

Name of School: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



Government of South Australia  
Department for Education

# SCHOOL ENROLMENT FORM

## INFORMATION PRIVACY STATEMENT

The Department for Education is committed to respecting the confidentiality of information provided about children / students and parents, which includes information requested on enrolment forms.

This form has been designed to ensure compliance with the *Education Regulations 2012* and to enable the department to:

- undertake administration and care responsibilities including maintaining emergency contact information
- communicate with you about matters in relation to your child, your child's school and the education system
- provide first aid and plan for child / student health support requirements
- provide information required for school resource entitlements
- collect statistical and qualitative information to better understand student performance and undertake activities to improve the education system
- meet reporting requirements, including to other government authorities
- provide information to contractors engaged to assist in the completion of the Australian Early Development Census survey by teachers for Reception students ([www.aedc.gov.au](http://www.aedc.gov.au)).

If organisations are contracted on behalf of the department to undertake tasks which require access to enrolment data, the contract(s) between the department and those organisations will include strict confidentiality and disposal provisions.

**Questions marked \* on this school enrolment form are included to collect information required under the *Australian Education Regulations 2013*.** Although some items on the enrolment form are not mandatory to complete under the national regulations, provision of this information will be beneficial to your child's school for planning and resourcing decisions.

The information provided in enrolment forms is stored securely in local school and department databases. Information from your enrolment form may be transferred electronically from one school to another as your child moves schools or locations between levels of education. Any such transferred information will be updated by information provided on the current enrolment form. Some student information will also be securely transferred to the NAPLAN Online Platform to enable online NAPLAN testing. While your child is enrolled in a departmental site other information will be gathered relating to your child's education and wellbeing; for example records of learning progress (including NAPLAN testing), absences from school, behaviour, health and social development reports, observations and assessments.

The management of these data is governed by Australian, State and department policies and relevant legislation (including the *Australian Education Act 2013* (Cth), *Education Act 1972* (SA), and *State Records Act 1997* (SA)) to ensure that the information is used only for the purposes stated above and is secure, private and confidential.

The disclosure of personal information held by the South Australian government is regulated by the *Information Privacy Principles* (see [www.dpc.sa.gov.au/documents/rendition/B17711](http://www.dpc.sa.gov.au/documents/rendition/B17711)). Unless authorised or required to do so by a law of the State or Commonwealth, or as permitted by the Information Privacy Principles or in accordance with the ISG (see below), the department will not otherwise disclose the information to others without your consent.

## INFORMATION SHARING STATEMENT

There will be occasions where sharing information with others outside the department will be important to your child's educational progress, safety or wellbeing. It might also be necessary to share information to manage a risk of serious harm to others. In these circumstances the department follows the SA Government's *Information Sharing: Guidelines for Promoting Safety and Wellbeing (ISG)* [www.ombudsman.sa.gov.au](http://www.ombudsman.sa.gov.au). Under the ISG your consent for the sharing of personal information about you or your child will be sought and respected in all situations unless:

- disclosure is authorised or required by law; or
- it is unsafe / impossible to gain consent or consent has been refused; and
- without information being shared, a person or persons will be at increased risk of serious harm.

In order to provide an appropriate education program your school may share information relating to your child's personal needs with specialist department staff, including Student Support Services. This will enable the school to make any necessary teaching and learning adjustments for your child. The school may also use the information you provide when applying for specialist resources or services and/or funding to support your child's education. Prior to any formal referral for additional support your consent will be sought.

The aim of information sharing under the ISG is to protect and promote the safety and wellbeing of children, young people and their families. This site works with parents / caregivers and other agencies / services to achieve that aim. Parents / caregivers are strongly encouraged to share all information relevant to their child's capacity to enjoy and benefit from education:

- by using the 'any other information' section of this form; and/or
- by discussing with staff at the time of enrolment; and/or
- by discussing with staff at any time in the future.

**The school has explained the above Information Privacy Statement and Information Sharing Statement.**

\_\_\_\_\_

Parent / Guardian Signature

Refer to the occupation groups listed below when completing the questions on page 3.

<b>Group 4</b> Other Occupations	<b>Group 3</b> Trades and advanced / intermediate clerical, sales and service staff	<b>Group 2</b> Other business managers, Arts / Media / Sportspeople and associate Professionals	<b>Group 1</b> Senior management in large business organisation, government administration and defence, and qualified professionals
<p><b>Drivers</b> Mobile plant, Production / Processing, Machinery, Other machinery Operators.</p> <p><b>Hospitality staff</b> Hotel service supervisor, Receptionist, Waiter, Bar attendant, Kitchen hand, Porter, Housekeeper.</p> <p><b>Office assistants</b> Typist, Word processing, Data entry, Business Machine Operator, Receptionist, Office assistant.</p> <p><b>Sales assistants</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.</p> <p><b>Assistant / aide</b> Trade's assistant, School / Teacher's aide, Dental assistant, Veterinary nurse, Nursing assistant, Museum / gallery attendant, Usher, Home helper, Salon assistant, Animal attendant.</p> <p><b>Labourers and related workers</b></p> <p><b>Defence Forces</b> Other ranks below senior NCO not included above.</p> <p><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.</p> <p><b>Other worker</b> Labourer, Factory hand, Storeman, Guard, cleaner, Caretaker, Laundry worker, Trolley collector, Car park Attendant, Crossing Supervisor.</p>	<p><b>Tradesmen / women</b> Generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen / women are included in this group.</p> <p><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.</p> <p><b>Skilled Office Staff</b> Secretary, Personal assistant, Desktop publishing operator, Switchboard operator.</p> <p><b>Skilled Sales Staff</b> Company sales representative, Auctioneer, Insurance agent / Assessor / Loss adjuster, Market researcher.</p> <p><b>Skilled Service Staff</b> 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.</p>	<p><b>Owner / manager</b> Farm, Construction, Import / Export, Wholesale, Manufacturing, Transport, Real estate business.</p> <p><b>Specialist manager</b> Finance, Engineering, Production, Personnel, Industrial relations, Sales / marketing.</p> <p><b>Financial services manager</b> Bank branch manager, Finance / investment / insurance, Broker, Credit / loans officer.</p> <p><b>Retail sales / services manager</b> Shop petrol station, Restaurant club, Hotel / Motel, Cinema, Theatre agency.</p> <p><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.</p> <p><b>Associate professionals</b> Generally have diploma / Technical qualifications, Support managers and professionals.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> Technician / Associate professional.</p> <p><b>Business / administration</b> Recruitment / Employment / Industrial relations / Training officer. Marketing / Advertising specialist, Market research analyst, Technical sales representative, Retail buyer, Office / project manager.</p> <p><b>Defence Forces</b> Senior Non-Commissioned officer.</p>	<p><b>Senior executive / manager / department head in industry, commerce, media or other large organisation.</b></p> <p><b>Public service manager</b> (Section head or above), Regional Director, Health / Education / Police / Fire services, Administrator.</p> <p><b>Other administrator</b> School Principal, Faculty head / Dean, Library / Museum / Gallery director, Research facility director.</p> <p><b>Defence Forces</b> Commissioned Officer.</p> <p><b>Professionals</b> Generally have degree or higher qualifications and experience in applying this knowledge to:</p> <ul style="list-style-type: none"> <li>Design, develop or operate complex systems;</li> <li>Identify, treat and advise on problems;</li> <li>And teach others.</li> </ul> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing.</b> Professional.</p> <p><b>Business</b> Management consultant, Business analyst, Accountant, Auditor, Policy analyst, Actuary, Valuer.</p> <p><b>Air / sea transport</b> Aircraft / ship's Captain / Officer / Pilot, Flight officer, Flying instructor, Air traffic controller.</p>
<p><b>Parent's education, qualification and occupation</b></p> <p>The questions about each parent / guardian's education, qualifications and employment group are asked on all school enrolment forms.</p> <p>In South Australia this information is used in determining each school's <i>Index of Educational Disadvantage</i> (IED), which is linked to funding levels and may be used to allocate resources to school services. In the future this information may be used to determine resource allocations to schools.</p> <p><b>If you are an independent student (living without a parent or guardian) please go straight to Page 4 - Student Personal Details.</b></p>			

**Parent 1 or Legal Guardian 1**

(Birth or Adoptive parent)

Mr / Mrs / Ms / Other:

Family Name:

Given Names:

Sex:

☐

Male

☐

Female

Relationship to student:

Employment status:

Occupation:

\* What is the occupation group of parent 1 / guardian 1?

*Please select the appropriate parental occupation group from the list on page 2.*

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter 8 above.

Work Location:

Work Phone Number:

P/G1 Mobile Phone:

P/G1 Email:

\* What is the highest year of primary or secondary school the parent 1 / guardian 1 has completed? (For persons who never attended school, select 'Year 9 or equivalent or below'.)

Year 12 or equivalent

☐ 4

Year 11 or equivalent

☐ 3

Year 10 or equivalent

☐ 2

Year 9 or equivalent, or below

☐ 1

\* What is the level of the highest qualification the parent 1 / guardian 1 has completed?

Bachelor degree or above

☐ 7

Advanced diploma / Diploma

☐ 6

Certificate I to IV (including trade certificate)

☐ 5

No non-school qualification

☐ 8

In which country was the parent 1 / guardian 1 born?

If not born in Australia, what was the date the parent 1 / guardian 1 arrived in Australia?

DD

MM

YY

\* Does the parent 1 / guardian 1 speak a language other than English at home?

- ☐ No, English only  
☐ Yes

If **yes**, what is the main language the parent 1 / guardian 1 speaks at home?

Does this Parent or Guardian require an interpreter?

- ☐ No  
☐ Yes

Language for Translation:

What is the cultural background of Parent 1 / Guardian 1?

**Parent 2 or Legal Guardian 2**

(Birth or Adoptive parent)

Mr / Mrs / Ms / Other:

Family Name:

Given Names:

Sex:

☐

Male

☐

Female

Relationship to student:

Employment status:

Occupation:

\* What is the occupation group of parent 2 / guardian 2?

*Please select the appropriate parental occupation group from the list on page 2.*

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter 8 above.

Work Location:

Work Phone Number:

P/G2 Mobile Phone:

P/G2 Email:

\* What is the highest year of primary or secondary school the parent 2 / guardian 2 has completed? (For persons who never attended school, select 'Year 9 or equivalent or below'.)

Year 12 or equivalent

☐ 4

Year 11 or equivalent

☐ 3

Year 10 or equivalent

☐ 2

Year 9 or equivalent, or below

☐ 1

\* What is the level of the highest qualification the parent 2 / guardian 2 has completed?

Bachelor degree or above

☐ 7

Advanced diploma / Diploma

☐ 6

Certificate I to IV (including trade certificate)

☐ 5

No non-school qualification

☐ 8

In which country was the parent 2 / guardian 2 born?

If not born in Australia, what was the date the parent 2 / guardian 2 arrived in Australia?

DD

MM

YY

\* Does the parent 2 / guardian 2 speak a language other than English at home?

- ☐ No, English only  
☐ Yes

If **yes**, what is the main language the parent 2 / guardian 2 speaks at home?

Does this Parent or Guardian require an interpreter?

- ☐ No  
☐ Yes

Language for Translation:

What is the cultural background of Parent 2 / guardian 2?

## Student Personal Details (Please provide proof of Birth)

Family Name:

Given Names:

Preferred Name:

Date of Birth:    \* Sex: ☐ Male ☐ Female

Has this student been approved for School Card Assistance at their previous school? ☐ No ☐ Yes

\* Is the student of Australian Aboriginal or Torres Strait Islander origin? ☐ No  
*(For persons of both Australian Aboriginal or Torres Strait Islander origin, tick both 'Yes' boxes.)* ☐ Yes, Australian Aboriginal  
☐ Yes, Torres Strait Islander

\* In which country was the student born? ☐ Australia ☐ Other – please specify below

**For a student born overseas with a date of arrival in Australia on or after 1/1/2006, a "visa sub-class" must be entered. Refer to visa grant letter or visa entitlement verification online (VEVO) for visa details and conditions. Some temporary residents are required to pay fees and must have a letter of offer / confirmation from International Education Services.**

If other, on what date did the student arrive in Australia?

Residence status of student: ☐ Australian Citizen / Permanent Resident

☐ Temporary Resident

☐ Tourist Visa Length of intended enrolment (months):

Visa Sub-Class:  Visa grant date:

Passport Number:

What is the student's cultural background?

Religion (optional):

Does the school need to be aware of any cultural and/or religious requirements? Please advise:

\* Does the student speak a language other than English at home? ☐ No, English only ☐ Yes

Main language:  Other language/s:

Does the student attend an after-hours Ethnic school? ☐ No ☐ Yes

If Yes, which school?  Which language is studied?

Is the student in care and subject to a custody or guardianship order under the *Children and Young People (Safety) Act 2017 (SA)*?

☐ No ☐ Yes

If Yes, has the "Admission process for enrolling or transferring a child or young person in care" process been followed? For further details schools should refer to the admission procedure. These forms will provide the necessary information for data input.

☐ No ☐ Yes

Does this student receive Youth Allowance? ☐ No ☐ Yes

Does this student receive ABSTUDY? ☐ No ☐ Yes

### School Use Only

Has proof of Birth been provided?

☐ No ☐ Yes

Has proof of Residence Documentation been provided?

☐ No ☐ Yes

School No:

ED ID:

Student ID:

School Year Level:

Census Year Level:

Roll Class:

FTE:

Campus:

House:

Enrolment Date:

Permanent Resident:

Origin:

Visa Sub-Class:

NESB:

EALD: ☐ Yes ☐ No

IELP / NAP Transfer: ☐ Yes ☐ No

Family Contact Details	
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\_\_\_\_\_

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Student Address Details (Please provide proof of Residence)	
1	Address Line 1
2	Address Line 2
3	City/Town/Village
4	County
5	Postcode
6	Country
7	Additional Address Information (if applicable)

(Of Parent / Guardian with whom student lives the majority of school week)

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eg Mr and Mrs Black, Ms B Green

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(if different from above Mailing Address)

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*eg Mr and Mrs Black, Ms B Green*

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If you have other addresses which need to be documented (B – Billing, H – Holiday, S – SACE Mail, T – Term), please note in any other information / comments on page 8.

## Emergency Contacts if Parent or Guardian cannot be contacted or unable to collect student.

Note: Includes permission to provide overnight care.

### Priority 1

Name:  Home Phone:

Relationship:  Mobile Phone:

Work Phone:  Ext:

### Priority 2

Name:  Home Phone:

Relationship:  Mobile Phone:

Work Phone:  Ext:

### Priority 3

Name:  Home Phone:

Relationship:  Mobile Phone:

Work Phone:  Ext:

### Priority 4

Name:  Home Phone:

Relationship:  Mobile Phone:

Work Phone:  Ext:

## Transport to School

Usual mode of transport:  Bus Pass No:

School Bus Route AM1:  Stop:  Time:  :  :

School Bus Route AM2:  Stop:  Time:  :  :

School Bus Route PM1:  Stop:  Time:  :  :

School Bus Route PM2:  Stop:  Time:  :  :

Conveyance Allowance:  (Approval Number) Allowance Expiry Date:  DD  MM  YY

Vehicle Reg. No:  Driver if other student:

## Medical Conditions

Does your child have a diagnosed medical condition? ☐ No ☐ Yes

If **Yes**, please tick the relevant conditions:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Acquired Brain Injury | <input type="checkbox"/> Gastrostomy                          | <input type="checkbox"/> Oncology                   |
| <input type="checkbox"/> Asthma                | <input type="checkbox"/> Hearing Impaired / Ear health issues | <input type="checkbox"/> Oral Eating and Drinking   |
| <input type="checkbox"/> Cerebral Palsy        | <input type="checkbox"/> Heart Condition                      | <input type="checkbox"/> Seizures and Epilepsy      |
| <input type="checkbox"/> Continence            | <input type="checkbox"/> Joint Conditions                     | <input type="checkbox"/> Severe Allergy Anaphylaxis |
| <input type="checkbox"/> Cystic Fibrosis       | <input type="checkbox"/> Medication                           | <input type="checkbox"/> Transfer and Positioning   |
| <input type="checkbox"/> Diabetes              | <input type="checkbox"/> Mild Allergy                         | <input type="checkbox"/> Visually Impaired          |

If other, please specify:

Does your child require additional health support or first aid?  
(e.g. support with medication management, continence care, psychological issues) ☐ No ☐ Yes

If **Yes**, the school will need a health care plan from the treating doctor / health professional.  
Is plan attached? ☐ No ☐ Yes

## Court Orders

Are there any current Court-sanctioned orders relating to this student?  
If **Yes**, a copy of the order must be provided for the school's records.

☐ No

☐ Yes

On what date was the Full Court order issued?

 DD

 MM

 YY

Details:

## Other Parent / Guardian / Carer

Resides at the same address as the student?

☐ Yes

☐ No

☐ Reports

☐ Access

☐ Correspondence

Mr / Mrs / Ms / Other

Sex:

☐ Male

☐ Female

Family Name:

Given Names:

Phone Number:

Relationship to student:

Mobile Number:

Mailing Title:

Address Line 1:

Address Line 2:

Address Line 3:

Suburb / Locality:

Postcode:

Country (if not Australia):

Email Address:

## Siblings

**Full Name**

**Sex**

**Date of Birth**

**Attends this School?**

☐ Male

☐ Female

 DD  MM  YY

☐ No

☐ Yes

☐ Male

☐ Female

 DD  MM  YY

☐ No

☐ Yes

☐ Male

☐ Female

 DD  MM  YY

☐ No

☐ Yes

☐ Male

☐ Female

 DD  MM  YY

☐ No

☐ Yes

☐ Male

☐ Female

 DD  MM  YY

☐ No

☐ Yes

### Other Preschools and Schools Attended

Has your child previously attended a Department for Education preschool / school?

☐ No

☐ Yes

If Yes, please specify the last Department for Education preschool / school attended:

List the two most recent preschools / schools attended. If unsure of the dates, please estimate.

**Preschool / School Name**

**From**

**To**

DD	MM	YY
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DD	MM	YY
----	----	----

DD	MM	YY
----	----	----

DD	MM	YY
----	----	----

### Any other information / comments

### Parent / Guardian Signatures

By signing this form you certify that all information given is true and accurate.

Signature of Parent 1 /  
Legal Guardian 1:

Date:

DD	MM	YY
----	----	----

Signature of Parent 2 /  
Legal Guardian 2:

Date:

DD	MM	YY
----	----	----

Enrolment Interviewer:

Data Entry Person:





# **BELAIR PRIMARY SCHOOL - GENERAL CONSENT**



*Schools often need to seek parental permission to cover a wide range of activities and situations.*

*We hope that by placing most of the potential situations on one sheet it will save time and paper.*

*This General Consent Form covers the student for the duration of their schooling life at Belair Primary School and parents are requested to complete this form when enrolling each student at Belair Primary School.*

*Parents may request to view this Consent form at any time which is stored in the student file.*

*At the beginning of each year parents will be given a printout of the student information details held at this school – which will also contain details regarding consents and permissions.*

**CHILD'S NAME .....**

**Date consent form completed: .....**

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## **SCHOOL YARD SUPERVISION**

I understand that the school yard is supervised from 8.30a.m. until 3.30p.m. I accept that students in the yard outside supervised times may be directed to the Out Of School Hours Care facility and fees will be charged accordingly.

**Initials:.....**

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## **PERMISSION TO ACT IN THE EVENT OF A MEDICAL EMERGENCY**

In the case of a medical emergency, I hereby give permission for the school to take the appropriate action. In the event of an accident or illness, a staff member will contact you or your nominee as soon as possible. If you wish us to take any other action please see that this information is with your emergency details.

**Initials:.....**

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## **PERMISSION TO BORROW LIBRARY BOOKS**

I give permission for my child to borrow books from the library and I accept responsibility for any book damaged or lost by my child.

**Yes ☐ No ☐ Initials:.....**

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## **PERMISSION TO BE PHOTOGRAPHED**

I give permission for my child to be photographed (by still or video camera) whilst attending Belair Primary School, either individually or in groups, whether the photograph be taken for school purposes e.g. school assembly, newsletter, school website, camps, excursion, class activities, or by a commercial photographer selected by the school. I understand that this general consent does not commit me to accept, with a view to purchase, any photograph that may be subsequently taken of my child. I also understand that if my child is not to be photographed that they will be asked to wear a badge to identify them as such at school events.

General photos & video for school use    Yes ☐    No ☐  
Photos for School Website & Newsletter    Yes ☐    No ☐

**Initials:.....**

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## **PERMISSION TO PARTICIPATE IN LOCAL EXCURSIONS**

I consent to my child taking part in local excursions during the school year for educational purposes. Parents will be notified in advance of the local excursion where possible.

**Yes ☐ No ☐ Initials:.....**

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**over .../2 →**

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## **MOBILE PHONE & PORTABLE ELECTRONIC DEVICES**

We work from the premise that mobile phones are sometimes needed for emergencies and communication with parents outside of school hours.

Students who have parental permission to have a mobile phone while at school do so with the knowledge that the phone will be turned off and stowed in their bags between the hours of 8:30am and 3:30pm.

I understand that the school will take no responsibility for the loss or damage to any mobile phone on the school premises. If I need to contact my child during school hours I will contact the front office on the school phone.

Initials:.....

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## **SCHOOL DRESS CODE**

I am aware of the Belair Primary School Dress Code and I will ensure that my child abides by these rules.

Yes ☐ No ☐ Initials:.....

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## **PERMISSION TO INSPECTION FOR HEAD LICE CHECKS**

The South Australian Health Commission recommends that everyone checks their hair every week for headlice. Checking and treating children's hair is BY LAW A PARENT'S RESPONSIBILITY. Infestations do occur throughout the year. When a family notifies us of head lice, a letter is sent to all children in the child's class – as well as brothers and sisters' classes if required. When this happens it is important that you check your child's/children's hair and sign the tear-off slip on the bottom of the head lice letter sent home. Teachers will be collecting forms the following morning and checking off whose form has been returned. If the form has not been returned and we have received your 'permission to check your child's hair' this will be done. If you have not signed the 'permission for us to check your child's hair' below, we will contact you to come and check for head lice. These strategies have been designed to support the school break the recurrence of head lice. If live lice or eggs are found we will contact you to see if you are available to collect your child and treat them. Further information can be obtained from the Front Office.

Please tick the appropriate boxes.

- ( ) I understand and accept that if my child is found to be infested they will be asked to avoid close contact with other children in the class. I understand that you will contact us to see if we are available to collect our child and treat them.

### **PLEASE TICK ONE OF THE BOXES BELOW:-**

- ( ) I give permission for a staff member to check my child's hair for headlice. I understand any such check will be conducted sensitively.

OR

- ( ) I do not give permission for the school to check my child's hair for headlice. I will do this. I understand that my child will be asked to avoid close contact with other children in the class where infestation is suspected. I understand it is my responsibility to arrange to come and check my child's hair when notified and if possible to collect my child and treat them.

Initials:.....

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Signed.....



## Consent for my child to work with the Pastoral Care Worker

DECD policies require that students must have written informed parental consent to receive ongoing individual, personal assistance from a Pastoral Care Worker.

**Parents are asked to complete their child's name, tick Yes or No below, sign this form, and return it to the school.**

Student Name .....

Room .....

I understand that teachers retain over-riding duty of care for students, therefore the Pastoral Care Worker is required to confidentially inform teaching staff of all matters related to duty of care and student learning, health and wellbeing and will ensure my child is aware of the scope and limits of privacy and confidentiality in any conversation at which a teacher is not present. I am aware too that the Pastoral Care Worker is a mandated notifier in relation to child protection.

- YES ☐ I give consent for my child to seek and obtain individual personal assistance from the Pastoral Care Worker (including Christian content) at Belair Primary School.**  
**OR**
- YES ☐ I give consent for my child to seek and obtain individual personal assistance from the Pastoral Care Worker (NOT including Christian content) at Belair Primary School.**  
**OR**
- NO ☐ I do not give consent for my child to seek and obtain individual personal assistance from the Pastoral Care Worker at Belair Primary School.**

**I give consent for my child to:**

- ☐ **YES**   ☐ **NO**   **Attend non-religious lunch time groups and/or activities**
- ☐ **YES**   ☐ **NO**   **Attend religious/Christian groups, seminars, and/or activities**

This decision regarding access to the school's Pastoral Care Worker will apply for the duration of your child's time at the school. I understand I can change this consent at any time by contacting the school office.

.....      \_\_\_\_ / \_\_\_\_ /20\_\_\_\_  
Parent signature





# BELAIR PRIMARY SCHOOL

45 Main Road,  
BELAIR SA 5052  
Phone: 8370 3733  
FAX: 8370 2651  
Web: [www.belairps.sa.edu.au](http://www.belairps.sa.edu.au)  
Email: [belair.ps415@schools.sa.edu.au](mailto:belair.ps415@schools.sa.edu.au)



## BUSHFIRE INFORMATION 2020 / 2021

### **THIS FORM MUST BE RETURNED TO THE FRONT OFFICE BY FRIDAY**

In the event of a bushfire emergency we will message parent /guardian 1 directly to your mobile phone via SMS alert.  
Please update your emergency contact details and authorised person list and return as soon as possible

#### **STUDENT NAME (S)**

\_\_\_\_\_ Year Level: \_\_\_\_\_  
\_\_\_\_\_ Year Level: \_\_\_\_\_  
\_\_\_\_\_ Year Level: \_\_\_\_\_  
\_\_\_\_\_ Year Level: \_\_\_\_\_

#### **Parent/Guardian updated emergency contact details are:**

PG1 Name: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

PG2 Name: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

#### **STUDENT RELEASE**

1. Students will only be released to parents/guardians or authorised adults on Days of Total Fire Ban in the Mount Lofty District.

***Parents or authorised adults may collect children through the Front Office*** at any time during the day.

2. Students will not be released at home time if the school is at Level 2 or 3 Alert unless the parents/guardians or authorised adults have come in person to collect the student.

#### **I authorise the following adults to pick up my child through the school's front office.**

NAME \_\_\_\_\_ MOBILE \_\_\_\_\_

NAME \_\_\_\_\_ MOBILE \_\_\_\_\_

NAME \_\_\_\_\_ MOBILE \_\_\_\_\_

NAME \_\_\_\_\_ MOBILE \_\_\_\_\_

"BUSHFIRE PROCEDURE" information is available on our website.

**Parent / Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please note: It is the parent / guardian's responsibility to keep this form updated



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# BELAIR PRIMARY SCHOOL

45 Main Road,  
BELAIR SA 5052  
Phone: 8370 3733  
FAX: 8370 2651  
Web: [www.belairps.sa.edu.au](http://www.belairps.sa.edu.au)  
Email: [belair.ps415@schools.sa.edu.au](mailto:belair.ps415@schools.sa.edu.au)



Wednesday 16<sup>th</sup> January 2019

## **2019 CIRCULAR TO PARENTS RE FEES – please find invoices enclosed.**

Invoices are enclosed – some families have statements enclosed showing credit notes from prior years. Please take these into account when making your payments.

The office will re-open for business on Thursday 24<sup>th</sup> and Friday 25<sup>th</sup> January 2019 from 9.00am. Payments can be made on these days.

Uniform Shop opening hours:

Thursday 24 <sup>th</sup> January	2019 12 noon – 2.00pm
Friday 25 <sup>th</sup> January	2019 10.00am – 12 noon
Tuesday 29 <sup>th</sup> January	2019 8.30am - 9.30am (first day of Term 1 2019)

Term opening times:

Mondays 3.00pm - 4.00pm  
Wednesdays 8.30am - 9.30am

### **1. Materials & Services Charge**

Materials & Services Charge for 2019 has been set and approved by Governing Council at \$380.00.

**The result of our latest poll showed 94.7% of parents that responded endorsed these charges making the full amount legally recoverable.**

### **2. Extra Curricula Activity Charge**

\$70 is a payment required at the beginning of the year to cover extra curricula activities. This includes excursions outside of the school, performances in the school, sporting and games coaching conducted through the classroom program and any special events that may occur. If payment is not received by the due date students will not be able to participate until payment has been made. **Please note the Extra Curricula Activity Charge is not covered by the School Card scheme.**

### **3. School Card Scheme – application form A is enclosed or alternatively can be applied for online via [www.sa.gov.au](http://www.sa.gov.au) under Education, Skills and learning (forms B, F & M are available from the office)**

School Card is a government subsidy to support families with a low-income. Eligibility for School Card is dependent upon the combined gross income for the 2017/2018 financial year. Applicants need to submit one completed application form every year to each school where they have children enrolled.

When approved the School Card Scheme allocates \$241 for the Material & Services charge leaving a balance of \$139 which you are not legally obliged to pay. Any queries relating to the School Card Scheme may be referred to the School Card Section Free Call 1800 672 758(after hours answering machine at this number).

### **4. How to pay**

1. Internet Banking - the following information will be required.  
Bank name: Bank SA,  
BSB No: 105-078,  
Bank Account No: 302145540,  
Bank Account Name: Belair Primary School Council Inc Consolidated Account.  
Notations required: Include surname (of student), Initials and Invoice No.
2. Cash, cheque (made payable to Belair Primary School) or credit card payment in person, using the envelope system or by phone. EFTPOS facility is also available to allow access to personal saving and cheque accounts.
3. Instalment payment plans are also available by completing the enclosed application form and returning for Finance Office approval.
4. Centrepay – if you are receiving welfare payments you may request to pay by instalments directly from Centrelink using Centrepay. Forms and further information are available from the Finance Office.

**NB: The enrolling parent 1 as per the enrolment form is deemed responsible for the payment of school fees.**

Mr Rob Houston  
Principal R-7.



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# BELAIR PRIMARY SCHOOL-Uniform Price List and Order Form



**OPENING HOURS:** Mondays: 3.00pm - 4.00pm and Wednesdays: 8.30am – 9.30am.

**On the first day of each term, the Uniform Shop will open at 8.30am.**

Child's Name: \_\_\_\_\_

Room No. \_\_\_\_\_

ITEM	COST	4	6	8	10	12	14	16	S	M	L	TOTAL
<b>Polo Shirt</b> (please circle colour)	2-14 \$20.00	2										
Light blue / Navy / White	S – L \$23.00											
<b>Long Sleeve Polo Shirt (Navy only)</b>	4-14 \$23.00											
	S – L \$26.00											
<b>Rugby Top</b>	6-14 \$78.00											
<b>Windcheater</b>	4-14 \$23.00											
	S-L \$28.00											
<b>Jacket –Polar Fleece</b>	4-16 \$25.00											
	S-L \$30.00											
<b>Vest – Polar Fleece</b>	6-10 \$20.00											
<b>Shorts</b> Knit	4-16 \$15.00											
Gaberdine	2-16 \$17.00											
<b>Trousers - Gaberdine</b>	4-16 \$21.00											
<b>Trackpants</b>	4-16 \$21.00											
<b>Parachute Pants</b>	4-16 \$26.50											
<b>Skort</b>	2-16 \$18.00											
<b>Navy Skirt</b>	4-10 \$29.50											
<b>Summer Dress</b>	2-10 \$46.00											
	(New supplier & new sizing)											
	12-14 \$60.00											
<b>Winter Tunic</b>	4-12 \$82.50											
<b>Bootleg Pant</b>	4-L \$15.00											
<b>Hats</b> (please circle)	C - \$9.00											
Cricket / Legionnaire /	L - \$9.00											
Slouch s m l xl	S - \$12.00											
<b>Jacket –Rain</b>	4-14 \$33.50											
<b>Jacket in a Bag</b>	4-14 \$22.00											
<b>Communication Bag</b>	\$8.00											
<b>School Bag Physiopak</b>	M \$45.00											
	L \$50.00											
<b>Art Smock</b>	S, M, L \$15.00											
<b>Library bag with logo</b>	\$6.00											
<b>Navy tights</b>	\$8.00											
(Please circle size)	3-5yr 4-6yr 7-9yr											
<b>Hair bow elastic</b>	\$4.50 or \$8.50 for 2pk											
<b>Hair bow clip</b>	\$5.00											
<b>School Badge</b>	\$4.00	For Navy top				For light blue/white top						

SALE - Omni Bag M - \$35 while stocks last

SALE - Bootleg pant 4 - L \$15 while stocks last

**Amount Enclosed \$**

- School Uniforms can be purchased / ordered by visiting the Uniform Shop during opening hours or by completing this order form and enclosing money, cheque (made payable to Belair Primary School) or credit card details in an envelope and returning to the office. Alternatively, orders can be made by phoning the Front Office on 8370 3733 with credit card details.
- The order will be processed on the next Uniform Shop opening day and delivered to your child.

## UNIFORM SHOP ORDER FORM

### CREDIT CARD PAYMENT AUTHORISATION:

Child Name: \_\_\_\_\_

Room No.: \_\_\_\_\_

Card No:





Bankcard / Mastercard / Visa (please circle)

Please note that once payment has been processed this form will be retained by the school and shredded.

Card Holders Name: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Signature: \_\_\_\_\_



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## FRESH 'N' TASTY

## Sandwiches / Wraps

Salad only (3 fillings) <b>V</b>	\$3.00
Chicken	\$4.00
Ham	\$4.00
Cheese <b>V</b>	\$4.00
Vegemite <b>V</b>	\$2.50
Extra Cheese	.50ea
Extras ... per salad topping	.20ea
<i>(carrot, beetroot, cue, gherkin, lettuce, tomato)</i>	

\*Gluten Free, White or Wholemeal Bread

\*Toasting available - no extra charge

## Salads

Garden Salad <b>V GF H</b>	\$3.50
Chicken Salad	\$4.50
Ham Salad	\$4.50
Cheese Salad <b>V H</b>	\$4.50
Chicken & Cheese Salad	\$5.00



## MEAL DEALS

Pasta Blasta \$6Tasty lasagne  
and sizzling garlic bread for oneSea Chest Ahoy \$6Scrumptious piece of fish  
with seasoned wedgesBirds Nest \$6Delicious crumbed chicken tenders (2)  
with seasoned wedges

## HOT 'N' HEARTY

Lasagne <b>H</b>	\$4.50
Macaroni Cheese <b>V H</b>	\$4.50
Hot Dog	\$3.50
Cheese Dog	\$4.00
Pie *	\$4.00
Sausage Roll *	\$3.50
Chicken Nuggets (5) <b>GF</b>	\$3.00
Chicken Noodle Cup <b>H</b>	\$3.00
Pizza (ham & pineapple)	\$3.00
Garlic Bread for one <b>V</b>	\$2.00



Chicken Twister Wrap	\$4.50
<i>chicken tender strips, carrot, lettuce</i>	
Chicken Burger <b>H</b>	\$4.50
<i>crumbed chick breast with tomato &amp; lettuce</i>	
Hamburger	\$4.50
<i>with tomato &amp; lettuce</i>	
Cheeseburger	\$4.50
Yumbo (hot ham & cheese)	\$4.50
Add cheese to any item for an extra	.50
Tomato sauce	.20



## M...M...MUNCHIES

Popcorn <b>GF</b>	\$1.00
Grain Waves	\$1.00
JJ Chips	\$1.50
Red Rock Chips (chicken or plain)	\$1.50
Vege Chips <b>GF</b>	\$1.00
Jumpys	\$1.00
Ovalteenies	\$1.00
Choc mousse & custard cup	\$1.50
Choc mousse cup <b>H</b>	\$1.50
Cupcake (max. 2)	\$1.00
Cookie (max. 2)	\$1.00
Mini muffin (max. 3) <b>H</b>	.20

## NICE 'N' ICY

Popper juice (200ml)	\$1.80
<i>Apple, Apple Blackcurrant, Orange</i>	
Glee cans (250ml)	\$2.00
<i>Tropical, Blackcurrant, Raspberry</i>	
Slushy	\$2.00
Choc or Strawberry Milk (250ml)	\$2.00
Water (350ml)	\$1.20
Icy Twists (lemonade)	\$1.00
Orange Juice Cups	\$1.00
Juicies (berry or tropical)	\$1.00
Icecream cups (strawb or vanilla)	\$1.00

\*Iceblock varieties subject to change\*

**V** Vegetarian    **H** Halal    **GF** Gluten Free    \* Mrs Macs Good Eating range    ● on your lunch bag means come to the Canteen to collect

■ Reusable bags Eco friendly (Preferred option) available for sale at the Canteen or on flexischools \$12

■ Belair PS Canteen menu follows the Healthy Rite Bite Criteria    \*\*Butter sandwich given to late or forgotten lunch orders \*

