ask St. Paul's Primary School for a copy.

Enrolment 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:

I will support school policies in relation to program of studies, sports, pastoral care, school uniform, acceptable behaviour, discipline and general operations of St. Paul's Primary School;

I will ensure that the information that I have provided is kept up to date throughout the period of enrolment and I will notify St. Paul's Primary 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/children and also pay any variation or increase of fees and levies as required upfront at the beginning of St. Paul's Primary School year or in three instalments (and will pay in full by the end of term three each year), or I will otherwise notify St. Paul's Primary School immediately if I am experiencing financial difficulties;

I will support our child's participation in the religious life of St. Paul's Primary 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 once a year or to make a financial contribution;

In the event I have any concerns, I will raise them initially with the relevant teacher or St. Paul's Primary School Principal;

I will treat all members of St. Paul's Primary School community with respect as befits a Catholic primary school; and,

If, in time of emergencies, accidents or serious illness, I cannot be contacted I give permission for the Principal (or his/her 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.

I acknowledge that I have read all the information in the enrolment package and understand the policies that the signatories below will need to abide by should the enrolment application be successful.

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 1 /Guardian 1 – Name:	Signature:	Date:	
Parent 2 /Guardian 2 – Name:	Signature:	Date:	