

# ENROLMENT FORM

HOLY ROSARY SCHOOL

Address: 18 Pohlman Street (PO Box 61) Heathcote, VIC, 3523

Email: [principal@hrheathcote.catholic.edu.au](mailto:principal@hrheathcote.catholic.edu.au); [dneylon@hrheathcote.catholic.edu.au](mailto:dneylon@hrheathcote.catholic.edu.au)

Tel: (03) 5433 2057 Fax: (03) 5433 2601



|                        |                 |   |
|------------------------|-----------------|---|
| <b>OFFICE USE ONLY</b> | Date received:  |   |
|                        | Enrolment date: | English second language: Yes <input type="checkbox"/> No <input type="checkbox"/> |
|                        | Start date:     | House colour:   |
|                        | Student ID:     | VSN:  |

The following documents are required to be submitted with this enrolment form:

|  |   |
|--|---|
| <input type="checkbox"/> Birth Certificate         | <input type="checkbox"/> Baptism/Sacramental Certificates   |
| <input type="checkbox"/> Immunization Certificates | <input type="checkbox"/> Family Court Order (if applicable) |

## STUDENT DETAILS

|                                |                                  |                                 |
|--------------------------------|----------------------------------|---------------------------------|
| Surname:                       | Entry year (YYYY):               | Entry level/grade:              |
| First name/s:                  |                                  |                                 |
| Preferred first name:          |                                  |                                 |
| Date of birth:                 | Religion: (include rite)         |                                 |
| Male: <input type="checkbox"/> | Female: <input type="checkbox"/> | Other: <input type="checkbox"/> |

## HOME ADDRESS OF STUDENT

|                         |           |
|-------------------------|-----------|
| Street number and name: |           |
| Suburb:                 | Postcode: |
| Home phone:             |           |

## EMERGENCY CONTACTS – OTHER THAN PARENT/GUARDIAN

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

## SACRAMENTAL INFORMATION

|                 |       |         |
|-----------------|-------|---------|
| Baptism:        | Date: | Parish: |
| Confirmation:   | Date: | Parish: |
| Reconciliation: | Date: | Parish: |
| Communion:      | Date: | Parish: |
| Current parish: |       |         |

## PREVIOUS SCHOOL/PRESCHOOL PERMISSION

|  |
|--|
| Name and address of previous school/preschool:   |
| I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning: No <input type="checkbox"/> Yes <input type="checkbox"/> |
| (If yes, please complete Form - <i>Consent for Transferring Information</i> .)   |

**NATIONALITY**

|                               |              |            |
|-------------------------------|--------------|------------|
| <b>Government Requirement</b> | Nationality: | Ethnicity: |
|-------------------------------|--------------|------------|

|  |                                    |                         |
|--|------------------------------------|-------------------------|
| In which country was the student born? | Australia <input type="checkbox"/> | Other – please specify: |
|--|------------------------------------|-------------------------|

Is the student of Aboriginal or Torres Strait Islander origin?  
(For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both.)

|                             |  |  |
|-----------------------------|--|--|
| No <input type="checkbox"/> | Yes, Aboriginal <input type="checkbox"/> | Yes, Torres Strait Islander <input type="checkbox"/> |
|-----------------------------|--|--|

**Does the student or their parent(s)/guardian(s) speak a language other than English at home?**  
Note: Record all languages spoken.

|            |                                      | Student                  | Parent A/Guardian 1      | Parent B/Guardian 2      |
|------------|--------------------------------------|--------------------------|--------------------------|--------------------------|
| <b>No</b>  | English only                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Yes</b> | Other – please specify all languages |                          |                          |                          |
|            |                                      |                          |                          |                          |

|   |
|---|
| <b>IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS *Government Requirement</b> |
|---|

**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:**

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 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:**

|                          |   |  |
|--------------------------|---|--|
| <input type="checkbox"/> | Permanent resident: <i>(if ticked, record the visa subclass number)</i> |  |
|--------------------------|---|--|

|                          |   |  |
|--------------------------|---|--|
| <input type="checkbox"/> | Temporary resident: <i>(if ticked, record the visa subclass number)</i> |  |
|--------------------------|---|--|

|                          |   |  |
|--------------------------|---|--|
| <input type="checkbox"/> | Other/visitor/overseas student: <i>(if ticked, record the visa subclass number)</i> |  |
|--------------------------|---|--|

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

|                            |
|----------------------------|
| <b>MEDICAL INFORMATION</b> |
|----------------------------|

|                |  |  |  |
|----------------|--|--|--|
| Doctor's name: |  |  |  |
|----------------|--|--|--|

|                 |  |  |  |
|-----------------|--|--|--|
| Street address: |  |  |  |
|-----------------|--|--|--|

|         |  |           |        |
|---------|--|-----------|--------|
| Suburb: |  | Postcode: | Phone: |
|---------|--|-----------|--------|

|                  |  |             |         |
|------------------|--|-------------|---------|
| Medicare number: |  | Ref number: | Expiry: |
|------------------|--|-------------|---------|

|                           |                              |                             |       |         |
|---------------------------|------------------------------|-----------------------------|-------|---------|
| Private health insurance: | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Fund: | Number: |
|---------------------------|------------------------------|-----------------------------|-------|---------|

|                  |                              |                             |         |
|------------------|------------------------------|-----------------------------|---------|
| Ambulance cover: | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Number: |
|------------------|------------------------------|-----------------------------|---------|

|                    |  |
|--------------------|--|
| Medical condition: | <p>Please specify any relevant medical conditions for the student, e.g. asthma, diabetes, anaphylaxis, and/or any medications prescribed for the student. A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed.</p> <p>Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.</p> |
|--------------------|--|

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Has the student been diagnosed as being at risk of anaphylaxis? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, does the student have an EpiPen or Anapen?              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**IMMUNISATION** (please attach an immunisation history statement for your child)

|   |   |
|---|---|
| <p>All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement for your child (visit <a href="http://myGov">myGov</a>) and provide it to the school with this enrolment form.</p> | <p>Immunisation history statement attached:<br/>         Yes <input type="checkbox"/> No <input type="checkbox"/><br/>         If no, please provide explanation:</p> |
| <p>If the student entered Australia on a humanitarian visa, did they receive a refugee health check?</p>  | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>   |

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:**

|   |                          |                       |                          |  |                          |
|---|--------------------------|-----------------------|--------------------------|--|--------------------------|
| 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"/> |

**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"/> |

Have you attached all relevant information/reports? Yes  No

**FAMILY DETAILS**

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

| Surname | First name | Email and Address  | Phone | Relationship to the student |
|---------|------------|--------------------|-------|-----------------------------|
|         |            | Email:<br>Address: |       |                             |

| PARENT A/GUARDIAN 1  |  |   |   |                                     |                             |
|--|--|---|---|-------------------------------------|-----------------------------|
| Surname:   |  | Title: (e.g. Mr/Mrs/Ms)   |   | First name:                         |                             |
| Address:   |  |   |   |                                     |                             |
| Mobile:  |  | Work:   |   | Home:                               |                             |
| SMS messaging: (for emergency and reminder purposes)   |  |   |   | Yes <input type="checkbox"/>        | No <input type="checkbox"/> |
| Email:   |  |   |   |                                     |                             |
| <b>Government Requirement</b>  | Occupation:  | <b>What is the occupation group?</b> (select from list of parental occupation groups in the School Family Occupation Index on p.9)  |   |                                     |                             |
| Religion: (include rite)   |  |   | Nationality:                                      | Ethnicity if not born in Australia: |                             |
| Country of birth:  | <input type="checkbox"/> Australia   | <input type="checkbox"/> Other (please specify):  |   |                                     |                             |
| <b>What is the highest year of primary or secondary school Parent A/Guardian 1 has completed?</b><br>(Persons who have never attended secondary school, tick 'Year 9 or below'.) |  |   |   |                                     |                             |
| 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"/>    |                                     |                             |
| <b>What is the level of the highest qualification Parent A/Guardian 1 has completed?</b>   |  |   |   |                                     |                             |
| No post-school qualification <input type="checkbox"/>  | Certificate I to IV (including trade certificate) <input type="checkbox"/> | Advanced diploma/diploma <input type="checkbox"/>   | Bachelor degree or above <input type="checkbox"/> |                                     |                             |
| PARENT B/GUARDIAN 2  |  |   |   |                                     |                             |
| Surname:   |  | Title: (e.g. Mr/Mrs/Ms)   |   | First name:                         |                             |
| Address:   |  |   |   |                                     |                             |
| Mobile:  |  | Work:   |   | Home:                               |                             |
| SMS messaging: (for emergency and reminder purposes)   |  |   |   | Yes <input type="checkbox"/>        | No <input type="checkbox"/> |
| Email:   |  |   |   |                                     |                             |
| <b>Government Requirement</b>  | Occupation:  | <b>What is the occupation group?</b> (select from list of parental occupation groups in the School Family Occupation Index on p. 9) |   |                                     |                             |
| Religion: (include rite)   |  |   | Nationality:                                      | Ethnicity if not born in Australia: |                             |
| Country of birth:  | <input type="checkbox"/> Australia   | <input type="checkbox"/> Other (please specify):  |   |                                     |                             |
| <b>What is the highest year of primary or secondary school Parent B/Guardian 2 has completed?</b><br>(Persons who have never attended secondary school, tick 'Year 9 or below'.) |  |   |   |                                     |                             |
| 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"/>    |                                     |                             |
| <b>What is the level of the highest qualification Parent B/Guardian 2 has completed?</b>   |  |   |   |                                     |                             |
| No post-school qualification <input type="checkbox"/>  | Certificate I to IV (including trade certificate) <input type="checkbox"/> | Advanced diploma/diploma <input type="checkbox"/>   | Bachelor degree or above <input type="checkbox"/> |                                     |                             |

**SIBLINGS ATTENDING A SCHOOL/PRESCHOOL**

List all children in your family attending school or preschool (oldest to youngest) – include applicant:

| Name | School/preschool | Year/grade | Date of birth |
|------|------------------|------------|---------------|
|      |                  |            |               |
|      |                  |            |               |
|      |                  |            |               |
|      |                  |            |               |

**HOME CARE ARRANGEMENTS**

|   |  |
|---|--|
| <input type="checkbox"/> Living with immediate family | <input type="checkbox"/> Out-of-home care  |
| <input type="checkbox"/> Carer/guardian               | <input type="checkbox"/> Shared parenting, e.g. one week with each parent:<br>Days with Parent A/Guardian 1:<br>Days with Parent B/Guardian 2: |
| <input type="checkbox"/> Kinship care                 | <input type="checkbox"/> Other (please specify)  |

**COURT ORDERS OR PARENTING ORDERS (if applicable)**Are there any current court orders or parenting orders relating to the student? Yes  No *If yes, copies of these court orders/parenting orders (e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders) must be provided.*

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

|   |  |              |
|---|--|--------------|
| <b>PARENT/CARER/GUARDIAN SIGNATURE:</b> |  | <b>Date:</b> |
| <b>PARENT/CARER/GUARDIAN SIGNATURE:</b> |  | <b>Date:</b> |

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

The signature of:

- student, if they are over 15 and living independently
- parent as defined in the *Family Law Act 1975*  
Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
- an informal carer, with a statutory declaration. Carers:
  - may be a relative or other carer
  - have day-to-day care of the student with the student regularly living with them
  - may provide any other consent required e.g. excursions.

Notes for informal carer:

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

Note: Secondary students may complete parts of the form and co-sign.

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

# TERMS & CONDITIONS OF ENROLMENT

## **1. Enrolment**

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

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

After lodgement 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

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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<br>signature: |  | Date: |
| Parent B/Guardian 2<br>signature: |  | Date: |



# 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> |  |

**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].



# SCHOOL FAMILY OCCUPATION INDEX

## PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

### GROUP N: Unemployed for more than 12 months

If you are not currently in paid work but **have had a job in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter '**N**' into the 'occupation code' field on the enrolment form.

## OCCUPATION GROUP A

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

#### Senior management in large business organisations

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

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

#### Government administration

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

**Qualified professionals** – generally have a degree or higher qualifications and experience in applying this knowledge to: design, develop or operate complex systems, identify, treat and advise on problems, teach others

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

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

## OCCUPATION GROUP B

### OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

#### Business owner/manager

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

#### Arts/media/sportspersons

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

**Associate professionals** – generally have diploma/technical qualifications and provide support to managers and professionals  
*Health, Education, Law, Social Welfare, Engineering, Science, Computing, Business/administration*

- **Medical, science, building, engineering, computer** technician/associate professional

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

## OCCUPATION GROUP C

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

**Tradesmen/women** – generally have completed a four-year trade certificate, usually by apprenticeship. All tradesmen/women are included in this group.

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

#### Clerks, skilled office, sales and service staff

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

## OCCUPATION GROUP D

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

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

- **Driver or mobile plant operator** [e.g. car, taxi, truck, bus, tram or train driver, courier/deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
- **Production/processing machine operator** [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]
- **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]

**PRIVACY POLICY:**  
**STANDARD COLLECTION NOTICE**  
**Holy Rosary School**



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

10. The School makes reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third-party services and will endeavour to ensure it will be located in countries with substantially similar protections as the APPs.
11. When the School uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) about students, carer/s may be transferred, stored and processed by Google in the United States, or in any other country through which Google provides these services or where it processes and stores information. This personal information will be stored and processed by Google in accordance with Google's terms and conditions stated in the G-Suite for Education Agreement which the school entered into with Google.
12. The School's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations.
13. Where personal, including sensitive information is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it may be stored on servers located within or outside Australia.
14. School personnel and the school's service providers, and the CECV and its service providers, may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the ICON system and ensuring its proper use.
15. The School may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
16. The School's Privacy Policy is accessible via the school website, newsletter, handbook, or from the School office. The policy sets out how carer/s or students may seek access to, and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others or may result in a breach of the School's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
17. The School's Privacy Policy also sets out how carer/s, students and their family can make a complaint if they believe the School has interfered with their privacy [and how the complaint will be handled].
18. The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
19. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet [and on our website]. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions from the student's carer/s (and from the student if appropriate) prior to publication to enable the school to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet. The school may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind carer/s to notify the school if they wish to vary the permissions previously provided.
20. If you provide the School with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the School and why, that they can request access to and correction of that information if they wish and to also refer them to the School's Privacy Policy for further details about such requests and how the School otherwise handles personal information it collects and complaints it receives.

**Name of Carer:** \_\_\_\_\_

**Signed:** Carer: \_\_\_\_\_ **Date:** \_\_\_\_\_