



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 from the parish. [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. 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.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### FAMILY DETAILS

#### MOTHER/GUARDIAN 1 INFORMATION

<b>Surname:</b>	<b>Christian Name:</b>
<b>Address:</b>	
<b>P/code:</b>	<b>Email: (school newsletters will be forwarded only by email)</b>
<b>Telephone: (H)</b>	
<b>(B)</b>	
<b>(M)</b>	
<b>Religion:</b>	
<b>Australian Citizen:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Country of Birth:</b>	
★ <b>Does the mother/guardian speak a language other than English at home?</b> If more than one language, indicate the one that is spoken most often <input type="checkbox"/> English only <input type="checkbox"/> Other, please specify _____	
<b>Mother's/guardian's Occupation:</b> _____	
★ <b>What is the occupation group of the mother/guardian?</b> _____ Please select the appropriate parental occupation group from the attached list (A, B, C, D or N) If person is not currently in <u>paid</u> work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation. If person has not been in <u>paid</u> work in the last 12 months, enter 'N'	
<b>Employer:</b>	
★ <b>What is the highest year of primary or secondary school the mother/guardian has completed?</b> For persons who have never attended school, mark 'Year 9 or equivalent or below'. <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	
★ <b>What is the level of the highest qualification the mother/guardian has completed?</b> <input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including Trade Certificate) <input type="checkbox"/> No non-school qualifications	

**FATHER/GUARDIAN 2 INFORMATION**

Surname:	
Christian name:	
Address:	
P/code	Email:
Telephone: (H)	
(B)	
(M)	
Religion:	
Australian Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Country of Birth:	
★ Does the father/guardian speak a language other than English at home? If more than one language, indicate the one that is spoken most often <input type="checkbox"/> English only <input type="checkbox"/> Other, please specify _____	
Father's/guardian's Occupation: _____	
★ What is the occupation group of the father/guardian? _____ Please select the appropriate parental occupation group from the attached list (A, B, C, D or N) If person is not currently in <u>paid</u> work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation. If person has not been in <u>paid</u> work in the last 12 months, enter 'N'	
Employer:	
★ What is the highest year of primary or secondary school the father/guardian has completed? For persons who have never attended school, mark 'Year 9 or equivalent or below'. <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	
★ What is the level of the highest qualification the mother/guardian has completed? <input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including Trade Certificate) <input type="checkbox"/> No non-school qualifications	

**FAMILY STATUS**

★ <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Single Parent Family <input type="checkbox"/> De facto Is there a Parenting Plan? <input type="checkbox"/> No <input type="checkbox"/> Yes (Please provide copy to school)
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★ Have you enrolled/registered your child at another school? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide name of school/s you have registered your child's name at ..... .....
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**Please note – All sections of this enrolment form must be completed.**

## STUDENT INFORMATION

SURNAME: \_\_\_\_\_

CHRISTIAN NAME/S: \_\_\_\_\_

PREFERRED NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ ★ SEX:  Male  Female

★ Is the student of Aboriginal or Torres Strait Islander origin?

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

★ In which country was the student born?

Australia  Other – please specify \_\_\_\_\_

If not Australia, date of arrival: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## ★ STUDENT RELIGIOUS DENOMINATION DETAILS

RELIGIOUS DENOMINATION: \_\_\_\_\_ PARISH: \_\_\_\_\_

Baptism Date: \_\_\_\_\_ Parish/Place of Baptism: \_\_\_\_\_

SACRAMENTS already received:

Reconciliation Date: \_\_\_\_\_ Parish: \_\_\_\_\_

Communion Date: \_\_\_\_\_ Parish: \_\_\_\_\_

Confirmation Date: \_\_\_\_\_ Parish: \_\_\_\_\_

## ★ STUDENT'S MEDICAL HISTORY

Does your child suffer from any medical conditions of which we need to be aware?  Yes  No

If yes, please provide details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anaphylaxis  Yes  No (if yes, epipen to be provided to school, together with an Anaphylaxis Action Plan)

Does your child require Special Needs Support  Yes  No

(ie: aspergers syndrome, autism, speech impairment, language disorder, developmental delay)

If yes, please provide details:

Are there any relevant reports? (please provide copy/details)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STUDENT LANGUAGE DETAILS**



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 \_\_\_\_\_

Does your child attend Language School?:       Yes     No

If yes, name of Language School attending: \_\_\_\_\_

If yes, specify language learnt at Language School: \_\_\_\_\_

**PREVIOUS SCHOOL/KINDERGARTEN**

YEAR LEVEL (to be enrolled in this school): \_\_\_\_\_

IF ENROLLING FOR PREP, PREVIOUS KINDERGARTEN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OR

PREVIOUS SCHOOL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

YEAR LEVEL: \_\_\_\_\_ (at previous school)

How many children in family: \_\_\_\_\_ Position in Family: \_\_\_\_\_

Names of Siblings attending this school: \_\_\_\_\_ Year level: \_\_\_\_\_

\_\_\_\_\_ Year level: \_\_\_\_\_

\_\_\_\_\_ Year level: \_\_\_\_\_

Names of Siblings not attending this school (and year level if applicable):

\_\_\_\_\_ Year level: \_\_\_\_\_

\_\_\_\_\_ Year level: \_\_\_\_\_

\_\_\_\_\_ Year level: \_\_\_\_\_



**EMERGENCY INFORMATION**

Name of Family Doctor: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_

Ambulance Subscription:  Yes     No      Medicare No.: \_\_\_\_\_

Every effort will be made to contact you in the case of an emergency or illness. However should you be unavailable, please nominate two relatives, neighbours, or friends who can drive and are available during school hours. In the event that both parents/guardians and emergency contacts are unable to be contacted an ambulance will be called.

**Emergency 1:****Emergency 2:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Contact Telephone: (H) \_\_\_\_\_ Contact Telephone: (H) \_\_\_\_\_

(M) \_\_\_\_\_ (M) \_\_\_\_\_

(B) \_\_\_\_\_ (B) \_\_\_\_\_

**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: \_\_\_\_\_

**FINANCIAL INFORMATION****ACCOUNT DETAILS**

Account to be addressed to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

**PARISH**

Do you contribute to St. Benedict's Parish through Thanksgiving Offering Envelopes?

 Yes  No**SCHOOL****FEES**

It is a condition of enrolment that all families contribute toward school fee and levy payment. Fees and levies are reviewed every year in November for the following school year. Parents are notified by mid December of any changes to fees and levies. The following School Fees per family apply for the 2017 school year –

Family with one child at St. Benedict's - \$1,520.00 per year

Family with two children at St. Benedict's - \$2,280.00 per year

Family with three or more children at St. Benedict's - \$2,775.00 per year

**Levies**

Prep to Year 2 add \$465.00 per child per year

Year 3 add \$720.00 per child per year

Year 4 add \$725.00 per child per year

Year 5-6 add \$1,065.00 per child per year

Statements are sent out early in the school year with the full amount for School Fees and Levies payable per annum. Account Rendered Statements are sent home in Terms 2 and 3. You can elect to pay school fees and levies in one annual payment in Term 1, or three equal instalments in Term 1, 2 and 3 or 10 equal instalments. All fees and levies should be paid in full by the commencement of Term 4. If you have any concerns regarding

the payment of school fees or levies please make an appointment with the Office Manager, Mrs. Karen Dermietzel or the Principal, Mrs Meredith Bennett.

**\*\* A \$50.00 non refundable fee is required with this enrolment application. Upon acceptance of offer to attend St. Benedict's Primary School, a further \$200.00 non refundable fee will be required. This amount will be deducted from school fees.**

### EDUCATION LEVY

The Education Levy is an annual levy per child covering all books/class requirements. The Education levy is \$365.00 per child for children in Prep to Year 4 and \$405.00 for children in Years 5 and 6 and is billed at the beginning of the school year with the School Fees. There is an instrumental levy for students in Year 3 to Year 6 of \$240 for the first child and \$210 for second and subsequent children.

### SCHOOL IMPROVEMENT FEE AND COMPUTER FEE

The School Improvement Levy is charged per annum and is \$245.00 per family. The Computer Fee is charged at \$210 per family. The School Improvement Fee and Computer Fee are also billed per annum at the beginning of the school year with School Fees and Education Levy.

### GARDENING & MAINTENANCE FEE

The Gardening & Maintenance levy is charged per annum and is \$140.00 per family. This fee is also billed per annum at the beginning of the school year.

**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**

**ALLOWANCES CLAIMED:** Education Maintenance Allowance  Yes  No  
Conveyance Allowance  Yes  No  
Number of Kilometres from school \_\_\_\_\_

**The occupation group listings below will assist with the questions at the front of this enrolment form for the Mother and Father information.**



## 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 Parental 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]