STONNINGTON PRIMARY SCHOOL 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 Stonnington Primary School can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Stonnington Primary School and the Department of Education & Training are required by law to protect the information provided by this enrolment form.

Health information is asked for so that staff at Stonnington 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. Stonnington Primary School depends on you to provide all relevant health information because withholding some health information may put your child’s health at risk.

Stonnington 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 Stonnington Primary School. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal if you would like to discuss, in strict confidence, any matters relating to family arrangements.

Emergency Contacts
These are people that Stonnington 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 Stonnington 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 Stonnington 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.

Religious Affiliation
If you want your child to receive religious instruction while at Stonnington Primary School please complete this section. The Department of Education & Training needs to know what type of religious instruction is sought so the Department can, where possible, provide appropriate religious instruction at Stonnington Primary School.

Immunisation status
This assists Stonnington 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 Stonnington Primary School to process your child’s enrolment.

UPDATING YOUR CHILD’S RECORDS
Please let Stonnington Primary School know if any information needs to be changed by sending updated information to the school office. During your child’s time with Stonnington 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. Stonnington 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.
**ALTERNATIVE FAMILY DETAILS**

**ADULT A OF ALTERNATIVE FAMILY DETAILS:**

<table>
<thead>
<tr>
<th>Sex (tick):</th>
<th>□ Male</th>
<th>□ Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: (Ms, Mrs, Mr, Dr etc)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Surname:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal First Name:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**What is Adult A’s occupation?**

**Who is Adult A’s employer?**

| In which country was Adult A born? | □ Australia | □ Other (please specify): |

**Does Adult A speak a language other than English at home?** (If more than one language is spoken at home, indicate the one that is spoken most often.) (tick)

| No, English only |
| Yes (please specify): |

**Is an interpreter required?** (tick) □ Yes □ No

**What is the highest year of primary or secondary school Adult A has completed?** (tick one) *(For persons who have never attended school, mark ‘Year 9 or equivalent or below’)*

| Year 12 or equivalent |
| Year 11 or equivalent |
| Year 10 or equivalent |
| Year 9 or equivalent or below |

**What is the level of the highest qualification the Adult A has completed?** (tick one)

| Bachelor degree or above |
| Advanced diploma / Diploma |
| Certificate I to IV (including trade certificate) |
| No non-school qualification |

**What is the occupation group of Adult A?** Please select the appropriate parental occupation group from the attached list.

- 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.
- If the person has not been in paid work for the last 12 months, enter ‘N’.

**ADULT B OF ALTERNATIVE FAMILY DETAILS:**

<table>
<thead>
<tr>
<th>Sex (tick):</th>
<th>□ Male</th>
<th>□ Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: (Ms, Mrs, Mr, Dr etc)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Surname:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal First Name:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**What is Adult B’s occupation?**

**Who is Adult B’s employer?**

| In which country was Adult B born? | □ Australia | □ Other (please specify): |

**Does Adult B speak a language other than English at home?** (If more than one language is spoken at home, indicate the one that is spoken most often.) (tick)

| No, English only |
| Yes (please specify): |

**Is an interpreter required?** (tick) □ Yes □ No

**What is the highest year of primary or secondary school Adult B has completed?** (tick one) *(For persons who have never attended school, mark ‘Year 9 or equivalent or below’)*

| Year 12 or equivalent |
| Year 11 or equivalent |
| Year 10 or equivalent |
| Year 9 or equivalent or below |

**What is the level of the highest qualification the Adult B has completed?** (tick one)

| Bachelor degree or above |
| Advanced diploma / Diploma |
| Certificate I to IV (including trade certificate) |
| No non-school qualification |

**What is the occupation group of Adult B?** Please select the appropriate parental occupation group from the attached list.

- 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.
- If the person has not been in paid work for the last 12 months, enter ‘N’.

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

<table>
<thead>
<tr>
<th>Main language spoken at home:</th>
<th>Preferred language of notices:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you interested in being involved in school group participation activities? (eg. School Council, excursions) (tick)</td>
<td>□ Adult A □ Adult B □ Both □ Neither</td>
</tr>
</tbody>
</table>
## ALTERNATIVE FAMILY CONTACT DETAILS

### ADULT A OF ALTERNATIVE FAMILY CONTACT DETAILS:

**Business Hours:**
- Can we contact Adult A at work? □ Yes □ No
- Is Adult A usually home during business hours? □ Yes □ No

Work Telephone No:

Other Work Contact information:

**After Hours:**
- Is Adult A usually home AFTER business hours? (tick) □ Yes □ No

Home Telephone No:

Other After Hours Contact Information:

Adult A’s preferred method of contact: (tick one)
- □ Mail
- □ Email
- □ Facsimile

Email address:

Fax Number:

### ADULT B OF ALTERNATIVE FAMILY CONTACT DETAILS:

**Business Hours:**
- Can we contact Adult B at work? □ Yes □ No
- Is Adult B usually home during business hours? □ Yes □ No

Work Telephone No:

Other Work Contact information:

**After Hours:**
- Is Adult B usually home AFTER business hours? (tick) □ Yes □ No

Home Telephone No:

Other After Hours Contact Information:

Adult B’s preferred method of contact: (tick one)
- □ Mail
- □ Email
- □ Facsimile

Email address:

Fax Number:

## ALTERNATIVE FAMILY HOME ADDRESS:

No. & Street: or Box details

Suburb:

State: Postcode:

Telephone Number

Silent Number: (tick) □ Yes □ No

Mobile Number:

Fax Number:

## ALTERNATIVE FAMILY MAILING ADDRESS:

Write “As Above” if the same as Family Home Address

No. & Street

Suburb:

State: Postcode:
**ALTERNATIVE FAMILY DOCTOR DETAILS:**

<table>
<thead>
<tr>
<th>Doctor’s Name</th>
<th>Individual or Group Practice:</th>
<th>Individual</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(tick)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No. &amp; Street or Box No.:</th>
<th>Suburb:</th>
<th>State:</th>
<th>Postcode:</th>
<th>Telephone Number</th>
<th>Fax Number</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Ambulance Subscription:</th>
<th>Yes</th>
<th>No</th>
<th>Medicare Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(tick)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ALTERNATIVE FAMILY EMERGENCY CONTACTS:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship (Neighbour, Relative, Friend or Other)</th>
<th>Telephone Contact</th>
<th>Language Spoken (If English Write “E”)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>2</td>
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<td>4</td>
<td></td>
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</tr>
</tbody>
</table>

**ALTERNATIVE FAMILY BILLING ADDRESS:**

Write “As Above” if the same as Family Home Address

<table>
<thead>
<tr>
<th>No. &amp; Street</th>
<th>Suburb:</th>
<th>State:</th>
<th>Postcode:</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>
OTHER ALTERNATIVE FAMILY DETAILS

| Relationship of Adult A of Alternative Family to Student: (tick one) | □ Parent | □ Step-Parent | □ Adoptive Parent |
| | □ Foster Parent | □ Host Family | □ Relative |
| | □ Friend | □ Self | □ Other |

| Relationship of Adult B of Alternative Family to Student: (tick one) | □ Parent | □ Step-Parent | □ Adoptive Parent |
| | □ Foster Parent | □ Host Family | □ Relative |
| | □ Friend | □ Self | □ Other |

The student lives with the Alternative Family: (tick one)

□ Always  □ Mostly  □ Balanced  □ Occasionally  □ Never

Send Correspondence addressed to: (tick one)

□ Adult A  □ Adult B  □ Both Adults  □ Neither

Is the Alternative Family to receive Academic Reports?

□ Yes  □ No

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.

I certify that the information contained within this form is correct.

Signature of Parent/Guardian: __________________________ Date: _____ / _____ / _____.

Last updated: 25-September-06  page 5  version 2.1
**Parental Occupation Group Codes**

**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:

- **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:

- **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/manager)

**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, overflow / fishing hand)
- **Other worker** (laborer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)