



# HESKET

Primary School

Dear Parents,

Thank you for your interest in Heskett Primary School.

Please find attached:

- a copy of our current Enrolment Form, including privacy notice
- MARC Van Information and Permission Form
- Head Lice Permission Form
- Internet Usage Form
- Permission Form – Local Publications
- Seesaw Communication Platform Consent

Please complete the Enrolment Form and return it to our General Office, together with a copy of your child's Birth Certificate and Immunisation Record.

We are happy to photocopy your originals if necessary. The Enrolment Form can be returned without the accompanying documentation, however both the Birth Certificate and Immunisation Certificate must be provided prior to your child starting school.

Please inform the school if guardianship/custody changes for your child, as these forms will need to be re-signed to reflect these changes. Please also inform the school in writing if you wish to withdraw consent for your child.

We are a small school and we pride ourselves on knowing our community. Many new families will have already been viewing our newsletter in the school web page. We hope that this too provides a 'flavour' of Heskett Primary School.

Please feel free to contact me at any time with any questions you may have.

Warm regards,

Seona Aulich  
Principal



## PRIVACY NOTICE

**Information about the Enrolment Form. Please read this notice before completing the Enrolment Form.**

This confidential enrolment form asks for personal information about your child as well as family members and others that provide care for your child. The main purpose for collecting this information is so that Hesket Primary School can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Hesket Primary School and the Department of Education and Training are required by law to protect the information provided by this enrolment form.

Health information is asked for so that staff at Hesket Primary School can properly care for your child. This includes information about any medical condition or disability your child may have, medication your child may rely on while at school, any known allergies and contact details of your child's doctor. Hesket Primary School depends on you to provide all relevant health information because withholding some health information may put your child's health at risk.

Hesket Primary School requires information about all parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to Hesket Primary School. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, Hesket Primary School if you would like to discuss, in strict confidence, any matters relating to family arrangements.

### **Emergency Contacts**

These are people that Hesket Primary School may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Hesket Primary School.

### **Student Background Information**

This includes information about a person's country of birth, aboriginality, language spoken at home and parent occupation. This information is collected so that Hesket Primary School receives appropriate resource allocations for their students. It is also used by the Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, planning and resource allocation. All of this information is kept strictly confidential and the Department will not otherwise disclose the information to others without your consent or as required by law.

### **Immunisation Status**

This assists Hesket Primary School in managing health risks for children. This information may also be passed to the Department of Human Services to assess immunisation rates in Victoria. Information sent to the Department of Human Services is aggregate data so no individual is identified.

### **Visa Status**

This information is required to enable Hesket Primary School to process your child's enrolment. Updating your Child's Records Please let Hesket Primary School know if any information needs to be changed by sending updated information to the school office. During your child's time with Hesket Primary School we will also send you copies of enrolment information held by us. Please use this opportunity to let us know of any changes.

### **Access to your Child's Record held by School**

In most circumstances you can access your child's records. Please contact the Principal to arrange this. Sometimes access to certain information, such as information provided by someone else, may require a Freedom of Information request. We will advise you if this is required and tell you how you can do this.

***If you have any concerns about the confidentiality of this information please contact the Principal. Hesket Primary School can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. This form is available on request.***



STUDENT ENROLMENT INFORMATION – 20\_\_

Computer Generated Student ID: \_\_\_\_\_

**Student Details**

**Personal Details of Student**

Surname:		Title: (Miss Ms, Mrs, Mx, Mr)	
First Given Name:			
Second Given Name:			
Preferred Name (if applicable):			
❖ Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> _____ (fill in blank)
Student Mobile Number:		Birth Date: (dd-mm-yyyy)	___/___/___

**Primary Family Home Address:**

No. & Street: or PO Box details	
Suburb:	
State:	Postcode:
Telephone Number:	Silent Number: (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
Mobile Number:	Fax Number:

**OFFICE USE ONLY**

Child's Name and Birth Date proof sighted (tick)		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Enrolment Date:		
Year Level	Home Group	Timetabling Group	House	Campus		
Student Email Address:						
Immunisation Certificate received?: (tick)		<input type="checkbox"/> Complete		<input type="checkbox"/> Not sighted		
Is there a Medical Alert for the student? (tick)		<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Does the student have a Disability ID Number? (tick)		<input type="checkbox"/> No	<input type="checkbox"/> Yes	Disability ID No.:		
Has a Transition Statement been provided (either by the Early Childhood Educator or parents)? (tick) For prep students only		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Pending		

**Family Details**

List any other family members attending this school:

❖ This question is asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information.

## Primary Family Details

NOTE: The 'PRIMARY' Family is: "the family or parent the student mostly lives with". Additional and Alternative family forms are available from the school if this is required. These additional forms are designed to cater for varying family circumstances.

### Adult A Details (Primary Carer):

<b>Gender :</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> _____ fill in blank
<b>Title:</b> (Ms, Mrs, Mr, Mx, Dr etc)			
<b>Legal Surname:</b>			
<b>Legal First Name:</b>			
<b>What is Adult A's occupation?</b>			
<b>Who is Adult A's employer?</b>			
<b>In which country was Adult A born?</b>			
<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):			
<b>❖ Does Adult A speak a language other than English at home?</b> (If more than one language is spoken at home, indicate the one that is spoken most often.) (tick)			
<input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify):			
<b>Please indicate any additional languages spoken by Adult A:</b>			
<b>Is an interpreter required? (tick)</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>❖ What is the highest year of primary or secondary school Adult A has completed? (tick one)</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 Adult A has completed? (tick one)</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 qualification			
<b>❖ What is the occupation group of Adult A?</b> Please select the appropriate parental occupation group from the attached list.			
<ul style="list-style-type: none"> <li>If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 12 months, please use their last occupation to select from the attached occupation group list.</li> <li>If the person has not been in paid work for the last 12 months, enter 'N'.</li> </ul>			

### Adult B Details:

<b>Gender:</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> _____ fill in blank
<b>Title:</b> (Ms, Mrs, Mr, Mx, Dr etc)			
<b>Legal Surname:</b>			
<b>Legal First Name:</b>			
<b>What is Adult B's occupation?</b>			
<b>Who is Adult B's employer?</b>			
<b>In which country was Adult B born?</b>			
<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):			
<b>❖ Does Adult B speak a language other than English at home?</b> (If more than one language is spoken at home, indicate the one that is spoken most often.) (tick)			
<input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify):			
<b>Please indicate any additional languages spoken by Adult B:</b>			
<b>Is an interpreter required? (tick)</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>❖ What is the highest year of primary or secondary school Adult B has completed? (tick one)</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 Adult B has completed? (tick one)</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 qualification			
<b>❖ What is the occupation group of Adult B?</b> Please select the appropriate parental occupation group from the attached list.			
<ul style="list-style-type: none"> <li>If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 12 months, please use their last occupation to select from the attached occupation group list.</li> <li>If the person has not been in paid work for the last 12 months, enter 'N'.</li> </ul>			

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<b>Main language spoken at home:</b>	<b>Preferred language of notices:</b>
<b>Are you interested in being involved in school group participation activities? (eg. School Council, excursions) (tick)</b>	<input type="checkbox"/> Adult A <input type="checkbox"/> Adult B <input type="checkbox"/> Both <input type="checkbox"/> Neither

**Primary Family Contact Details**

**Adult A Contact Details:**

**Business Hours:**

Can we contact Adult A at work? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is Adult A usually home during business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Work Telephone No:		
Other Work Contact information:		

**Adult B Contact Details:**

**Business Hours:**

Can we contact Adult B at work? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is Adult B usually home during business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Work Telephone No:		
Other Work Contact information:		

**After Hours:**

Is Adult A usually home AFTER business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Home Telephone No:		
Other After Hours Contact Information:		
Mobile No:		
SMS Notifications:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adult A's preferred method of contact: (tick one) <small>(If Phone is selected, Email shall be used for communication that cannot be sent via phone.)</small>	<input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Facsimile	
Email address:		
Email Notifications:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fax Number:		

**After Hours:**

Is Adult B usually home AFTER business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Home Telephone No:		
Other After Hours Contact Information:		
Mobile No:		
SMS Notifications:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adult B's preferred method of contact: (tick one) <small>(If Phone is selected, Email shall be used for communication that cannot be sent via phone.)</small>	<input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Facsimile	
Email address:		
Email Notifications:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fax Number:		

**Primary Family Mailing Address:**

Write "As Above" if the same as Family Home Address

No. & Street or PO Box	
Suburb:	
State:	Postcode:

**Primary Family Doctor Details:**

Doctor's Name	Individual or Group Practice: (tick) <input type="checkbox"/> Individual <input type="checkbox"/> Group
No. & Street or PO Box No.:	
Suburb:	
State:	Postcode:
Telephone Number	Fax Number
Current Ambulance Subscription: (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No	Medicare Number:

**Primary Family Emergency Contacts:**

	Name	Relationship (Neighbour, Relative, Friend or Other)	Telephone Contact	Language Spoken (If English Write "E")
1				
2				
3				
4				

**Primary Family Billing Address:** Write "As Above" if the same as Family Home Address

No. & Street or PO Box	
Suburb:	
State:	Postcode:
Billing Email	<input type="checkbox"/> Adult A <input type="checkbox"/> Adult B <input type="checkbox"/> Other (Please Specify)

## Other Primary Family Details

Relationship of Adult A to Student: (tick one)	<input type="checkbox"/> Parent	<input type="checkbox"/> Step-Parent	<input type="checkbox"/> Adoptive Parent
	<input type="checkbox"/> Foster Parent	<input type="checkbox"/> Host Family	<input type="checkbox"/> Relative
	<input type="checkbox"/> Friend	<input type="checkbox"/> Self	<input type="checkbox"/> Other
Relationship of Adult B to Student: (tick one)	<input type="checkbox"/> Parent	<input type="checkbox"/> Step-Parent	<input type="checkbox"/> Adoptive Parent
	<input type="checkbox"/> Foster Parent	<input type="checkbox"/> Host Family	<input type="checkbox"/> Relative
	<input type="checkbox"/> Friend	<input type="checkbox"/> Self	<input type="checkbox"/> Other

The student lives with the Primary Family: (tick one)				
<input type="checkbox"/> Always	<input type="checkbox"/> Mostly	<input type="checkbox"/> Balanced	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Never

Send Correspondence addressed to: (tick one)	<input type="checkbox"/> Adult A	<input type="checkbox"/> Adult B	<input type="checkbox"/> Both Adults	<input type="checkbox"/> Neither
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## Demographic Details of Student

<b>❖ In which country was the student born?</b>	
<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify): _____
Date of arrival in Australia OR Date of return to Australia: (dd-mm-yyyy) _____ / _____ / _____	
What is the Residential Status of the student? (tick) <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	
<b>Basis of Australian Residency:</b>	
<input type="checkbox"/> Eligible for Australian Passport	<input type="checkbox"/> Holds Australian Passport
<input type="checkbox"/> Holds Permanent Residency Visa	
Visa Sub Class:	Visa Expiry Date: (dd-mm-yyyy) _____ / _____ / _____
Visa Statistical Code: (Required for some sub-classes)	
International Student ID : (Not required for exchange students)	
<b>❖ Does the student speak a language other than English at home? (tick)</b> ( If more than one language is spoken at home, indicate the one that is spoken most often)	
<input type="checkbox"/> No, English only	<input type="checkbox"/> Yes (please specify): _____
Does the student speak English? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>❖ Is the student of Aboriginal or Torres Strait Islander origin? (tick one)</b>	
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal
<input type="checkbox"/> Yes, Torres Strait Islander	<input type="checkbox"/> Yes, Both Aboriginal & Torres Strait Islander
<b>Is the student a young carer (providing support/care for other family member/s)? (tick one)</b>	
<input type="checkbox"/> No	<input type="checkbox"/> Yes
<b>What is the student's living arrangements? (tick one):</b>	
<input type="checkbox"/> At home with TWO Parents/ Guardians	<input type="checkbox"/> State Arranged Out of Home Care # (See Note)
<input type="checkbox"/> At home with ONE Parent/ Guardian	<input type="checkbox"/> Homeless Youth
<input type="checkbox"/> Independent	

# State Arranged Out of Home Care - Students who have been subject to protective intervention by the Department of Health and Human Services and live in alternative care arrangements away from their parents. These DHHS-facilitated care arrangements include living with relatives or friends (kith and kin), living with non-relative families (foster families or adolescent community placements) and living in residential care units with rostered care staff.

**Note:** Special Schools – please go to section “Travel Details for Special Schools” to enter transport details.

<b>Beginning of journey to school:</b>	<b>Map Type</b>	<b>Melway / VicRoads / Country Fire Authority / Other</b>		
<b>Map Number</b>	<b>X Reference</b>	<b>Y Reference</b>		
<b>Usual mode of transport to school: (tick)</b>				
<input type="checkbox"/> Walking	<input type="checkbox"/> School Bus	<input type="checkbox"/> Train	<input type="checkbox"/> Driven	<input type="checkbox"/> Taxi
<input type="checkbox"/> Bicycle	<input type="checkbox"/> Public Bus	<input type="checkbox"/> Tram	<input type="checkbox"/> Self Driven	<input type="checkbox"/> Other
If student drives themself to school:	Car Reg. No.		Distance to School in kilometres:	

❖ These questions are asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information.



## School Details

Date of first enrolment in an Australian School: _____ / _____ / _____	
Name of previous School:	
Years of previous education:	What was the language of the student's previous education?
Does the student have a Victorian Student Number (VSN)?	
<input type="checkbox"/> Yes. <input type="checkbox"/> Yes, but the VSN is unknown <input type="checkbox"/> No. The student has never been issued a VSN.	
Please specify:	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Years of interruption to education:	Is the student repeating a year? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
Will the student be attending this school full time? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No	
If No, what will be the time fraction that the student will be attending this school? (i.e. 0.8 = 4 days/week)	
Other school Name:	Time fraction: 0. Enrolled: <input type="checkbox"/> Yes <input type="checkbox"/> No
Other school Name:	Time fraction: 0. Enrolled: <input type="checkbox"/> Yes <input type="checkbox"/> No

## Conditional Enrolment Details

In some circumstances a child may be enrolled conditionally, particularly if the required enrolment documentation to determine the shared parental responsibility arrangements for a child is not provided. Please refer to the School Policy & Advisory Library for more information <https://www2.education.vic.gov.au/pal/enrolment/policy>

Enrolment conditions
<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>

## OFFICE USE ONLY

Has the documentation been provided and retained on school records	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have the conditions been met to complete the enrolment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Student Access or Activity Restrictions Details

Is the student at risk?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Is there an Access Alert for the student? (tick)	<input type="checkbox"/> Yes (If Yes, then complete the following questions and present a current copy of the document to the school.)	<input type="checkbox"/> No (If No, move to the immunisation / medical condition details questions.)		
Access Type: (tick)	<input type="checkbox"/> Parenting Order	<input type="checkbox"/> Parenting Plan	<input type="checkbox"/> Intervention Order	<input type="checkbox"/> Protection Order
	<input type="checkbox"/> Informal Carer Stat Dec	<input type="checkbox"/> DHHS Authorisation	<input type="checkbox"/> Witness Protection Program Order	<input type="checkbox"/> Other
<i>Describe any Access Restriction:</i>				
Is there an Activity Alert for the student? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If Yes, then describe the Activity Restriction:				

### OFFICE USE ONLY

Current custody document placed on student file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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In the event of illness or injury to my child whilst at school, on an excursion, or travelling to or from school; I authorise the Principal or teacher-in-charge of my child, where the Principal or teacher-in-charge is unable to contact me, or it is otherwise impracticable to contact me to: (cross out any unacceptable statement)

- consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner,
- administer such first aid as the Principal or staff member may judge to be reasonably necessary.

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

## Student Medical Details

### Medical Condition Details:

Does the student suffer from any of the following impairments? (tick)	Hearing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Vision	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Speech:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Mobility:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the student suffer from Asthma? (tick) If No, please go to the Other Medical Conditions section					<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Asthma Medical Condition Details:

Answer the following questions **ONLY** if the student suffers from any asthma medical conditions.

Please indicate if the student suffers from any of the following symptoms: (tick)		If my child displays any of these symptoms please: (tick)	
<input type="checkbox"/> Cough		Inform Doctor	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Difficulty Breathing		Inform Emergency Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Wheeze		Administer Medication	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Exhibits symptoms after exertion		Other Medical Action	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Tight Chest		If yes, please specify:	
Has an Asthma Management Plan been provided to School?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student take medication? (tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of medication taken:	
Is the medication taken regularly by the student (preventive) or only in response to symptoms? (tick)		<input type="checkbox"/> Preventative	<input type="checkbox"/> Response
Indicate the usual dosage of medication taken:		Indicate how frequently the medication is taken:	
Medication is usually administered by: (tick)		<input type="checkbox"/> Student	<input type="checkbox"/> Nurse <input type="checkbox"/> Teacher <input type="checkbox"/> Other
Medication is stored: (tick)		<input type="checkbox"/> with Student	<input type="checkbox"/> with Nurse <input type="checkbox"/> Fridge in Staff Room <input type="checkbox"/> Elsewhere
Dosage time	Reminder required? (tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Poison Rating

### Other Medical Conditions

(More copies of the other medical condition forms are available on request from the school.)

Does the student have any other medical condition? (tick)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify:			
Symptoms:			
If my child displays any of the symptoms above please: (tick)			
Inform Doctor	<input type="checkbox"/> Yes <input type="checkbox"/> No	Inform Emergency Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Administer Medication	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other Medical Action	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify:			
Does the student take medication? (tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of medication taken:	
Is the medication taken regularly by the student (preventive) or only in response to symptoms? (tick)		<input type="checkbox"/> Preventative	<input type="checkbox"/> Response
Indicate the usual dosage of medication taken:		Indicate how frequently the medication is taken:	
Medication is usually administered by: (tick)		<input type="checkbox"/> Student	<input type="checkbox"/> Nurse <input type="checkbox"/> Teacher <input type="checkbox"/> Other
Medication is stored: (tick)		<input type="checkbox"/> with Student	<input type="checkbox"/> with Nurse <input type="checkbox"/> Fridge in Staff Room <input type="checkbox"/> Elsewhere
Dosage time	Reminder required? (tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Poison Rating

### Student Doctor Details

The following details should **only** be provided if **this** student has a Doctor and/or Medicare number different to the Primary Family.

<i>Doctor's Name:</i>	
<i>Individual or Group Practice:</i> (tick)	<input type="checkbox"/> Individual <input type="checkbox"/> Group
<i>No. &amp; Street or PO Box No.:</i>	
<i>Suburb:</i>	
<i>State:</i>	<i>Postcode:</i>
<i>Telephone Number</i>	<i>Fax Number</i>
<i>Student Medicare Number:</i>	

### Student Emergency Contacts

This section should **ONLY** be filled out if **THIS** student has emergency contacts other than the Prime Family Emergency Contacts.

	Name	Relationship (Neighbour, Relative, Friend or Other)	Language Spoken (If English Write "E")	Telephone Contact
1				
2				

Thank you for taking the time to complete this Student Enrolment form. We understand that the information you have provided is confidential and will be treated as such, but the details are required to enable staff to properly enrol your child at our school.

<p>I certify that the information contained within this form is correct.</p>  <p>Signature of Parent/Guardian: _____ Date: ____ / ____ / ____</p>
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## Parental Occupation Group Codes

The codes outlined below are to be used when providing family occupation details for enrolled students. This information is used for determining funding allocations to schools.

### 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)

### 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

### 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)

### 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)



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### Library Van - The Great Southern MARC

The Great Southern MARC service is available to schools in our area if they have enrolments of 100 or less. Generally such schools are unable to establish a self-sufficient library large enough to cater for all the units of work, themes and the other interests of the children.

The Department of Education and Training and the schools who are part of our MARC scheme, The Great Southern MARC, contributed funds to establish the service many years ago. A committee made up of representatives from each school now runs the scheme. The schools contribute to annual maintenance of the van, the stock of books, CD's etc and to the purchasing of new materials.

To ensure that the program operates well and that books are consistently available to all users, it is very important that all students develop a sound habit of regularly borrowing and returning books. We request that parents encourage and supervise the return of all borrowed materials. Books and other materials are borrowed for a two-week period, after that they must be returned to school or re-borrowed for another two weeks. All borrowing is done as part of the normal lesson and it is recorded on the librarian's computer.

Books and other materials should never be taken from, or returned to the van, by students or parents without the knowledge and permission of the librarian.

The van services eight schools all of whom contribute to its ongoing costs, the largest of which is maintaining and improving the stock of books. If only 10 books are lost from each school each year, the van will have to spend at least \$1,800 to replace them, which reduces the amount of money that can be spent on purchasing new books. This is not sustainable and will result in a rundown of both the quantity and quality of the materials carried by the van.

Parents/Guardians are asked to read this note with their children and to discuss borrowing rights and responsibilities. Once a book is two weeks overdue, i.e. it has been borrowed for four weeks the student will have their borrowing rights suspended until the missing book/s is/are returned or paid for by the parent at the replacement cost of the book.

#### **MARC VAN BORROWER'S RIGHTS AND RESPONSIBILITIES**

**For the duration of enrolment at Hesket Primary School**

I have read the above information and agree to encourage my child in the borrowing, and returning of materials from The Great Southern MARC scheme. I also agree to pay for the loss or damage of MARC materials. I understand that I will pay the current replacement cost of the missing book. Other materials such as CD's or magazines will be charged differently.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

I agree to borrow materials in the correct manner and return all of them to the librarian within the two week allowed

Child's Name: \_\_\_\_\_ Date: \_\_/\_\_/\_\_.



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### Permission Form – Local Publications

Dear Parents/Carers,

In any school year, photographs and video filming of students may be taken to record special events or celebrate achievements. Examples include whole school dress up days, classroom lessons, sporting events, musical performances etc.

The school may choose to display such student photographs around the school, place photographs on the school website or include photographs in the weekly newsletter. There are also media occasions that arise where students may be photographed as part of newspaper articles, such as The Romsey Rag and The Woodend Star. If names of students in photographs were used then only the first name of the student would be printed.

Please complete the authority section below to allow photographs of your child to be selected for use by the school or included with any media release.

**Please note this permission is for the duration of your child's schooling at Hesket Primary School and it is your responsibility to advise the school office should you wish to alter your consent.**

**PERMISSION TO USE STUDENT PHOTOGRAPHS**  
**For the duration of enrolment at Hesket Primary School**

I give permission for my child's photograph to be used as part of approved reports relating to school based activities. I realise that photos may appear on the school website, Facebook page, in the local community papers, the local newspapers or the larger metropolitan press. Only student's first names will be published.

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

Child's name: \_\_\_\_\_ Grade: \_\_\_\_\_



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### Permission Form - Head Lice

Dear Parents/Carers,

Throughout your child's schooling, the school may be required to conduct head lice inspections.

The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatisation.

Before any inspections are conducted the person conducting the inspections will explain to the student/s what is being done and why. It will be emphasised to students that the presence of head lice in their hair does not mean that their hair is less clean than anyone else's. It will also be pointed out that head lice can be itchy and annoying and if you know you have got them, you can do something about it.

The person conducting the inspections will check through each student's hair to see if any lice or eggs are present. Persons authorised by the Principal may also visually check your child's hair for the presence of head lice, when it is suspected that head lice may be present. They do not physically touch the child's head during a visual check.

In cases where head lice are found, the person inspecting the student will inform the student's teacher and the Principal. The school will make appropriate contact with the parents/guardians/carers.

Please note that health regulations require that where a child has head lice, that child should not return to school until appropriate treatment has commenced. The school may request the completion of an 'action taken form', which requires parents/guardians/carers to nominate if and when the treatment has started.

**Please note this permission is for the duration of your child's schooling at Hesket Primary School and it is your responsibility to advise the school office should you wish to alter your consent.**

**CONSENT TO CONDUCT HEAD LICE INSPECTIONS**  
**For the duration of enrolment at Hesket Primary School**

Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_ Post code: \_\_\_\_\_

Name of child attending the school: \_\_\_\_\_ Class: \_\_\_\_\_

I hereby give my consent for the above named child to participate in the school's head lice inspection program for the duration of their schooling at this school.

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





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### Permission Form – Local Excursions

Dear Parents,

We are required by the Department of Education regulations to request an ‘Accident Declaration’ and ‘Permission to Attend’ for all excursions outside of the school boundaries.

On occasions, as part of topics being studied or discussed, teachers like to take children for short walks to study appropriate aspects of our immediate environment (eg. road safety lessons, house building, road works, posting letters etc.)

To enable these types of activities to take place on short notice I ask that you authorise your child’s participation on excursions within walking distance but outside the school grounds.

You will be advised of other class and whole school excursions as each one arises, and your consent will be sought for your child to take part.

Please note this permission is for the duration of your child’s schooling at Hesket Primary School and it is your responsibility to advise the school office should you wish to alter your consent.

#### **LOCAL EXCURSION PERMISSION AND MEDICAL CONSENT** **For the duration of enrolment at Hesket Primary School**

I understand that this Local Excursion Permission form, unless withdrawn in writing, will remain in effect for the duration of my child’s enrolment at Rosanna Golf Links Primary School. In the event of illness or injury to my child whilst at school, on an excursion, or travelling to or from school, I authorise the Principal or the staff member in charge of my child, where it is impracticable to communicate with me, to consent to emergency medical arrangements on my behalf as are deemed necessary by a qualified medical practitioner. Such consent includes anaesthetics, blood transfusions and surgical operations. I also give permission for my child to take part in short excursions within walking distance of our school.

Name of Parent/Guardian: \_\_\_\_\_

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

Name of child attending the school: \_\_\_\_\_ Class: \_\_\_\_\_

#### **Emergency contact numbers of Parent/Guardian**

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

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



## ICT User Agreement

### **When I use the Internet, I have responsibilities and rules to follow. I agree to:**

- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and not give out my password
- respect others when I talk to and work with them online and never take part in online bullying, including forwarding harmful messages and supporting others in inappropriate or hurtful online behaviour
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- not go looking for rude or offensive sites
- use an 'online name' when sharing my work online
- ask my teacher to help me get permission if I want to use information or pictures from the web
- think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer)
- talk to my teacher or another adult if:
  - I need help online
  - I am not sure what I should be doing on the internet
  - I come across sites which are not suitable for our school
  - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to
  - provide information that I know is private
  - I feel that the welfare of other students at the school is being threatened.

### **When I use my mobile phone, iPod, camera or other mobile device I agree to:**

- use it for learning purposes as directed by my teacher
- act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

### **When using any mobile device (mobile phone, laptop etc) as a camera I will:**

- only take photos and record sound or video when it is part of a class or lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek written permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- respect others when I talk to and work with them online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites (e.g. blogs)

**ICT USER AGREEMENT**  
**For the duration of enrolment at Heskett Primary School**

**I acknowledge and agree to follow these rules. I understand that there may be sanctions imposed if I do not act responsibly.**

- restriction of network access privileges
- restriction of email privileges
- restriction of internet access privileges
- restriction of printing privileges
- paying to replace damaged equipment
- other consequences as outlined in the school's Student Engagement and Wellbeing Policy

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent Permission**

I agree to allow my child to use the Internet at school. I have discussed the acceptable use policy with my child.

I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or ACMA Australia's Internet Safety Advisory Board on 1800 880 176.

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



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## Hesket Primary School - Internet Use Policy

Hesket Primary School uses the internet as a teaching and learning tool. We see the internet as a valuable resource but acknowledge it must be used responsibly.

Your child has been asked to agree to use the internet responsibly at school. Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed.

At Hesket Primary School we:

- provide supervision and direction in Internet activities
- provide education around Internet safety and ethics
- work towards setting tasks that ask your child open questions, so they can't copy and paste all answers from the Internet
- reinforce the importance of safe and respectful use of the Internet in all curriculum areas
- provide support to parents to understand this agreement

### What has your child agreed to and why?

**Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.**

Students can be approached, groomed, and bullied online. They also love to publish information about themselves and their friends in spaces like Myspace, MSN messenger, blogs etc.

We recommend they:

- don't use their own name, but develop an online name.
- don't share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and protect that password.
- don't allow anyone they don't know to join their chat or collaborative space.
- are reminded that any image or comment they put on the Internet is now public (anyone can see, change or use it)

### Being respectful online and not participating in online bullying.

- The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone's face.
- being online can make students feel that they are anonymous
- the space or chat they use in leisure time might have explicit language and they will feel they have to be part of it
- often the online environment has very few adults.

**Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student.**

By just taking care with the equipment, printing and downloading from the Internet students can save time, money and the environment. Students often see the Internet as "free". Just looking at a page on the Internet is a download and is charged somewhere.

## **Not bringing or downloading unauthorised programs, including games, to the school or run them on school computers.**

The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses etc and these put all of the schools equipment and student work at risk.

## **Not go looking for rude or offensive sites.**

Filters block a lot of inappropriate content but it is not foolproof. For students who deliberately seek out inappropriate content or use technology that bypasses filters, parents will be immediately informed and the student's Internet access will be reviewed.

## **Using the Internet at school to learn.**

It is important to realise that there is a time for fun and a time for work (even on the Internet). Staying on task on the internet will reduce risk of inappropriate access and teach students strategies to use the Internet for their learning.

## **Remembering the content on the web as someone else's property and asking a teacher to help get permission before using information or pictures.**

All music, information, images and games on the Internet are owned by someone. A term called copyright is a legal one and has laws to enforce it. By downloading a "freebee" you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember if an offer is too good to be true, the chances are it is!

## **Thinking carefully about what is on the Internet, questioning if it is from a reliable source and using the information to help answer questions.**

Not everything on the Internet is true, accurate or unbiased. The school is teaching information literacy skills, which enables students to locate, evaluate, and use information effectively on the Internet. Copying and pasting information can help organise arguments, ideas, and information but it is important that your child uses their own thoughts and language to express what they have learnt. If helping with homework ask open-ended questions. For example, saying to a student "Tell me about wombats," might encourage him/her to copy and paste facts about the wombat, but asking the question "What would a day in the life of a wombat be like?" encourages the student to think about different aspects of the animals life and draw together the different pieces of information they might have discovered.

## **Talk to my teacher or another adult if:**

- I need help online
- I am not sure what I should be doing on the Internet
- I come across sites which are not suitable for our school
- someone writes something I don't like, or makes me and my friends feel uncomfortable or
- asks me to provide information that I know is private.
- I feel that the welfare of other students at the school is being threatened by online activities

The Internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

We also want the whole school community to keep their Internet environment as safe as possible so we ask that if your child sees a site they think should be blocked, to turn off their screen and let a teacher know.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online.

If you have any concerns about this agreement or Internet Safety in general contact either the school or the contact below

ACMA (Australian Communications, Media and Authority Board) is Australia's Internet safety advisory body for internet safety issues/ concerns contact them on 1800 880 176 or visit

<http://www.acma.gov.au/>

**Rules that students should apply to all areas of the internet:**

1. Never write anything that is rude or insulting. Never threaten, bully or intimidate others. If you can't think of anything nice to say about someone, then don't say anything at all
2. Don't send any silly messages in emails, or Forums - that is called Spamming. This includes sending chain mail, asking people to 'pass it on'
3. Never give or ask for any contact details - like your surname, home address, phone number, home email
4. Keep your password a secret. NEVER give it to anyone else or ask them for theirs. Never let ANYONE ELSE use your account
5. Don't give a lot of personal details about you or your family. If you do write about your family or friends, ask for their permission before you send it in. Also, don't upload personal pictures to the Library - or anything that can identify you, your family or where you live
6. Respect the copyright code, only upload things that you have created yourself or you have permission to use. Don't copy people's ideas without their permission.



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## Seesaw Communication Platform Consent

Dear Parents,

I am delighted to share with you that this school year, our class will be using Seesaw (<http://seesaw.me>), a secure online journal where students can document what they are learning in class. Your child will be able to add the things we work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we can share them privately with you and other family members to view and comment on.

In order for your child to use Seesaw, certain personally identifiable information – like the student's name, photos, videos or voice recordings – may be collected. Seesaw has a robust privacy policy (<https://web.seesaw.me/privacy-policy>) and is committed to never share or sell your child's personal information or journal content.

Under a federal law titled the Children's Online Privacy Protection Act (COPPA), in order for your child to use Seesaw, we must provide you with notification and obtain your permission. For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/business-center/privacy-and-security/children%27s-privacy>.

We hope that your child will enjoy using Seesaw to document and share their learning this year. Please sign below and return this permission slip so that your child can use Seesaw.

### Seesaw Consent

**For the duration of enrolment at Hesket Primary School**

**I give consent for my child, listed below, to use Seesaw for class activities.**

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

Parent Printed Name: \_\_\_\_\_

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