

# ST MARY'S CATHOLIC COLLEGE

PO Box 236  
CASINO NSW 2470  
Phone: (02)66622255 Fax: (02)66625297  
Email: smhcas@lism.catholic.edu.au



**Office Use Only**

Interviewed   
Enrolment Approved   
Confirmation Sent

## ENROLMENT APPLICATION

Office use only	Family code:	Student ID number:
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### FAMILY INFORMATION

Family surname:	
Mail to (eg Mr & Mrs A Smith):	
Residential address:	
Suburb:	Postcode:
Postal address (if different to residential):	
Suburb:	Postcode:
Phone (home):	Phone (work):
Mobile:	This mobile number will be used for our Absentee SMS messaging.
Please indicate which parent is to receive this messaging:    Mother's Mobile <input type="checkbox"/> Father's Mobile <input type="checkbox"/>	

### RESIDENTIAL STRUCTURE

Married <input type="checkbox"/>	Single parent <input type="checkbox"/>
Defacto <input type="checkbox"/>	Widow <input type="checkbox"/>
Divorced <input type="checkbox"/>	Widower <input type="checkbox"/>
Partner <input type="checkbox"/>	
Separated <input type="checkbox"/>	
Parish (eg St Mary's Casino Parish):	
Medicare number:	Expiry date:
Health fund:	Member number:
Private hospital cover:    Yes <input type="checkbox"/> No <input type="checkbox"/>	Ambulance cover:    Yes <input type="checkbox"/> No <input type="checkbox"/>
Private hospital fund:	Member number:
Cover type:	
Main language spoken at home:	Other language:

### STUDENT DETAILS

<b>STUDENT NAME</b>		
First name/s:	Preferred first name:	
Surname:		
Sex:                      Male <input type="checkbox"/> Female <input type="checkbox"/>	Religion:	
Date of birth:	Commencement year (eg 2012):	Entry Year/Grade (eg Yr 7):
Place of birth (eg Casino):		

### NATIONALITY

<b>Government requirement</b>	Nationality:	
	Country which student was born?    Australia <input type="checkbox"/>	Other, please specify: .....
<b>Government requirement</b>	Is the student of Aboriginal or Torres Strait Islander origin?                      Yes <input type="checkbox"/> No <input type="checkbox"/> (If "Yes" tick one box below)	
	Aboriginal but <b>not</b> Torres Strait Islander origin <input type="checkbox"/>	
	Torres Strait Islander but <b>not</b> Aboriginal origin <input type="checkbox"/>	
	Both Aboriginal and Torres Strait Islander <input type="checkbox"/>	

<b>STUDENT DETAILS</b>	Student's surname:	Student's first name:
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**RESIDENTIAL STATUS**  
(original documents to be sighted and copies to be retained by school)

Australian citizen (Naturalisation Certificate or Australian passport if country of birth is not Australia)	<input type="checkbox"/>
Permanent resident (passport if country of birth is not Australia)	<input type="checkbox"/>
Temporary resident (passport and visa)	<input type="checkbox"/>
Foreign National without residential status (passport and visa)	<input type="checkbox"/>
Other/Visitor/Student/Passport/Other/Visa (passport and visa)	<input type="checkbox"/>

**VISA STUDENT**

Is the student a Visa student?      Yes       No

If yes, date of arrival in Australia:

First Australian school:

First Australian school year:

Former name (if applicable):

**Office use only**

Passport number:	Visa number:
Passport nationality:	Visa type:
Passport expiry date:	Visa expiry date:

OSHC number:      OSHC expiry date:

**Confirmation of Enrolment**

Course code:

Course description:

Confirmation of enrolment number:

Confirmation of enrolment start date:

Confirmation of enrolment end date:

<b>Government requirement</b>	Does the student speak a language other than English at home?      Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, please specify (If more than one language, indicate the one that is spoken most often) .....

**PREVIOUS SCHOOL PERMISSION**

Name of previous school:

I/We give permission for school to contact previous school      Yes       No

**MEDICAL INFORMATION**

Doctor's name:

Number and street name:

Suburb:	Postcode:
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Phone:

Medicare number:	Ref No.	Expiry date:
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Medical conditions (please specify any medical conditions the student suffers from, eg asthma, diabetes and/or any prescribed medication taken by the student):  
.....  
.....  
.....

Operations (please specify any significant operations the student has had that the school should be aware of):  
.....

Allergies (please list any known allergies the student has, eg allergy to nuts, penicillin, bee stings including specific details):  
.....

<b>STUDENT DETAILS</b>	Student's surname:	Student's first name:
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**MEDICAL INFORMATION cont'd**

Has the student been diagnosed as being at risk of anaphylaxis?    Yes     No

If yes, does the student have an EpiPen?    Yes     No

Immunisation:  
(please indicate if the student has been immunised against the following)

	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date of immunisation
Hepatitis B	<input type="checkbox"/>	<input type="checkbox"/>	.....
Diphtheria/Tetanus/Whooping Cough	<input type="checkbox"/>	<input type="checkbox"/>	.....
Haemophilus Influenzae type b (Hib)	<input type="checkbox"/>	<input type="checkbox"/>	.....
Polio	<input type="checkbox"/>	<input type="checkbox"/>	.....
Pneumococcal disease	<input type="checkbox"/>	<input type="checkbox"/>	.....
Rotavirus	<input type="checkbox"/>	<input type="checkbox"/>	.....
Measles/Mumps/Rubella	<input type="checkbox"/>	<input type="checkbox"/>	.....
Meningoccal C disease	<input type="checkbox"/>	<input type="checkbox"/>	.....
Chickenpox	<input type="checkbox"/>	<input type="checkbox"/>	.....
Human Papillomavirus (HPV) (12-18yrs)	<input type="checkbox"/>	<input type="checkbox"/>	.....
Last Tetanus injection			.....

**SACRAMENTAL INFORMATION**

Baptism                      Date:                      Parish:

Reconciliation            Date:                      Parish:

Eucharist                    Date:                      Parish:

Confirmation              Date:                      Parish:

**DENTAL INFORMATION**

Dentist's name:

Number and street name:

Suburb:                      Postcode:

Phone:

Dental conditions (please specify any significant conditions the student has had that the school should be aware of):  
.....

**In signing this Application for Enrolment it is understood this gives permission for my/our child to be administered a panadol or other paracetamol by the office staff of St Mary's Catholic College, Casino. The child's planner will be stamped and dated whenever paracetamol is administered**                      Yes     No

**ADDITIONAL NEEDS**

Does your child have:

Autism	<input type="checkbox"/>	Behaviour disorders	<input type="checkbox"/>	A hearing impairment	<input type="checkbox"/>
An intellectual disability	<input type="checkbox"/>	A language disorder	<input type="checkbox"/>	Mental health issues	<input type="checkbox"/>
A physical disability	<input type="checkbox"/>	A vision impairment	<input type="checkbox"/>	ADD/ADHD	<input type="checkbox"/>
Giftedness	<input type="checkbox"/>	Emotional/Social	<input type="checkbox"/>		
Acquired brain injury	<input type="checkbox"/>	ESL	<input type="checkbox"/>	(English as a Second Language)	
		Difficulties in the basic areas of learning	<input type="checkbox"/>		
None of the above	<input type="checkbox"/>	Other please specify	.....		
			.....		

<b>STUDENT DETAILS</b>	Student's surname:	Student's first name:
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What accommodations and/or learning adjustments, if any, were provided for your child in his/her previous school?

Alternative teaching and learning strategies	<input type="checkbox"/>	Signing	<input type="checkbox"/>
A reader or scribe	<input type="checkbox"/>	Access to technology	<input type="checkbox"/>
Modifications to equipment, furniture and learning spaces	<input type="checkbox"/>	Personal carer support	<input type="checkbox"/>
Other please specify .....			

**HEALTH AND SAFETY**

To your knowledge, is there anything in your child's history or circumstances (including medical history) which might pose a risk of any type to him or her, other students, or staff at this school? Yes  No

If yes please provide a brief description: .....

.....

.....

Please provide names and contact details of health professionals or other relevant agencies that have knowledge of these issues

.....

.....

Does your child have any history of violent behaviour?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your child have any history of behavioural problems (including verbal bullying)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has your child ever been suspended or expelled from any previous school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, was this for		
Actual violence to any person?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Possession of a weapon or any item used to cause an injury?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Intimidation, bullying or harassment of students or staff at a school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Threats of violence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Illegal drugs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other, please specify .....		

I/We will provide written consent to the school on request to contact health professionals or other relevant agencies Yes  No

**FEE BILLING**

Fees will be billed to the father/guardian.  
If you wish to change the way your account is billed (eg father 50% and mother 50%) please indicate below.

Fees to be billed to	%
Fees to be billed to	%

If address for fees billed is different to family postal address:

Name:	Relationship to Student:
Address:	Postcode:

**FAMILY DETAILS**

**RESIDENTIAL FATHER/GUARDIAN**

Surname:		
First name/s:	Title: Mr	
Address (leave blank if same as student address)		
Number and street name:		
Suburb:	Postcode:	
Email:		
Phone (home)	(work)	(mobile)

<b>FAMILY DETAILS</b>	Student's surname:	Student's first name:
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**RESIDENTIAL FATHER/GUARDIAN cont'd**

Does the student reside at this address?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Government requirement</b>	What is the occupation group? (select from list of parental occupation groups from the insert page)		<input type="checkbox"/>
Occupation:		Employer:	
Employer Address:			
Religion:		Nationality:	
Country of birth:		Australia <input type="checkbox"/>	Other, please specify: .....
		Interpreters may be available during school interviews. Would an interpreter be required? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Government requirement</b>	What is the highest year of primary or secondary school the father/guardian has completed? (for persons who have never attended school mark "year 9 or equivalent or below")		
	Year 9 or equivalent or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	
	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>	
<b>Government requirement</b>	What is the level of the highest qualification the father/guardian has completed? (mark one box only)		
	No non-school qualification <input type="checkbox"/>	Advanced diploma/Diploma <input type="checkbox"/>	
	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>	
<b>Government requirement</b>	Main language spoken at home:.....		

**RESIDENTIAL MOTHER/GUARDIAN**

Surname:			
First name/s:		Title: (eg Mrs/Ms)	
Address (leave blank if same as student address)			
Number and street name:			
Suburb:		Postcode:	
Email:			
Phone (home)		(work)	(mobile)
Does the student reside at this address?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Government requirement</b>	What is the occupation group? (select from list of parental occupation groups from the insert page)		<input type="checkbox"/>
Occupation:		Employer:	
Employer Address:			
Religion:		Nationality:	
Country of birth:		Australia <input type="checkbox"/>	Other, please specify: .....
		Interpreters may be available during school interviews. Would an interpreter be required? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Government requirement</b>	What is the highest year of primary or secondary school the mother/guardian has completed? (for persons who have never attended school mark "year 9 or equivalent or below")		
	Year 9 or equivalent or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	
	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>	
<b>Government requirement</b>	What is the level of the highest qualification the mother/guardian has completed? (mark one box only)		
	No non-school qualification <input type="checkbox"/>	Advanced diploma/Diploma <input type="checkbox"/>	
	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>	
<b>Government requirement</b>	Main language spoken at home:.....		

<b>FAMILY DETAILS</b>	Student's surname:	Student's first name:
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<b>NON-RESIDENTIAL PARENT (if applicable)</b>
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Surname:		Relationship to Student:	
First name/s:		Title: (eg Mr/Mrs)	
Address			
Number and street name:			
Suburb:		Postcode:	
Email:			
Phone	(home)	(work)	(mobile)
Is this non-residential parent to be contacted in case of emergency?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is this non-residential parent to receive copies of school reports?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Government requirement</b>	What is the occupation group? (select from list of parental occupation groups from the insert page) <input type="checkbox"/>		
Occupation:		Employer:	
Employer Address:			
Religion:		Nationality:	
Country of birth:		Australia <input type="checkbox"/>	
Other, please specify: .....		Interpreters may be available during school interviews. Would an interpreter be required? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Government requirement</b>	What is the highest year of primary or secondary school the father/mother/guardian has completed? (for persons who have never attended school mark "year 9 or equivalent or below")		
	Year 9 or equivalent or below	<input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>
	Year 11 or equivalent	<input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>
<b>Government requirement</b>	What is the level of the highest qualification the father/mother/guardian has completed? (mark one box only)		
	No non-school qualification	<input type="checkbox"/>	Advanced diploma/Diploma <input type="checkbox"/>
	Certificate I to IV (including trade certificate)	<input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>
<b>Government requirement</b>	Main language spoken at home:.....		

<b>EMERGENCY CONTACT INFORMATION</b> (to be used in the event of an emergency if parents cannot be contacted, eg grandparent or friend)
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<b>Contact 1</b>		<b>Contact 2</b>	
Name:		Name:	
Relationship to student:		Relationship to student:	
Address:		Address:	
Postcode:		Postcode:	
Phone:	(home)	Phone:	(home)
	(work)		(work)
	(mobile)		(mobile)

<b>SIBLINGS ATTENDING A SCHOOL/PRE-SCHOOL</b>
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List all children in your family attending school or pre-school (from oldest to youngest), including applicant

Name	School/Pre-school	Year/Grade (current calendar year)	Date of birth (pre-school only)

<b>FAMILY DETAILS</b>	Student's surname:	Student's first name:
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<b>COURT ORDERS (if applicable)</b>	
Are there any current court orders relating to the student?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, copies of these court orders eg AVOs, Family Court/Federal Magistrate Court Orders or other relevant court orders must be provided	
Is there other information you wish the school to be aware of? .....	
.....	
.....	
.....	

<b>SPECIAL CIRCUMSTANCES (if applicable)</b>	
Are there any special circumstances about the student seeking to be enrolled that the school should know prior to enrolment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(eg pregnancy, living apart from parental supervision, out of home care arranged by the state)	
If yes, please provide a brief description of the circumstances .....	
.....	
.....	
.....	

**This application gives you the opportunity to provide information that will facilitate the smooth transition of your child into our school. It will assist the school to develop appropriate strategies to meet the particular needs of your child.**

**If the information provided is incomplete or misleading, any decision made as to enrolment may be revised.**

Office use only			
Family code:		Student no:	
Birth position		Application rec'd	
Interview date/time		Attended	
Certificates sighted		Offer sent	
Offer accepted		Enrolment fee paid	
Enrolment date		Residency status	
Year level		House group	
Roll class		Visa class no	
Fee Flag (Building Levy or Non Building Levy)			
In addition, for students who are not Australian citizens			
Passport or travel documentation no			
Country of issue:			

## AGREEMENT

In dealing with this application, it may be necessary for the school, or any part of the Catholic Education Office, to look at documents held by previous schools, health care professionals or other government agencies. This information will be collected, used and stored consistent with the *Privacy and Personal Information Protection Act* and *Health Records and Privacy Act 2002*. The consent of the owner of the information, while not always necessary, is appreciated and will speed up the assessment of the application.

### Consent to Access Documents

1. I/We consent to St Mary's Catholic College and the Catholic Education Office gaining access to relevant information about the student to be enrolled held by previous schools, health care professionals or other government agencies.
2. I/We have included copies of the following documents with this application for enrolment (please tick appropriate boxes):
  - Full Birth Certificate \*
  - Sacramental Certificates to date
  - Passport, visa, citizenship documentation (if applicable) \*
  - Most recent previous school reports and external test results (NAPLAN)
  - Current Family Court Orders (if applicable) \*
  - Relevant medical and/or special needs information (if applicable)
  - Immunisation Certificate
  - Reports of assessments your child has received for speech, hearing, cognitive (IQ), occupational therapy (if applicable).
  - Volunteer/Student Declaration Form

#### NOTE:

**\* Originals will need to be produced during the enrolment process**

3. I/We understand the school may approach these bodies directly. The information they request may include information related to any of the questions I have answered above.

### Declaration

4. I/We understand and support the Catholic ethos of the school and agree to abide by the rules and regulations of the school including those pertaining to program of studies, sport, pastoral care, school uniform, discipline and the general operation of the school.
5. If this enrolment application is successful I/we agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges.
6. I/We understand that if this application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment, eg change of address, court orders.
7. If this enrolment is accepted I/we agree to support our child's participation in the religious life of the school (eg school liturgies, retreat programs).
8. I/We agree, if my child should require urgent medical treatment, the school staff are authorised to seek medical attention. This may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle and I/we agree to meet all costs.
9. I/We give permission for the publication of any school related material by or about our child, including photographs. It is acknowledged that such material is used regularly in publications by the school to communicate and promote events. Publications include school or diocesan publications, newsletters, prospectuses, magazines, media promotional materials, newspaper articles and the school website.
10. I/we agree to be responsible for all breakages and damage to school property caused by the student.
11. I/we agree to give notice in writing of our intention to withdraw our son/daughter from the school.
12. I/we give consent to School Counselling or Additional Needs Testing if required for my/our son/daughter.
13. I/We have read all of the information in the enrolment package and understand that we will need to abide by all school policies and procedures should this enrolment application be successful.
14. I/We have read the Standard Collection Notice about the collection and management of the personal information contained in this form.
15. I/We declare that the information provided in this Enrolment Application is, to the best of my knowledge and belief, accurate and complete. I recognise that, should statements in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.

Mother/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Father/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_

**Please note:** Acceptance of this application for enrolment is subject to the approval of the school's Principal, Enrolment Committee and/or Parish Priest.  
Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary).

Government requirement	PARENTAL OCCUPATION DEFINITION
	<p><b>Parental Occupation</b> is defined as the <b>main</b> work undertaken by the parent/guardian. If a parent/guardian has more than one job, report their main job.</p> <p>If the person is not currently in <b>paid</b> work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.</p> <p>If the person has not been in <b>paid</b> work in the last 12 months, enter '8' in the appropriate box.</p>
	<p><b>GROUP 1</b>  <b>Senior management in large business organisation, government administration and defence, and qualified professionals</b>  <b>Senior executive/manager/department head</b> in industry, commerce, media or other large organisation.  <b>Public service manager</b> (Section head or above), regional director, health/education/police/fire services administrator.  <b>Other administrator</b> school principal, faculty head/dean, library/museum/gallery director, research facility director.  <b>Defence Forces</b> Commissioned Officer.  <b>Professionals</b> 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.  <b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> professional.  <b>Business</b> management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer.  <b>Air/sea transport</b> aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller.</p>
	<p><b>GROUP 2</b>  <b>Other business managers, arts/media/sportspersons and associate professionals</b>  <b>Owner/manager</b> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.  <b>Specialist manager</b> finance/engineering/production/personnel/industrial relations /sales/marketing.  <b>Financial services manager</b> bank branch manager, finance/investment/insurance broker, credit/loans officer.  <b>Retail sales/services manager</b> shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency.  <b>Arts/media/sports</b> musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official.  <b>Associate professionals</b> generally have diploma/technical qualifications and support managers and professionals.  <b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> technician/associate professional.  <b>Business/administration</b> recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager.  <b>Defence Forces</b> senior Non-Commissioned Officer.</p>
	<p><b>GROUP 3</b>  <b>Tradesmen/women, clerks and skilled office, sales and service staff</b>  <b>Tradesmen/women</b> generally have completed a 4 year Trade Certificate, usually by apprenticeship.  <u>All tradesmen/women are included in this group.</u>  <b>Clerks</b> 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.  <b>Skilled office, sales and service staff:</b>  <b>Office</b> secretary, personal assistant, desktop publishing operator, switchboard operator.  <b>Sales</b> company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher.  <b>Service</b> aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor.</p>
	<p><b>GROUP 4</b>  <b>Machine operators, hospitality staff, assistants, labourers and related workers</b>  <b>Drivers, mobile plant, production/processing machinery and other machinery operators.</b>  <b>Hospitality staff</b> hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper.  <b>Office assistants, sales assistants and other assistants:</b>  <b>Office</b> typist, word processing/data entry/business machine operator, receptionist, office assistant.  <b>Sales</b> 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.  <b>Assistant/aide</b> trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant.  <b>Labourers and related workers.</b>  <b>Defence Forces</b> ranks below senior NCO not included above.  <b>Agriculture, horticulture, forestry, fishing, mining worker</b> farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand.  <b>Other worker</b> labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor.</p>

## STANDARD COLLECTION NOTICE

1. The school (the Diocese both independently and through its schools) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil'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 pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. 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.
6. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Catholic Education Office, the Catholic Education Commission of New South Wales, your local diocese and the parish, schools within other dioceses/other dioceses, medical practitioners and people providing services to the school, including specialist visiting teachers, (sports) coaches, volunteers and counsellors.
7. The school from time to time may also collect and disclose personal and sensitive information about current or prospective students to others if it is required to satisfy the school's legal obligations under Part 5A of the *Education Act 1990* (NSW).
8. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions personal information disclosed to a school counsellor may be disclosed to others if the school considers it appropriate for the well being or development of the pupil who is counselled or other pupils at the school.
9. Schools may also disclose information under public health and child protection laws or in circumstances where there is a serious threat to an individual's life, health or safety.
10. On occasions information such as academic and sporting achievements, pupil activities and other news is published in media articles, school newsletters, magazines and on our website.
11. Parents may seek access to personal information collected about them and their son/daughter by contacting the school principal. Pupils 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 pupil or where pupils have provided information in confidence.
12. As you may know the school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
13. We may include your contact details in a class list and school directory unless specifically requested (in writing) not to do so.
14. 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.