

Application for Enrolment

Student:
(Surname)

.....
(Given Name)

To commence

In Year level.....



St Pius X Primary School

431 Waterdale Road,
Heidelberg Heights
Heidelberg West 3081

PH: 9457 3776

FAX: 9457 1036

EMAIL: principal@spxhw.catholic.edu.au

ALL THINGS ARE POSSIBLE FOR YOU

Office UseDate received:..... English second Language: ☐ Yes ☐ No

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

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

Information on this form is strictly confidential

STUDENT DETAILS:

Family Name:..... Given Name(s)

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

Address Postcode:

Telephone:..... Email Address:

Is the student of Aboriginal or Torres Strait Islander Origin?No ☐ Yes, Aboriginal..... ☐Yes, Torres Strait Islander..... ☐ Yes, both Aboriginal & Torres Strait Islander..... ☐**Does the student speak a language other than English at home?**

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

☐ No, English only ☐ Yes, Other (please specify**Country of Birth:**☐ Australia ... ☐ Other (Nationality)

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

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

Visa Expiry Date: Passport Number:

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

First enrolled in a school in Australia:/...../.....

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

Please see Page 8

Sacraments	Parish	Date	Sacraments	Parish	Date
Baptism			Reconciliation		
Confirmation			Eucharist		

MEDICAL INFORMATION:

Doctor's Name:		Phone Number:			
Student's Medicare Number:		Date of Last Tetanus Injection/Booster:			
Allergies / Medical Alert	Please specify any allergies/ medical alerts relating to the student applying for enrolment (e.g. Allergies to nuts, penicillin, bee stings etc; asthma management etc).				
Immunisation	Has the Immunisation Certificate been submitted? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Indicate whether the student applying for enrolment has any known or suspected special needs (please tick <input checked="" type="checkbox"/> Yes or No for each of the following)					
Physical Needs	Medical Needs	Educational Needs	Behavioural Needs	Allergies	Any other special needs
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered yes to any of the above, please provide full details of those needs and any assessment/intervention/ support that he/she may be currently receiving (Supporting documentation must be provided).					
If this enrolment application is successful it is essential that the school be advised promptly of any changes to the needs of the student. The school will regularly assess its ability to provide adequate services for these needs.					

Medical Authority

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

Following notification by the school, I will promptly attend any location to which my child may be taken for treatment.

Signature of Parent/Guardian: _____ Date: _____

MOST RECENT SCHOOLS

(include Kindergarten up to present time or future enrolment date)

1	From	/	/	To	/	/
2	From	/	/	To	/	/

EMERGENCY CONTACTS DETAILS:

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

Name	Telephone	Relationship to Child
1		
2		
3		

SIBLING INFORMATION:

Please list any siblings currently attending St Pius X:

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

AGREEMENT

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

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

PARENT / GUARDIAN DECLARATION

In enrolling our child at St Pius X we accept the responsibility to actively support the school's expectations regarding:

Student participation in whole school activities.

The wearing of the correct school uniform.

The following of our school rules.

Participation in liturgies and the Religion Education Program.

The payment of school Fees and Levies.

In the event of any illness, we authorize the school, if unable to contact either parents/guardians or emergency contact person to seek such medical assistance as our child may require and call an ambulance if required. I agree to pay all medical expenses on behalf of our child.

Education Levy – Per Child

The Levy charges are per child and payment is made at the beginning of the year to cover the cost of swimming lessons, excursions and classroom materials as opposed to our normal school fees. Camp Fees (if applicable) will be charged separately prior to commencing activities. We ask that parents pay these levies early in the school year so that classroom materials and programs can be purchased and maintained.

School Fees – Per Family

School Fees are billed per family. Statements are sent out at the beginning of each term (4 terms). You can elect to pay school fees per term, weekly, fortnightly or an annual payment by Term 3. You can pay school fees, by cash, credit card, cheque or electronically, just call at the office to collect a direct debit request form.

- If you have any concerns regarding the payment of School fees / Levy fees, please make an appointment with the School Officer to speak with the Principal.

CSEF – Camps Sports Excursion Fund

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

Do you hold one of these Cards? ☐ Yes ☐ No

IF MY CHILD IS ACCEPTED TO THE SCHOOL

I will **support the school and teachers** in the education and well-being of my/our child.

I (where possible) will **attend meetings** such as, Curriculum and Sacramental nights, Parent/Teacher Meetings Fundraising activities, Working Bees and Social Occasions.

I agree to **observe the regulations** regarding uniform and conduct.

I **agree to pay the approved school fees and levies for my child/children when due and also to pay any variance of this fee due to increases that may occur.** In the event of a difficulty in paying Term Fees, I/we agree to contact The Principal or School Bursar to explain my/our inability to pay within set time frame.

I have received and **read Privacy Act Statement.**

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

Signed: _____ Mother / Guardian Date: _____

Signed: _____ Father / Guardian Date: _____

Policy on School Fees and Levies

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

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

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

PROCEDURE FOR COLLECTING SCHOOL FEE PAYMENTS

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

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

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

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

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

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

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

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

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

OCCUPATION GROUP

Please select the appropriate group from the following list. 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.

List of occupations:

OCCUPATION GROUP A

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

- **Senior Executive / Manager / Department Head** in industry, commerce, media or other large organisation
- **Public Service Manager** (Section head or above), regional director, health / education / police / fire services administrator
- **Other administrator** [school principal, faculty head / dean, library / museum / gallery director, research facility director]
- **Defence Forces** Commissioned Officer
- **Professionals** - generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others:
 - *Health, Education, Law, Social Welfare, Engineering, Science, Computing* professional
 - *Business* [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
 - *Air/sea transport* [aircraft / ship's captain / officer / pilot, flight officer, flying instructor, air traffic controller]

OCCUPATION GROUP B

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

- **Owner / Manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- **Specialist Manager** [finance / engineering / production / personnel / industrial relations / sales / marketing]
- **Financial Services Manager** [bank branch manager, finance / investment / insurance broker, credit / loans officer]
- **Retail sales / Services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
- **Arts / Media / Sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]
- **Associate Professionals** - generally have diploma / technical qualifications and support managers and professionals:
 - *Health, Education, Law, Social Welfare, Engineering, Science, Computing* technician / associate professional
 - *Business / administration* [recruitment / employment / industrial relations / training officer, marketing / advertising specialist, market research analyst, technical sales representative, retail buyer, office / project manager]
 - *Defence Forces* senior Non-Commissioned Officer

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
- **Clerks** [bookkeeper, bank / PO clerk, statistical / actuarial clerk, accounting / claims / audit clerk, payroll clerk, recording / registry / filing clerk, betting clerk, stores / inventory clerk, purchasing / order clerk, freight / transport / shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]
- **Skilled office, sales and service staff:**
 - *Office* [secretary, personal assistant, desktop publishing operator, switchboard operator]
 - *Sales* [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
 - *Service* [aged / disabled / refuge / child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

OCCUPATION GROUP D

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

- **Drivers, mobile plant, production / processing machinery and other machinery operators**
- **Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]
- **Office assistants, sales assistants and other assistants:**
 - *Office* [typist, word processing / data entry / business machine operator, receptionist, office assistant]
 - *Sales* [sales assistant, motor vehicle / caravan / parts salesperson, checkout operator, cashier, bus / train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
 - *Assistant / aide* [trades' assistant, school / teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum / gallery attendant, usher, home helper, salon assistant, animal attendant]
- **Labourers and related workers**
 - *Defence Forces* - ranks below senior NCO not included above
 - *Agriculture, horticulture, forestry, fishing, mining worker* [farm overseer, shearer, wool / hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/ logging worker, miner, seafarer / fishing hand]
 - *Other worker* [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

OCCUPATION GROUP N

Not been in paid work in the last 12 months.

RELIGION

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

Dear Parents and Friends of St Pius X,

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

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

Barbara Gomez
(Principal)

If appropriate

**We will seek specific consent

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



Dear Parent/Guardian

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

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

Permission is required for a student's photograph to be used for the above purposes. Please complete the Permission form below and return to the school as soon as possible.

Thank you for your continued support.

STUDENT'S NAME: _____ **YEAR LEVEL:** _____

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

Licensed under NEALS

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

- **I authorise** the CEOM/CECV to use the photograph/video in material available free of charge to schools and education departments around Australia for the CEOM/CECV's promotional and educational purposes.
- I understand and agree that if I wish to withdraw this authorisation, it is my responsibility to notify the school.

Name of Parent / Guardian
(please circle) _____

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

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

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



Dear Parents/Guardians,

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

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

PLEASE FILL IN PERMISSION SLIP AND RETURN TO SCHOOL

CHILD'S NAME _____ **CLASS** _____

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

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

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

PARENT/GUARDIAN'S NAME: _____

CONTACT TELEPHONE NUMBER: _____

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

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



Dear Parent/Guardians

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

STUDENT'S NAME: _____

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

.....

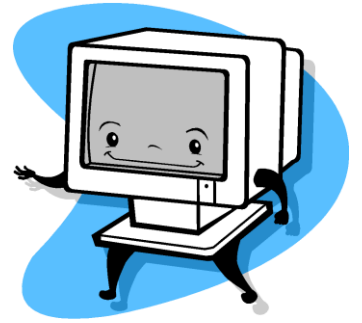
Name of Parent / Guardian
(please circle) _____

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

CODE OF PRACTICE:

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

Internet & Safe Use Policy



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

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

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



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

PARENT OR GUARDIAN DECLARATION

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

Child's Name /Grade: _____

Child's Signature: _____

Parent or Guardian signature: _____

Date: _____



PERMISSION TO OBTAIN CONFIDENTIAL INFORMATION

Date: _____

To Whom It May Concern

I give permission for St. Pius X Catholic Primary School, Heidelberg West, to have access to my child's current school information, records and assessments, including any information about any disability my child may have, as relevant to his / her enrolment at St. Pius X Catholic Primary School.

I also give permission for St Pius X to carry out any assessments and evaluate my child upon application of enrolment.

Child's name:

Current year level:

Name of current school:

.....

Director's / Principal's Name:

Teacher's Name:

.....

Parent's Signature

.....

PLEASE PRINT NAME

.....