



Howayek Providence Limited trading as  
**Maronite College of the Holy Family  
Parramatta**

23-25 Alice Street, Harris Park NSW 2150

Ph: (02) 9633 6600

Web Address: [www.mchf.nsw.edu.au](http://www.mchf.nsw.edu.au)

Email Address: [admin@mchf.nsw.edu.au](mailto:admin@mchf.nsw.edu.au)

Photo of  
Student must be  
provided

(please attach here)

## Enrolment Application and Agreement

Please indicate in a few words why you are seeking enrolment for your child at Maronite College of the Holy Family, Parramatta:

Student Name <i>(as stated on the Birth Certificate)</i>	Office Use Only	
	Class:	
	Student Code:	
	Family Code:	
	Commencement Date:	

Student Details	
First Name:	Commencement Date:
Middle Name:	1 <sup>st</sup> Australian School Year (e.g. 2011):
Surname:	Previous School:
Preferred Name:	
Sex: (please tick one) <input type="checkbox"/> Male <input type="checkbox"/> Female	Year Level:
Country of Birth: <input type="checkbox"/> Australia	Religion:
Other Country:	
Date of Birth:     /     /	Nationality:
Enrolment Class (eg: Year 3):	

Family Mailing Details	
Family Surname:	
Mail to (eg Mr & Mrs Smith):	
Address:	
Suburb:	Postcode:
Current Parish:	Home Phone Number:

### Nationality/Residential Status

*(original documents must be sighted and copies to be retained by the College)*

- Australian Citizen (Naturalisation Certificate or Australian Passport if Country of Birth is not Australia)
- Permanent Resident (Passport if Country of Birth is not Australia)
- Temporary Resident (Passport and Visa)

Do you consent for the College to perform a Vevo check?  YES  NO

***Please note if you do not consent the application may not be accepted.***

***At all times, it is the responsibility of the parent/guardian to remain lawful while in Australia. The College does not take responsibility for any breaches or consequences regarding Vevo checks.***

### Indigenous Identifier

Is the Student of Aboriginal or Torres Strait Islander Origin?

(For persons of both Aboriginal and Torres Strait Islander origin, tick both 'Yes' responses.)

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander
- Prefer not to say

### Main Language Spoken

Select the language <b>mostly</b> spoken at home?	Student	Mother Guardian 1 Carer 1	Father Guardian 2 Carer 2
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arabic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other – Please specify			

### Office Use Only

Residential Status:  Permanent  Non-Permanent  Refugee

O/S  BRVS  RSVS  ETV  LBOTE  ESLASSIST  NA/CIEC  CSS  SSCL  OHS

Arrival Date in Australia:

Visa Sub Class:

Passport Number:

Visa Number:

OSHC Membership Number:                      Expiry:

Visa Expiry Date:

Confirmation of Enrolment-Course Code:

Course Description:

Confirmation of Enrolment Number:

Course Start:

Course End:

## Parent / Guardian / Carer Contact Details

Details	Residential Mother Guardian/Carer Residing at the Same Address	Residential Father Guardian/Carer Residing at the Same Address
Title:		
First Name:		
Middle Name:		
Surname:		
Relationship:		
Date of Birth:		
Address:		
Suburb & Post Code:		
Residential Guardian:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Home Phone Number:		
Work Phone Number:		
Fax:		
Mobile:		
Email Address:		
Occupation:		
Occupational Group <b>Please list occupation currently employed in Australia.</b> (please refer to Back Page for 'List of Parental occupations')	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 (not in paid work in the last 12 months)	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 (not in paid work in the last 12 months)
Highest Year of School Education	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
Level of Highest Qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate 1-IV (Trade Cert) <input type="checkbox"/> No non-School qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate 1-IV (Trade Cert) <input type="checkbox"/> No non-School qualification
Country of Birth:		
City/Town:		
Nationality:		
Religion:		
<b>Signature:</b>		

Contact Details of Other Persons		
Details	Non-Residential Parent (if applicable)	Emergency Contact
	Please only complete if there is a Parent who does not reside at the Student's Home Address	Please nominate a <b>person other than a parent</b> who may be contacted in the event of an emergency, if parents cannot be contacted
Title:		
First Name:		
Surname:		
Address:		
Suburb & Post Code:		
Home Phone No:		
Business Phone No:		
Mobile Phone No:		
Email Address:		N/A
Relationship to Student:		
Employer:		N/A
Occupation:		N/A
Occupational Group <b>Please list occupation currently employed in Australia.</b> (please refer to Back Page for 'List of Parental occupations')	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 (not in paid work in the last 12 months)	N/A
Highest Year of School Education	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	N/A
Level of Highest Qualification	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate 1-IV (Trade Cert) <input type="checkbox"/> No non-School qualification	N/A
Do you speak a language other than English at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please specify:	N/A
Country of Birth:		N/A
Nationality:		N/A
Religion:		N/A
<b>Signature:</b>		N/A
Are there any Family Court Orders/Parenting Plans that have been issued in relation to the enrolling Student? <input type="checkbox"/> Yes <input type="checkbox"/> No	If <b>yes</b> , please provide a brief description (supporting documentation must be provided):	

Nominate Fee Payer	
Please nominate the fee payer for this student's application	<input type="checkbox"/> Residential Mother/Guardian/Carer <input type="checkbox"/> Residential Father/Guardian/Carer <input type="checkbox"/> Non-Residential Parent

## Student Details

This information is required to enable the College to assess and manage any risk of harm to the student, their peers and the staff. If there are any changes to these issues during the child's enrolment at the College, the administration must be promptly notified to enable the College to assess its ability to provide adequate services for these needs. A failure to fully disclose any special needs or disability may impact on your application. The acceptance of this application may be based in whole or part on the information you have provided to the College. It is also important that you advise the College fully of any change in your child's needs as promptly as possible as the College must reassess its ability to provide adequate services to your child on a regular basis. A full disclosure of all special needs, disabilities or risks is essential to enable us to properly consult with you and develop strategies to adequately deal with those needs, disabilities or risks.

### Special Circumstances

Are there any family circumstances about the student seeking to be enrolled that the school should know prior to enrolment? (e.g. living apart from parental supervision, subject of a court order, State arranged out of home care)

Yes     No

If yes, provide a brief description of the circumstances:

### Relevant Previous History

Maronite College of the Holy Family has a responsibility to assess and manage any risk of harm to its staff and students.

To your knowledge, is there anything in the student's history or circumstances (including medical history) which might present risk of any type to the student, other students, or staff at this school?

Yes     No

If yes, provide a brief description of the circumstances:

Please provide contact details of health professionals or other relevant bodies that have knowledge of these issues.

Has the student any past history of violent behaviour?

Yes     No

If yes, provide details:

Did this involve being suspended or expelled from any previous school?

Yes     No

If yes, was this for (Please tick):

Actual violence to any person

Illegal drugs?

Possession of weapon or any item used to cause harm or injury?

Threats of violence or intimidation of staff, students, or others at the school?

Are you aware of any other incidents of the kind listed above that have involved the student outside of the school setting?

Yes     No

If yes, provide a brief outline of these matters:

### Medical Details

Doctor's Name:

Phone Number:

Student's Medicare Number:

Date of Last Tetanus Injection/Booster:

#### Allergies/ Medical Alert

Please specify any allergies/ medical alerts relating to the student applying for enrolment  
(e.g. allergies to nuts, penicillin, bee stings, asthma management etc)

Please attach a Health Care Plan or Other Reports/Plans

**Immunisations**

Has the Immunisation Certificate been submitted?

Yes     No

### First Aid and Medical Treatment

- I/We give permission to the school to administer minor and basic first aid if required which may become necessary as a result of any accident occurring at the school or at functions/excursions organised by the school if I cannot be contacted before any such treatment is deemed necessary by proper medical authorities.
- I/We will also provide written consent to the College on request to contact health professionals or other relevant agencies.
- I/We give permission to authorise the school staff to seek medical attention for my child should a medical emergency situation arise. This may include transport to the nearest hospital, medical centre or doctor by ambulance or private vehicle and;
- I/We agree to meet all costs.

**Consent:** We consent to the first aid and medical treatment:  Yes     No

### Immunisations

*Please indicate in the appropriate box if your child has had their Immunisation injections*

Immunisation	Yes/No	Date	Immunisation	Yes/No	Date
Polio	<input type="checkbox"/> Y <input type="checkbox"/> N		Rubella	<input type="checkbox"/> Y <input type="checkbox"/> N	
Measles/Mumos/Rubella	<input type="checkbox"/> Y <input type="checkbox"/> N		Meningococcal	<input type="checkbox"/> Y <input type="checkbox"/> N	
Chickenpox	<input type="checkbox"/> Y <input type="checkbox"/> N		Hepatitis B	<input type="checkbox"/> Y <input type="checkbox"/> N	
Human Papillomavirus (HPV 12 to 18 years)	<input type="checkbox"/> Y <input type="checkbox"/> N		Diphtheria/Tetnus/Whooping Cough	<input type="checkbox"/> Y <input type="checkbox"/> N	
Tetanus	<input type="checkbox"/> Y <input type="checkbox"/> N				

### Special Needs

Please indicate whether the student applying for enrolment has any known or suspected **special needs** such as – wears glasses/hearing aid, is being treated by a Paediatrician etc:

Does the student have any of the following: (please ✓)

Physical Needs  Vision impairment  Educational Needs  Behavioural Needs

Medical Needs  Language Needs  Other Needs (*please specify below*)

If you have ticked any of the above, please provide full details of those needs and any assessment/intervention/support that he/she may be currently receiving (Supporting Documentation must be provided).

**If this enrolment application is successful, it is essential that the school be advised promptly of any changes to the needs of the students. The school will regularly assess its ability to provide adequate services for these needs.**

### Student Primary and Secondary School Education (all enrolments)

Please provide details (names and locality) of last three schools attended (where applicable):

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Did your child need/receive special help there?  Yes  No

*If "yes", what was provided for your child at his/her previous school.....*

- Yes  No Alternative teaching and learning strategies  
 Yes  No A reader or scribe  
 Yes  No Modifications to equipment, furniture, learning spaces  
 Yes  No Access to technology  
 Yes  No Personal carer support

### Student Pre-School Education

In the year before school, has the child been in non-parental care on a regular basis and/or attended any other educational programs?  Yes  No

If Yes, indicate all that apply.

- Preschool  Family Day Care  Day Care (with a preschool program)  
 Long Day Care  Other relative  Other person (includes nanny, friend or neighbour)  
 Grandparent If Yes, please enter postcode if known \_\_\_\_\_

**Please indicate the amount of formal care (long day care, preschool) each week prior to enrolling at school**

Attendance/Week: \_\_\_\_\_ Number of Full Days: \_\_\_\_\_ Number of Half Days: \_\_\_\_\_ Age Commenced: \_\_\_\_\_

Please provide the name of the Pre-School: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

Did your child need/receive special help there?  Yes  No

Parish/Sacramental Details			
Sacrament	Date Received	Parish Received	Copy of Certificate supplied Y/N
Baptism			
Confirmation			
Reconciliation			
Eucharist			

Photograph and Video Permissions					
<ul style="list-style-type: none"> <li>I/We give permission to the school and Catholic Schools NSW to publish any school/college related material by or about my child, including photographs and or videos in print and online promotional, marketing, media and educational material (e.g. newsletters, websites, social media, newspapers and publications) without acknowledgement, remuneration or compensation.</li> <li>I/We understand that if our child is aged 15 or over that they will also have to give permission.</li> <li>I/We understand and agree that if I/we do not wish to consent to my/our child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this permission, it is my responsibility to notify the school in writing.</li> </ul>					
<b>Parent/Guardian Consent:</b> We consent to the photograph and video for my child: <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Student Consent (if aged 15+ years old):</b>					
<b>Student Name:</b>		<b>Signature:</b>		<b>Date:</b>	

Permission to Swim	
<ul style="list-style-type: none"> <li>I/We give permission to the school to allow my child to swim at school activities provided that the waterway is safe and adequately patrolled by certified life savers and/or supervision provided by staff. My child's swimming ability is rated as (non-swimmer, poor, average, good)</li> <li>I/We understand and agree that any changes to this consent will be my/our responsibility to notify the school in writing.</li> </ul>	
<b>Parent/Guardian Consent:</b> We consent for my child to swim: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>My child's swimming ability is rated as:</b> <input type="checkbox"/> Non-swimmer <input type="checkbox"/> Poor <input type="checkbox"/> Average <input type="checkbox"/> Good	

Please list below all children in the family attending Maronite College of the Holy Family and those who do not attend or are still at home.			
Birth Order	Child's Full Name	School Year	Date of Birth
Child 1			
Child 2			
Child 3			
Child 4			
Child 5			
Child 6			
Child 7			



## **ENROLMENT AGREEMENT CONDITIONS**

### **1. Acceptance of Offer of Enrolment**

- 1.1 An offer of enrolment must be accepted by both Parent/Guardian(s) where appropriate unless the School agrees to waive this requirement. Upon acceptance, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- 1.2 The acceptance of the offer must be accompanied by a non-refundable fee of \$150 (\$50 for Application Administration Fee and \$100 for Acceptance Fee).

### **2. Conditional Enrolment**

- 2.1 All enrolments are conditional upon the School being satisfied in its discretion that the Student's needs can be met by the School. The School may cancel the enrolment if it determines prior to the start of the enrolment that the Student's needs cannot be met.
- 2.2 The School may require Parent/Guardian(s) to provide reports and assessments necessary to determine the particular needs of the Student.
- 2.3 Maronite College of the Holy Family may seek to gain access to relevant information about the student to facilitate enrolment from previous schools, pre-schools or other professional agencies.

### **3. Progress of Student**

- 3.1 The Principal has the authority to apply whatever disciplinary measures are deemed necessary in relation to the conduct of the student, both inside and outside of the College precincts.
- 3.2 If the School considers that the progress of a Student is unsatisfactory and that it can no longer meet the Student's needs it may cancel the enrolment of the Student by giving not less than one term's notice.

### **4. Fees and Charges**

- 4.1 The School Board determines the fees and charges that will be payable from time to time which are set out in a Schedule of Fees. The fees are revised regularly and may be amended each year.
- 4.2 Fees and Charges may also have levies, co-curricular activities and sport.
- 4.3 Preferred payment for fees and charges is direct credit. However, the school accepts cash, cheques, EFTPOS, direct debit or another method agreed with the school.
- 4.4 All medical expenses incurred on behalf of a student must be reimbursed by the parent/guardian(s).
- 4.5 All Fees and Charges must be paid on or before the due date set out in the fees notice. Prompt contact with the College is required in the event that fees and charges are unable to be met by the due date.
- 4.6 Parents/Guardians are required to establish a payment plan for the payment of fees and charges. There will be an additional administration fee for those who do not make contact with the school to arrange a payment plan.
- 4.7 Fees will not be refunded in whole or part if the student is absent due to illness, leave or suspension.

### **5. Withdrawal of Students**

- 5.1 Where students leave to enroll at another school, the NSW Education Standards Authority (NESA) requires that parent/guardian(s) advise the School in writing of the name of the school the Student will be attending and the grade the Student will be entering at the new school.
- 5.2 If parent/guardian(s) wish to withdraw a Student from the School, notice given must be not less than four (4) weeks' notice. The intended destination must be provided through the completion of the Advice of Withdrawal of Enrolment as well as evidence of new destination.
- 5.3 All unpaid debts that have been utilised must be settled before the College will approve a withdrawal request. In default of such notice, the College will charge a full term's fee for that student's place that is no longer required. Refund is limited to the unutilised fees that have been paid for

### **6. Obligations of Students**

Students are required to have high standards of behaviour and:

- 6.1 abide by the School Rules and Codes of Conduct as they apply from time-to-time
- 6.2 behave courteously and considerately to each other and to staff at all times
- 6.3 not do anything which may bring the School into disrepute, including in print and electronic media
- 6.4 support the goals and values of the School
- 6.5 attend and, if required, participate in assemblies, the School sports program, important school events such as carnivals and foundation day or other events determined by the Principal, and camps and excursions that are an integral part of the School curriculum
- 6.6 wear the School uniform as prescribed including when travelling to and from school and follow conventional standards of appearance while at school in accordance with the School's guidelines and the expectation of the School community
- 6.7 attend the School during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.

## **7. Obligations of Parent/Guardian(s)**

The parent/guardian(s):

- 7.1 must accept and abide by the requirements and directions of the School Board and the Principal relating to the student or students generally and not interfere in any way with conduct, management and administration of the School
- 7.2 are required to support the goals, values and activities of the School
- 7.3 commit to supporting the College in the management of any performance or behavioural issues pertaining to their child in a spirit of mutual respect and collaboration.
- 7.4 will ensure the prompt payment of all fees and charges to the School by or before the due date. Prompt contact will be made to the School in the event that fees and charges cannot be met by the due date.
- 7.5 on a regular basis read the weekly Newsletter

The Parent/Guardian(s) must promptly advise the School:

- 7.6 in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Application and Agreement Form. Offers of enrolment may be cancelled if the School loses contact with the parent or mail is returned
- 7.7 if the Student is absent from the School due to ill health or other reason
- 7.8 in writing of any orders or arrangements that affect the Student concerning custody or access, any change to them or any other orders or arrangements which were relevant to the Student's education and welfare and provide copies of any orders to the School.

The Parent/Guardian(s) also:

- 7.9 must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery,
- 7.10 should communicate with students, parent/guardian(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time-to-time and observe the Parent Code of Conduct
- 7.11 should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the School which are relevant to the Student's education
- 7.12 Must not use social media to denigrate the School, staff, students or other members of the School community

## **8. Health and Safety**

- 8.1. Parent/guardian(s) must advise the School immediately if they become aware of any special needs that the Student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs
- 8.2. If the Student is ill or injured, requiring urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and parent/guardian(s) are not readily available to authorise such treatment, the Principal or, in the Principal's absence, a senior staff member of the School, may give the necessary authority for such treatment. The parent/guardian(s) indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
- 8.3. Parent/guardian(s) must observe School security procedures for the protection of students
- 8.4. Students are responsible for their personal property and the School does not accept any responsibility for the loss of their belongings
- 8.5. The Principal or the Principal's nominee may search the Student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

## **9. Programs and Activities**

- 9.1. The School determines the educational and other programs and activities conducted at the School from time to time in its absolute discretion.
- 9.2. The School may change its programs and activities and the content of these programs and activities without notice.
- 9.3. The Student will be required to participate in all compulsory activities including excursions, camps and outdoor education unless the Principal agrees otherwise. Charges may be levied for these activities and will be payable unless the Student is unable to attend due to ill health or other reason where it is impossible for the Student to attend.

## **10. Reports**

The School will send academic reports to the parent/guardian portal account.

## **11. Leave**

The Parent/Guardian(s) will seek approval for extended leave from the principal, if the leave exceeds 5 days.

**12. Suspension and Termination of Enrolment**

12.1. The School may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:

- a) a serious breach of the School’s rules or Code of Conduct
- b) conduct prejudicial to the reputation of the School or the well-being of its students or staff, and;
- c) where the Principal believes that a mutually beneficial relationship of co-operation and trust between the School and the Parent/Guardian(s) has broken down to the extent that it adversely impacts on that relationship

12.2. The School will only exercise its powers under this clause to expel a student if it has provided the Student and their parent/guardian(s) with details of the conduct which may result in a decision to expel the Student and provided them with a reasonable opportunity to respond and where there has been procedural fairness.

12.3. The School may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the Student have not been provided to the School or the particulars provided are materially incorrect or misleading.

**13. Other**

Acceptance of enrolment is also consent to photographs, videos and/or work samples of the student to be placed in the College’s records, displayed from time to time around the College, and published in College publications, on its website and in other marketing and promotional material.

**14. For Entry to Year 7 and Other Years**

Those deemed to be ‘at risk’ in terms of behaviour and attitude, the College reserves the right to withhold enrolment offers from any of its students. Students of Years 6 and 10 and their parents/guardians may be requested to attend an interview prior to confirming continuation in Year 7 and 11 if they are deemed to be ‘at risk’.

**15. Amendment of Terms and Conditions**

The School may alter the terms and conditions of enrolment at any time by giving not less than two (2) term’s notice to the Parent/Guardian(s) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.

- Each of us agrees that our obligations to the College, as set out above, are joint and several.
- I/we have read all of the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful.
- I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

**SIGNED:** \_\_\_\_\_ (Father/Guardian)                      **DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

and/or

**SIGNED:** \_\_\_\_\_ (Mother/Guardian)                      **DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Office Use Only**

Enrolment Accepted:    Yes       No                      Enrolment Fee: \$\_\_\_\_\_      Date Paid: \_\_\_\_\_

Interviewer: \_\_\_\_\_      Risk Assessment Noted:    Yes       No

Enrolment Policy #: \_\_\_\_\_                      Enrolment Policy Version #: \_\_\_\_\_

Comment:

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## LIST OF PARENTAL OCCUPATION GROUPS

### Group 1: *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 2: *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 (NCO)

### Group 3: *Tradespeople, clerks and skilled office, sales and service staff*

- **Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople 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 4: *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)

### Group 8: *If the person has not been in paid work in the last 12 months.*

**Please note: 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 refer to your last occupation group**

## Information Collection Notice

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing through technology systems or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to students enrolled at the College, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
5. A student's enrolment may be delayed or prevented if the College cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
6. The College may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
  - other schools and teachers at those schools, including a new school to which a student transfers to facilitate the transfer of the student;
  - government departments (including for policy and funding purposes);
  - Catholic Education Office, the Catholic Education Commission, or equivalent (e.g. CSNSW) the College's Diocese/Archdiocese and the parish and other related church agencies/entities within other Dioceses;
  - medical practitioners;
  - people providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, and counsellors;
  - providers of learning and assessment tools;
  - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
  - agencies and organisations to whom we are required to disclose personal information for educational and research purposes;
  - people providing administrative and financial services to the College;
  - anyone you authorise the College to disclose information to; and
  - anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws.
7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. The College uses (centralised) information management storage systems provided by third party storage providers for the purposes of providing to the College in connection with the systems.

9. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal and information may reside on a cloud service provider's servers which may be situated outside Australia. For further information about the College's use of an online or 'cloud' service providers is contained in the College's Privacy Policy.
10. The College's Privacy Policy, accessible on the College's website, sets out how parents or students may seek access to and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, where students have provided information in confidence or where the College is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
11. The College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
12. The College may engage 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 College'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. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our intranet and on our website or otherwise shared with the College community. This may include photographs and videos of student activities such as sporting events, concerts and plays, College camps and College excursions. The College will obtain permissions [annually] from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.
14. We may include students' and students' parents' contact details in a class list and College directory.
15. If you provide the College 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 College and why.