

Student Enrolment Agreement



Broader Horizons

Student Details

Personal Details of Student (as shown on Birth Certificate)

Surname:..... Title: (Miss Ms Mr).....

First Given Name: Middle Name:

Preferred Name (if applicable):.....

Gender*: Male Female Birth Date: (dd-mm-yyyy):/...../.....
(Birth Certificate required)

Previous School:.....

Is the student of Aboriginal or Torres Strait Islander origin? Tick one

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

Primary Family Home Address:

No. & Street: or PO Box details:

Suburb:..... Postcode:.....

Telephone Number: Is this a silent number?: (tick): Yes No

Mobile Number: Fax Number:

Emergency Contact

Name	Relationship (Relative, Friend, Neighbour, Other)	Telephone No.

Acceptance of Enrolment

Lowanna College agrees with the Parents to accept enrolment of the Student on the terms set out in this Enrolment Agreement.

Responsibilities of the Parents

The Parents agree:

- to pay the enrolment fee as specified in the Schedule of Fees.
- that the Student will comply with the Student Code of Conduct which may be amended from time to time at the School's absolute discretion either orally or in writing.
- that the Student and the Parents will comply with the School's rules, regulations, policies and procedures including those published in the College Prospectus and available on the College website and which may be amended from time to time at the School's absolute discretion orally or in writing.

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)

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.

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

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

Adult A Details (Primary Carer):
 Sex (tick): Male Female
 Title: (Ms, Mrs, Mr, Dr etc)
 Legal Surname:
 Legal First Name:

Adult A Contact Details:
 Telephone No:
 Email address:.....
 Occupation:
 Employer:

***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 list on page 2.**

- 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 Details (Primary Carer):
 Sex (tick): Male Female
 Title: (Ms, Mrs, Mr, Dr etc)
 Legal Surname:
 Legal First Name:

Adult B Contact Details:
 Telephone No:
 Email address:.....
 Occupation:
 Employer:

***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 list on page 2.**

- 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'.

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

Medical Condition Details:

Does the student suffer from any of the following impairments? (tick)
 Hearing: Yes No Vision: Yes No Speech: Yes No Mobility: Yes No
 Does the student suffer from Asthma? (tick) If No, please go to the Other Medical Conditions section Yes 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) <input type="checkbox"/> Cough <input type="checkbox"/> Difficulty Breathing <input type="checkbox"/> Wheeze <input type="checkbox"/> Exhibits symptoms after exertion <input type="checkbox"/> Tight Chest	If my child displays any of these symptoms 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:
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Has an Asthma Management Plan been provided to School? Yes No

Does the student take medication? (tick) Yes No Name of medication taken:

Is the medication taken regularly by the student (preventive) or only in response to symptoms? (tick)
 Preventative Response Indicate the usual dosage of medication taken:

Indicate how frequently the medication is taken:.....

Medication is usually administered by: (tick) Student Nurse Teacher Other

Medication is stored: (tick) with Student with Nurse Fridge in Staff Room Elsewhere

Dosage time reminder required? (tick) Yes No Poison Rating

Other Medical Conditions

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

Does the student have any other medical condition? (tick) Yes No

If yes, please specify:

.....

Symptoms:.....

.....

If my child displays any of the symptoms above please: (tick)
 Inform Doctor Yes No Inform Emergency Contact Yes No
 Administer Medication Yes No Other Medical Action Yes No
 If yes, please specify:

Does the student take medication? (tick) Yes No Name of medication taken:

Is the medication taken regularly by the student (preventive) or only in response to symptoms? (tick)
 Preventative Response Indicate the usual dosage of medication taken:

Indicate how frequently the medication is taken:.....

Medication is usually administered by: (tick) Student Nurse Teacher Other

Medication is stored: (tick) with Student with Nurse Fridge in Staff Room Elsewhere

Dosage time: Reminder required? (tick) Yes No Poison Rating.....

Information Technology

Parents/Carers and students should read the College Policy Acceptable Use Agreement for Ultranet, Internet, Digital Technologies and Electronic Media Players/devices. which is available on the College website. Printed copies of the policy can be provided on request.

Computer Account

Each student at Lowanna College is provided with an account on the school computer network. This enables the student to use any computer in the College after entering a code and password. The code and password are designed to protect the work of the student and the network itself.

There is also a credit attached to the account for Internet access and printing materials from the computer network. Once this credit is used, students will need to pay an additional sum to be able to print materials and download non-cached Internet information.

All students should read the Acceptable Use Agreement so that they know the consequences of misusing the computer system.

Provision of School Lockers & Combination Locks

For the protection of individuals, College property and safety reasons, students are required to use College lockers to store personal belongings, including bags (which are banned from class). Therefore, the College has made available, and requires all students of the College to have the personal use of a College locker and combination lock.

Combination locks supplied to students by the College is the only acceptable locking device to be used with the lockers. Please note that any non-official locks will be removed immediately. If the student refuses to comply, the College will use bolt cutters to remove these locks.

College Locker and Lock Rules

- It is understood that locks and lockers are the property of the college and can be accessed by the Principal or their representative.
- Students will respect and care for lockers and combination locks at all times.
- Students will not store perishable items in their lockers for a period greater than 24 hours and will not write on, or graffiti the inside or outside of any locker.
- Students will not store prohibited or illegal items or materials in their lockers.
- Where there are grounds for suspecting that these rules are not being obeyed, the Principal or delegate reserves the right to inspect a locker. Students found to be infringing these rules can expect due consequences under the College Student Engagement and Well-being policy.

Publishing of Student Work and/or Photographs

At Lowanna College we celebrate the efforts of our students by mentioning their participation in college events and their achievements in our college newsletter. Occasionally photographs of the students are included. We also use photographs of students in our College Yearbook along with examples of their work.

Photographs of students are also on our college intranet site. This site is protected and can only be accessed by college students and staff. Students only have access to their own photo.

On the college website there are images of students however, we never identify the student's full name (without permission from a parent/guardian), only class and year.

At time, we invite local media to college events and they are expected to follow college policy on the publication of photographs of students. When a story is about an individual achievement we will always seek your consent before passing information or photographs to the press for publication. Unless a story features an individual child only group photos are published and students' identified by first name and year only.

There are some instances where we require your permission to publish your child's photograph and or work:

- Website: The purpose of our college website is to promote the quality education that takes place at our college and to allow parents and the community another avenue through which to connect to our student's learning. As the college website is posted on the World Wide Web we seek your permission to include your child's work and/or photographs on our website.
- Newsletters/Yearbook: We are also seeking your permission to include your child's photograph and/or work in our College Newsletter or Yearbook.
- Compass School Photo Compilations - you can still get individual prints, however your child will not appear in the compilation booklet or homegroup compilations.

If you have any concerns about how photographs of your child may be used by the college please let us know.

Consent

I give permission for my child's work and/or photographs to appear in the following:

- Lowanna College Website
- Facebook Page
- College Newsletter
- Yearbook
- Local Media (Including print and televised)

Yes No

*Leaving this section unmarked will be confirmation of your approval

Lunch Pass

During the lunch break, students **who live locally** will be given permission to leave the school grounds on the following conditions:

1. That a return home (or the home of a designated relative) for lunch is approved by a parent/guardian. This does not mean that the students can use the pass to visit other students, local shops (with the exception of Years 11 & 12) or take other students home for lunch.
2. Arrangements are made when the student is required at school; for example to complete a detention, assist with care of the school grounds on a few days during the year, or attend a sports carnival. In each case advance notice will be given.
3. The pass is for the lunchtime break only.
4. Once a lunch pass is issued it will remain current unless withdrawn by request of a parent/guardian or by the college.
5. In all cases, students must return in time for class.
6. Permission will be taken away from the student if he or she misuses the pass.

I confirm that my child:

- Does not require a lunch pass** at this time.
- Requires a lunch pass to attend the local shop** (this option is for year 11 & 12 students only).
- Requires a lunch pass to go home** (or the home of a designated relative) for lunch on a regular basis. Please provide the details of the designated relative below.

Designated Relative

Name:

Relationship to Student:.....

Address:

.....

Telephone:.....

Please contact the school if your circumstances change and you wish to organise a new lunch pass or cancel an existing lunch pass.

Office Use Only

- Approved
- Not approved Init.

Managed Headlice Program

For the many families and teachers of school-aged children, head lice continue to create concerns.

We invite you to include your child in our screening program, which will be conducted by our First Aid Officer who will check hair where there is concern about possible infestation.

The School will 'dry' check your child's hair, this is done by lifting and searching. No treatment is undertaken at school. If infestation is noted a parent/carer will be contacted and asked to pick up the student and treat the hair.

If you would like to include your child/ren in our screening program, please complete the permission slip below and return to the school.

Where it is considered that infestation may have occurred and a child is not in the program parents will be contacted and asked to complete the check before the child returns to school.

Please note that any child noted to have live lice will be excluded from school until appropriate treatment has been provided as per DET policy.

For further details and information please feel free to contact the school.

Please tick whichever is applicable:

- I give permission** for my child to participate in the Head Lice Program at Lowanna College
- I do not give permission** for my child to participate in the Head Lice Program at Lowanna College.

Immunisation Information

I give permission for my child's information to be sent to local council for immunisation purposes

- Yes No

Enrolment Agreement

Attendance

We agree that attendance at school will be regular and punctual. All absences will be explained by means of a note from a parent, uploading absences directly to Compass or contact through the appropriate mini school.

Code of Behaviour

We agree that all College expectations will be abided by - particularly those relating to general and classroom behaviour, consequences, cleanliness, yard duty, safety precautions, manners, homework, leaving the school grounds and bus travel.

School Dress Code

We agree to adhere strictly to the College dress code by wearing the school uniform as required. In those exceptional circumstances when uniform cannot be worn, a note of explanation will be provided on each occasion.

Environmental Duty

We understand that students will be required to assist with environmental duty and recycling, in accordance with College Council Policy, and agree to support this policy.

Lockers

We have read the information concerning the allocation of College Locks and Lockers and agree to abide by the rules as set by the College.

Local Activities

I give approval for my child to participate in local offsite class activities within walking distance (in the Moe/Newborough and environs) during school time - examples include Sport, PE, Farm Studies and home group activities. I understand that I may not always be formally notified of such activities.

Information Technology

1. We have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions.
2. We understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

I understand that this agreement will be effective for the period during which my child attends Lowanna College.

.....
Parent/Carer (Please Print Name)

.....
Signature

I accept this agreement and promise to do my best to honour it

.....
Student (Print Name)

.....
Signature

.....
Signature of Assistant Principal

Date:/...../.....