

# ST. JOHN'S SCHOOL

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## ENROLMENT APPLICATION

for

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*(Student's Name)*

37 Anderson Street  
Euroa, Vic, 3666

Phone: 5795 2937

Email: [principal@sjeuroa.catholic.edu.au](mailto:principal@sjeuroa.catholic.edu.au)

Website: [www.sjeuroa.catholic.edu.au](http://www.sjeuroa.catholic.edu.au)

### OFFICE USE ONLY

Student Name: .....

Enrolment No: ..... Year Level: ..... Class: ..... Enrolment Year: .....

Certificates:  Birth Certificate  Immunisation  Sacraments  Visa



# ST JOHN'S SCHOOL EUROA



## Identity Statement

St John's Catholic school is a community, inspired by truth, love and service, that challenges and supports each person to be the best they can be.



## Vision Statements

St John's School strives to be a community where...

Students build a relationship with God and Jesus' teachings are modeled and lived

The total development of each person is nurtured:  
Cultivating mind, spirit, body, character and imagination

Home, school and parish work in partnership to create a vibrant learning community

Difference is valued, risk-taking is encouraged and achievements are celebrated within a safe and supportive environment

Our environment is child safe and all children are respected and are protected from harm



## Graduate Outcomes

St John's school endeavours to educate students to be...

People of faith

Life -long learners, open to change, adaptable and willing to question

Capable learners with strong foundations and competencies in literacy and numeracy

Creative, engaged and collaborative

Responsible for their own learning

Compassionate, caring and responsive to social justice issues

Happy, optimistic and hope-filled

## **FAMILY INFORMATION**

Family Name:		Do you have children already attending? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Correspondence to be sent to:			
Address:			
		Post Code:	Home Phone:
Email Address:			
Residential Structure: <i>Who does the student live with?</i>	<input type="checkbox"/> Both Parents	<input type="checkbox"/> Mother Only	<input type="checkbox"/> Mother & Partner
	<input type="checkbox"/> Father Only	<input type="checkbox"/> Father & Partner	<input type="checkbox"/> Guardian
		<input type="checkbox"/> Other	
Number of children in family:	Boys:	Girls:	Language Spoken at Home:
Private Hospital Cover:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Ambulance Cover:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Health Care Card:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any Family Court Orders/Parenting Plans that have been issued in relation to this student?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>(If yes, please provide a copy of supporting documentation)</i>			

## **STUDENT INFORMATION**

First Name:		Preferred Name:	
Middle Name:		<input type="checkbox"/> Male	<input type="checkbox"/> Female
Last Name:		Date of Birth:        /        /	
Address: <input type="checkbox"/> Tick if same as above			
		Post Code:	
Place of Birth:	Country of Birth:	Nationality:	
Enrolment Year Level:	Commencement Date:    /    /	VSN: <small>(Victorian Student Number)</small>	
Previous School/Preschool:		Previous Year Level:	
Language Spoken at Home:	Religion:	Position in Family:	
Sacraments Received: <i>(Please supply copies of Certificates if applicable)</i> <span style="float: right;"><i>(e.g. 3/5, 1/3)</i></span>			
Baptism:	Date:    /    /	Church:	Parish:
Reconciliation:	Date:    /    /	Church:	Parish:
First Eucharist:	Date:    /    /	Church:	Parish:
Confirmation:	Date:    /    /	Church:	Parish:
How will the student travel to school? <input type="checkbox"/> Walk <input type="checkbox"/> Car <input type="checkbox"/> Bicycle <input type="checkbox"/> Bus <input type="checkbox"/> Other			
Student Type: <input type="checkbox"/> Full time <input type="checkbox"/> Part time			
Is the student of Aboriginal or Torres Strait Islander Decent? <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			
Name of Doctor:		Clinic:	
Phone:	Medicare Card Number:	Expiry Date:    /	

Does your child have a School Entry Immunisation Status Certificate? <i>(If yes, please attach. The school must have a copy for this enrolment to be complete)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child suffer from Asthma? <i>(If yes, you will need to complete an Asthma Plan)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child have a major medical condition or illness that we need to know about? <i>(If yes, you will need to give more information below and/or provide documentation)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child have any serious allergies? <i>(If yes, you will need to give more information below and/or provide documentation)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child have an EPI-PEN? <i>(If yes, you will need to complete an Action Plan for Anaphylaxis)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you have answered yes to any of the questions above, please supply details and management *(If appropriate)*

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Does your child have any special needs or considerations?  Yes  No

Physical Needs     Medical Needs     Educational Needs     Behavioural Needs     Other Needs

*(If yes, please provide full details and supporting documents if applicable)*

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Please list names and birth dates of younger siblings yet to commence school:

Name: ..... Date of Birth: ..... / ..... / .....

Name: ..... Date of Birth: ..... / ..... / .....

Name: ..... Date of Birth: ..... / ..... / .....

**PARISH SACRAMENTAL PROGRAM**

*All children are expected to participate in classroom teaching of the Sacraments. However, according to Diocesan Guidelines, the Sacraments of Reconciliation, Confirmation and Eucharist are for children who are baptised and have at least one parent a baptised Catholic. The Sacramental Program begins when students are in Year 3. If children/parents wish to be baptised into the Catholic Church, contact should be made with the Parish Priest.*

**PARENT/GUARDIAN**

First Name: ..... Last Name: .....

Relationship to Student: ..... Residential Guardian:  Yes  No

Address: .....  
..... Post Code: .....

Home Phone: ..... Mobile Phone: .....

Occupation: ..... Employer: .....

Business Phone: ..... Religion: .....

Country of Birth: ..... Nationality: .....

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**From 2005, new nationally defined background characteristic information regarding parent's/guardians' occupation groups and level of education is collected for all Australian students participating in national testing. This information is provided to the Government to be combined with student outcome data for the various national tests, aggregated and used for national reporting purposes.**

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Does this person speak a language other than English at home?  No, English only  Yes, please specify  
*(If more than one language, indicate the language that is spoken most often)*

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What is the highest year of primary or secondary school this person has completed?   
*Tick one box only*  
*(For persons who 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 .....

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What is the level of the highest qualification this person has completed?   
*Tick one box only*  
Bachelor Degree or above .....   
Advanced Diploma/Diploma .....   
Certificate I to IV (including trade certificate) .....   
No non-school qualification .....

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What is the occupational group of this person? Occupation Group Letter   
*(Please select the appropriate occupation group letter from the list at the back of this application)*

**PARENT/GUARDIAN**

First Name: ..... Last Name: .....

Relationship to Student: ..... Residential Guardian:  Yes  No

Address: .....  
..... Post Code: .....

Home Phone: ..... Mobile Phone: .....

Occupation: ..... Employer: .....

Business Phone: ..... Religion: .....

Country of Birth: ..... Nationality: .....

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Does this person speak a language other than English at home?  No, English only  Yes, please specify  
*(If more than one language, indicate the language that is spoken most often)*

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What is the highest year of primary or secondary school this person has completed?   
*Tick one box only*  
*(For persons who 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 .....

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What is the level of the highest qualification this person has completed?   
*Tick one box only*  
Bachelor degree or above .....   
Advanced Diploma/Diploma .....   
Certificate I to IV (including trade certificate) .....   
No non-school qualification .....

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What is the occupational group of this person? Occupation Group Letter   
*(Please select the appropriate occupation group letter from the list at the back of this application)*

## **EMERGENCY CONTACTS**

Every effort will be made to contact parents/guardians in the case of an emergency or illness. In the event that parents/guardians are unavailable, please nominate two people who can be contacted if needed.

***(It is important that these contacts live locally and are available during school hours)***

Name: .....

Relationship to Student: ..... Home Phone: .....

Mobile Phone: ..... Business Phone: .....

Name: .....

Relationship to Student: ..... Home Phone: .....

Mobile Phone: ..... Business Phone: .....

## **MEDICAL AUTHORITY**

In the event of illness or injury to my/our son/daughter whilst at school, I/we authorise the Principal or staff member in charge of my/our son/daughter, where the Principal or staff member in charge is unable to contact me/us, or it is otherwise impracticable to contact me/us to:

- Administer such first aid as the Principal or staff member may judge to be reasonably necessary.
- Consent to my/our son/daughter being conveyed in an ambulance should it be deemed necessary.
- Consent to my/our son/daughter receiving such medical attention as may be deemed necessary by a medical practitioner.

Signature: (Parent/Guardian)

Signed: ..... Name: ..... Date: ..... / ..... / .....

Signed: ..... Name: ..... Date: ..... / ..... / .....

## **LOCAL EXCURSIONS**

At times, it is an expectation that children will be walking with their teachers to participate in activities at St John's Church, the local library, local swimming pool or the local shopping centre as part of their curriculum.

I/we ....., give permission for my/our son/daughter .....(name of student) to participate in St John's School's local excursions.

## **PERMISSION TO PUBLISH**

At St. John's School we celebrate the efforts of students by mentioning their participation in school events and their achievements in our school newsletter and we may at times include photographs. We also may use photographs of students in displays along with samples of their work.

The St. John's School website ([www3.sjeuroa.catholic.edu.au](http://www3.sjeuroa.catholic.edu.au)) and other publications, such as parent information brochures, board reports, school event notices etc are vital means of communication between the school, parents and the community. The inclusion of photographs of students participating in school activities is a valuable aspect of these publications.

At times Catholic organisations (e.g. Catholic Education Office, The Sandpiper) ask the school to supply photographs of students participating in school activities for use in their publications. The purpose of this is to promote our school in Sandhurst diocese.

On occasions the local media (e.g. The Euroa Gazette, WIN TV etc) may be invited to school events and they are expected to follow school policy on the publication of images of students. The media is an important means of communication within the wider community in which we live.

In general student images are used to: record student participation in school activities and events, celebrate student effort achievement and to promote the school and events held by the school within our community.

We are very aware of possible privacy issues associated with websites and publications by persons outside the immediate school community. For this reason, we intend that images and names of students should be published only with the written permission of the parent/guardian. This applies to any image (individual or group) that would be able to identify a person.

I/We ..... (Name/s of Parent/Guardian) give permission for St. John's School to publish the image, work and name of my/our son/daughter ..... (Name of Student) in the following publications and/or websites that could be seen outside the school community (please indicate your permission)

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| St. John's School Newsletter and Publications                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| St. John's School Website   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>(The newsletter is available on the school website and the school app)</i> |                              |                             |
| Catholic Organisations  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Local Media   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| St. John's Facebook page  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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

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

### **PAYMENT OF SCHOOL FEES**

School Fee Account to: ..... (person/s responsible for account)

Address: .....

..... Post Code: .....

Direct Debit Option: (A direct debit request will be forwarded)  Yes  No  
*Direct debits are arranged on a fortnightly basis.*

School Fee Account payable at beginning of each school term:  Yes  No

One Payment at the beginning of the school year:  Yes  No

### **SCHOOL PRIVACY INFORMATION**

1. The School [the Diocese both independently and through its Schools] collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. The School from time to time discloses appropriate information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, our diocese and the parish – St. John's, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from students is regularly disclosed to their parents or guardians. [On occasions information such as academic and sporting achievements, student activities and other news is published in School newsletters, magazines, school Facebook site and on our website].
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student or where students have provided information in confidence.
9. We will include your contact details in a class list for staff and in our school family directory for staff use only.
10. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

**Please ensure that you have attached copies of the following certificates to complete this application.**

- Birth Certificate (***application will not be processed without***)
- Citizenship Documents (*where applicable*)
- School Entry Immunisation Status Certificate (***must be provided***)
- Baptismal Certificate (and other Sacramental Certificates) (*where applicable*)
- Most recent previous school reports (*if transferring from another school*)
- Relevant Family Court Orders, custody, access or guardianship documents (*where applicable*)
- Relevant medical/special needs information including clinical/educational assessments (*where applicable*)

**Visa Student**

1. Is the Student a Visa Student    Yes     No     If yes – date of arrival in Australia: \_\_\_/\_\_\_/\_\_\_
  2. If 'no' – has the student spent 21 years in a non – English speaking country? Yes     No
  3. If 'yes' what was the date of departure from Australia? \_\_\_/\_\_\_/\_\_\_
- Date of return to Australia? \_\_\_/\_\_\_/\_\_\_

**Office Use Only**

Passport Number	Visa Sub Class	Visa Number
OSHC Membership Number	Visa Expiry Date	
Confirmation of Enrolment – Course Date	OSHC Expiry Date	
Confirmation of Enrolment Number	Course Description	
OS <input type="checkbox"/>	Course Start Date	Course End Date

*Please use this space if you have any further information relevant to this application:*



## **CHILD SAFETY CODE OF CONDUCT**

### **CATHOLIC IDENTITY STATEMENT**

St John's Catholic school is a community, inspired by truth, love and service, that challenges and supports each person to be the best they can be.

All staff and volunteers of St. John's School Euroa are required to observe child safe principles and expectations for appropriate behaviours towards and in the company of children, as noted below.

### **Acceptable Behaviour**

All staff, volunteers and School Board members are responsible for supporting the safety of children by:

- Adhering to the school's child safe policy and upholding the school's statement of commitment to child safety at all times.
- Taking all reasonable steps to protect children from abuse.
- Treat everyone in the school community with respect.
- Listening and responding to the views and concerns of children, particularly if they are telling you that they, or another child has been abused, or that they are worried about their safety/the safety of another child.
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (eg. by never questioning an Aboriginal or Torres Strait Islander child's self-identification).
- Promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (eg. by having zero tolerance of discrimination).
- Promoting the safety, participation and empowerment of children with a disability (eg. during personal care activities).
- Ensuring as far as practicable that adults are not alone with a child.
- Reporting any allegations of child abuse and/or child safety concerns to the school's leadership.
- Ensuring as quickly as possible that children are safe, if any allegations of child abuse has been made.
- Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958*.

### **Unacceptable Behaviour**

Staff and volunteers must not:

- Ignore or disregard any suspected or disclosed child abuse.
- Develop any "special" relationships with children that could be seen as favouritism (eg. the offering of gifts or special treatment for specific children).
- Exhibit behaviours with children which may be construed as unnecessarily physical (eg. inappropriate sitting on laps).
- Put children at risk of abuse (eg. by locking doors).
- Initiate unnecessary physical contact with children or doing things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- Engage in open discussion of a mature or adult nature in the presence of children (eg. personal/social activities).
- Use inappropriate language in the presence of children.
- Express personal views on cultures, race or sexuality in the presence of children.
- Discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability.
- Have contact with a child outside of school without the school's leadership knowledge and/or consent to the governing authorities (eg. unauthorised after hour tutoring, private instrumental/other lessons or sports coaching). Accidental contact such as seeing people in the street is appropriate.
- Have any online contact with a child, (including by social media, email, instant messaging etc), or their family (unless necessary eg. by providing families with e-newsletters or assisting students with their school work).
- Use any personal communication channels/devices such as a personal email account.
- Exchange personal contact details such as phone number, social networking sites or personal email.
- Photograph or video a child without consent of parent or guardian.
- Work with children whilst under the influence of alcohol or illegal drugs.
- Consume alcohol or drugs at school or a school event in the presence of children.

**PARENT/GUARDIAN AGREEMENT**

In making this application for my/our son/daughter to be enrolled at St. John's School, I/we

- certify that the information herein is correct.
- agree to co-operate to the best of my/our ability in matters relating to the school, such as parent/student/teacher meetings, school functions and events etc.
- undertake to pay the fees and levies due to St. John's School.
- ensure that the school is notified of any changes to the details in this application in writing.
- have read and understand the Child Safety Code of Conduct and will observe child safe principles and expectations for appropriate behaviours towards and in the company of children, as noted above.
- have read the School Privacy Information and understand how information provided to the school might be used by the school in the daily education and pastoral care of my/our son/daughter, and I accept the use of this information for such purposes.
- understand that this is an application for enrolment only and that if successful I/we will be notified in writing by the Principal.

Signature: (Parent/Guardian)

Signed: ..... Name: ..... Date: ..... / ..... / .....

Signed: ..... Name: ..... Date: ..... / ..... / .....



## **LIST OF PARENTAL OCCUPATIONS**

Please select the appropriate group from the following list. If you are not currently in paid work but have had a job in the last 12 months, or have retired in the last 12 months, please use your last occupation to select from the list. If you have not been in paid work in the last 12 months, enter 'N' into the 'occupation group' field on the enrolment application.

### **OCCUPATION GROUP A**

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

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

### **OCCUPATION GROUP B**

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

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

### **OCCUPATION GROUP C**

#### **Tradesmen / women, clerks and skilled office, sales and service staff**

- **Tradesmen / women** generally have completed a 4-year Trade Certificate, usually be 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, store / 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 adjustor, market researcher]
  - *Service* [aged / disabled / refuge / child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer / supervisor]

### **OCCUPATION GROUP D**

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

- **Drivers, mobile plant, production / processing machinery and other machinery operators**
- **Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]
- **Office assistants, sales assistants and other assistants:**
  - *Office* [typist, word processing / data entry / business machine operator, receptionist, office assistant]
  - *Sales* [sales assistant, motor vehicle / caravan / parts salesperson, checkout operator, cashier, bus / train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, self stacker]
  - *Assistant/aide* [trade's 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]