



St Bernard's Catholic Primary School

Student Number:

Application to Enrol at St Bernard's CPS

All information provided in this application is treated in accordance with the Catholic Education Commission of WA Privacy Policy and the Standard Collection Notice found at [page 15](#) of this form.

Year to start: 20..... Year level to start in e.g. 3yo Pre-Kindy, Year 6. Year Level:

A. STUDENT DETAILS

First name:	Middle name/s:
Last name:	Preferred first name:
Sex (please tick): <input type="checkbox"/> Male <input type="checkbox"/> Female	Religion:
Date of birth: / /20	Does the student speak a language other than English at home? <input type="checkbox"/> Yes <input type="checkbox"/> No
Country of birth:	If yes, other language/s spoken at home:
Nationality:	Do you require an interpreter service? <input type="checkbox"/> Yes <input type="checkbox"/> No

Contact/Mailing Details

Family surname:	Contact # of Main contact	
Name to be used for all correspondence: e.g. Mr and Mrs Smith		
Student residential address: e.g. 1 Black Street	Town:	Postcode:
Correspondence address: e.g. PO Box 123	Town:	Postcode:
Current Parish:	Town/Suburb:	

Children in Family at St Bernard's Catholic Primary School or attending other schools

Please list below all children in the family attending St Bernard's Catholic Primary School or another school

Birth Order	Full Student Name	School They Attend (Current Year)	Date of Birth	Year Level
Child 1			/ /20__	
Child 2			/ /20__	
Child 3			/ /20__	
Child 4			/ /20__	

Sacramental Details

Sacrament	Date Received	Parish Received	Copy of Certificate
Baptism	/ /20__		<input type="checkbox"/> Yes <input type="checkbox"/> No
Reconciliation	/ /20__		<input type="checkbox"/> Yes <input type="checkbox"/> No
Eucharist	/ /20__		<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirmation	/ /20__		<input type="checkbox"/> Yes <input type="checkbox"/> No

Indigenous Identifier

Is the student of Aboriginal or Torres Strait Islander origin? ☐ Yes ☐ No (If yes, please tick one box below)

<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Both Aboriginal and Torres Strait Islander
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Student's Residency Status

What is the student's residency status? (Evidence must be provided)

<input type="checkbox"/> Australian citizen	<input type="checkbox"/> Permanent resident
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☐ Temporary visa holder (includes New Zealand citizen, bridging, visitor and overseas student visas)

For students born overseas, on what date did the student last arrive in Australia? / /20__

If the student is a visa holder please provide the following information

Current visa sub-class:	Visa expiry date: / /20__
Passport number:	Passport expiry date: / /20__

Previous Schools

Please provide details of any school where the student has previously been enrolled (WA, interstate or overseas) starting with the most recent. If more space is needed, please attach a page marked 'Previous Schools'.

Name of School/s Attended (Start with the Most Recent)	Location of School/s	Year Levels	Dates of Attendance
			From: / /20__ To: / /20__
			From: / /20__ To: / /20__
			From: / /20__ To: / /20__
Transfer note sent Y/N: (OFFICE USE ONLY) Date;	Student file received: (OFFICE USE ONLY) Date;		

3 Year Old Pre-Kindy Students ONLY

Are you seeking a place for your child in Kindergarten at St Bernards? ☐ Yes ☐ No ☐ Unsure

Kindergarten Students ONLY

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

If yes, indicate any of the following that apply and show if this was part time (less than 15 hours per week) or full time (15 hours or more per week).

<input type="checkbox"/> 3yo Pre-Kindy	<input type="checkbox"/> Part time
<input type="checkbox"/> Long day care (with a preschool program) **	<input type="checkbox"/> Part time <input type="checkbox"/> Full time
<input type="checkbox"/> Long day care (without a preschool program)	<input type="checkbox"/> Part time <input type="checkbox"/> Full time
<input type="checkbox"/> Family day care	<input type="checkbox"/> Part time <input type="checkbox"/> Full time
<input type="checkbox"/> Grandparent	<input type="checkbox"/> Part time <input type="checkbox"/> Full time
<input type="checkbox"/> Other formal or informal care (e.g. occasional care, playgroup, other relative, nanny, friend, neighbour)	<input type="checkbox"/> Part time <input type="checkbox"/> Full time

Name of preschool/long day care centre or other formal care service:

*Preschools usually operate on school days and in school terms and provide structured early learning to children in the year or two before school.

**Long day care services offer all-day care for most of the year for children aged 0 to 6. They may also offer 'preschool programs' specifically for children in the year or two before school.

B. FAMILY AND RELATIONSHIPS

This section is for the parents/legal guardians/primary carers who have parental responsibility and with whom the student usually lives.
Are there any Family Law Orders, other court orders or Parenting Plans that have been issued in relation to the enrolling student?
☐ Yes ☐ No – if yes, supporting documentation is required to be provided.

Parent 1 with Whom the Student Normally Lives (Residential Parent/Guardian)

Title: e.g. Mr/Mrs/Ms/Dr		Last name:	
First name:		Middle name/s:	
Relationship to student: e.g. Mother/Father		Date of birth: / /	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Home phone:		Home mobile:	
Email:		Work phone:	Work mobile:
Residential address: e.g. 1 Black Street		Town:	Postcode:
Correspondence address: e.g. PO Box 123		Town:	Postcode:
Religion:		Occupation:	
<p>Please choose the group that best describes your occupation. Mark one box only and see page 13 for more info and examples</p> <p><input type="checkbox"/> Group 1 – Senior management in large business organisation, government administration and defence, and qualified professionals</p> <p><input type="checkbox"/> Group 2 – Other business managers, arts/media/sportspersons and associate professionals</p> <p><input type="checkbox"/> Group 3 – Tradespeople, clerks and skilled office, sales and service staff</p> <p><input type="checkbox"/> Group 4 – Machine operators, hospitality staff, assistants, labourers and related workers</p> <p><input type="checkbox"/> Group 8 – Have not been in paid work in the last 12 months</p>			
What is the highest level of schooling completed? (If never attended school, tick 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	
What is the highest qualification completed?		<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Diploma/Advanced diploma <input type="checkbox"/> Certificate I to IV (inc. trade cert) <input type="checkbox"/> No non-school qualification	
Do you speak a language other than English at home?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, other language/s spoken at home:	
Country of birth:		Nationality:	
Religion:			

Parent 2 with Whom the Student Normally Lives (Residential Parent/Guardian)

Title: e.g. Mr/Mrs/Ms/Dr		Last name:	
First name:		Middle name/s:	
Relationship to student: e.g. Mother/Father		Date of birth: / /	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Home phone:		Home mobile:	
Email:		Work phone:	Work mobile:
Residential address: e.g. 1 Black Street		Town:	Postcode:
Correspondence address: e.g. PO Box 123		Town:	Postcode:
Religion:		Occupation:	
<p>Please choose the group that best describes your occupation. Mark one box only and see page 13 for more info and examples</p> <p><input type="checkbox"/> Group 1 – Senior management in large business organisation, government administration and defence, and qualified professionals</p> <p><input type="checkbox"/> Group 2 – Other business managers, arts/media/sportspersons and associate professionals</p> <p><input type="checkbox"/> Group 3 – Tradespeople, clerks and skilled office, sales and service staff</p> <p><input type="checkbox"/> Group 4 – Machine operators, hospitality staff, assistants, labourers and related workers</p> <p><input type="checkbox"/> Group 8 – Have not been in paid work in the last 12 months</p>			
What is the highest level of schooling completed? (If never attended school, tick 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		
What is the highest qualification completed?	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Diploma/Advanced diploma <input type="checkbox"/> Certificate I to IV (inc. trade cert) <input type="checkbox"/> No non-school qualification		
Do you speak a language other than English at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, other language/s spoken at home:	
Country of birth:		Nationality:	
Religion:			

Non-residential Parent/Guardian

Title: e.g. Mr/Mrs/Ms/Dr		Last name:	
First name:		Middle name/s:	
Relationship to student: e.g. Mother/Father		Date of birth: / /	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Home phone:		Home mobile:	
Email:		Work phone:	Work mobile:
Residential address: e.g. 1 Black Street		Suburb/Town:	Postcode:
Correspondence address: e.g. PO Box 123		Suburb/Town:	Postcode:
Occupation:			
<p>Please choose the group that best describes your occupation. Mark one box only and see page 13 for more info and examples</p> <p><input type="checkbox"/> Group 1 – Senior management in large business organisation, government administration and defence, and qualified professionals</p> <p><input type="checkbox"/> Group 2 – Other business managers, arts/media/sportspersons and associate professionals</p> <p><input type="checkbox"/> Group 3 – Tradespeople, clerks and skilled office, sales and service staff</p> <p><input type="checkbox"/> Group 4 – Machine operators, hospitality staff, assistants, labourers and related workers</p> <p><input type="checkbox"/> Group 8 – Have not been in paid work in the last 12 months</p>			
What is the highest level of schooling completed? (If never attended school, tick Year 9 or equivalent or below).		<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	
What is the highest qualification completed?		<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Certificate I to IV (inc. trade cert) <input type="checkbox"/> Diploma/Advanced diploma <input type="checkbox"/> No non-school qualification	
Do you speak a language other than English at home?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, other language/s spoken at home:	
Country of birth:		Nationality:	Religion:

C. ADDITIONAL CONTACTS

Emergency Contact 1 (Must Be Provided & Preferably Local)		Emergency Contact 2 (Optional)	
First name:	Last name:	First name:	Last name:
Relationship to student: e.g. aunt/grandfather		Relationship to student: e.g. aunt/grandfather	
Address:	Phone/Mobile:	Address:	Phone/Mobile:

D. ADDITIONAL STUDENT INFORMATION

Medical Details

I give my permission for the school to seek information from the doctor/medical centre named below regarding any allergy or medical condition experienced by the student ☐ Yes ☐ No

Doctor/Medical centre name:

Phone number:

Dentist centre name:

Phone number:

Student's Medicare number:

Ref. no. on card:

Medicare expiry date:
/ /20__

Student's Private Health Insurance number:

Ref. no. on card:

Provider:

Ambulance Cover: Yes / No

Are the student's immunisations up to date? ☐ Yes ☐ No

☐ Australian Immunisation History Statement, printed from myGov

Date printed:

Date of last tetanus injection/booster: / /20__

It is essential that you inform the principal before your child starts school if he or she has any allergies, including ANAPHYLAXIS or an allergy to nuts, penicillin, bee stings, etc., or other medical conditions (e.g. asthma, diabetes, epilepsy etc.). You must also advise the school as soon as you are aware of any new allergies or other medical conditions.

Anaphylaxis condition:

e.g. *peanuts, insect stings* ☐ Action Plan included

Carries EpiPen: ☐ Yes ☐ No

EpiPen expiry date: / /20__

Allergies:

e.g. *hayfever*

Other medical condition/s:

e.g. *asthma, diabetes, epilepsy*

Carries Ventolin: ☐ Yes ☐ No

Please list any prescribed medication
to be taken by the student:

Parent Consent

I give permission for the person in charge or his/her representative to seek medical assistance for my child should the need arise, and I understand that I am responsible for the costs incurred. I further authorize transportation if necessary and qualified medical/dental practitioners to administer treatment as required. I understand that every effort will be made to contact me before the above is put into place.

Parent Signature: _____

Parent Signature: _____

Special Circumstances

Are there any circumstances regarding the student seeking to be enrolled that the school should know prior to the enrolment

(e.g. living apart from parental supervision, subject of a court order – particularly Family Court orders and/or

Apprehended Violence Order/Domestic Violence Order covering the child as a protected person – out-of-home care arranged by the state)?

If there are any court orders, please attach a copy of current court orders.

☐ Yes ☐ No If yes, please provide a brief description of the circumstances.

Special Permissions – Travel, Photos & Information Technology

TRAVEL - At various times throughout the school year, students may be required to travel to school events in Kojonup, either by bus or walking. These events may include going to St Bernard's Church, the swimming pool, Springhaven, the Memorial Hall, the squash courts, the town oval etc.

Details of these events will be given via our School Stream app – signing this form covers students travel to and from events.

PHOTOS - At various times throughout the school year, photos and work samples may be required of your child/children to be published in: school newsletters, The Kojonup News, Catholic Education magazine or other publications, school website and other educational publications and promotions

Due to the Privacy Act Laws, we require permission from parents for their child's/children's work and photos to be used in any of the above. Signing below gives permission for your child's photos and work samples to be used as outlined.

INTERNET - St. Bernard's Primary School recognises the potential of the Internet as a research and communication tool for students. St. Bernard's Primary School will control the way in which the students use the Internet. St. Bernard's expects all students to use the Internet in a considerate and responsible manner. This contract is designed to help students and parents recognise the limitations the school imposes on the use of Internet resources.

I agree:

- ☐ To use the Internet to access only appropriate educational material.
- ☐ To use suitable language and be considerate of others when using email, remembering that I am representing the school.
- ☐ To respect the privacy of others by not accessing files, folders and email other than my own.
- ☐ Not to divulge personal or other details of any kind that could put anyone, including myself, at risk.
- ☐ Not to complete online forms or questionnaires.
- ☐ Not to pretend to be any other person when communicating on the Internet

I understand that the use of the internet is a privilege and not a right. If I abuse this privilege, my access will be restricted.

Student's Name: _____

Date: _____

Student's Signature: _____

Class: _____

Parents / guardians are responsible for setting and enforcing family values and standards. The school supports each family's right to decide whether to consent to Internet access.

By signing this enrolment application you give permission for your child/children to **travel** to school events as directed by the school, have your child's **photos** taken and work samples be distributed of them and, understand the school's aim in allowing reasonable access to the internet and give permission to St. Bernard's to allow your child access to the Internet under the above conditions.

Please tick the box of the relevant subject you do **not** agree to consent of;

Travel ☐ Photos ☐ ITC use ☐

Parent Signature: _____

Parent Signature: _____

Diverse Learning Needs

Indicate whether the student applying for enrolment has any known or suspected exceptional abilities, disability, complex social and emotional needs or other additional needs. Please indicate by ticking the boxes below.

Please note if you have answered yes to any of the descriptors below, supporting documentation MUST be provided.

Is your child a young person with diverse learning needs? ☐ Yes ☐ No (if yes, please tick below as applicable):

<input type="checkbox"/> Acquired permanent injury	<input type="checkbox"/> Autism Spectrum Disorder	<input type="checkbox"/> Anxiety and /complex social and emotional needs	<input type="checkbox"/> Exceptional abilities (giftedness in any domain)
<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> Auditory Processing Disorder	<input type="checkbox"/> Mental health disorder	<input type="checkbox"/> Mobility/physical disability
<input type="checkbox"/> Receptive and/or expressive language disorder	<input type="checkbox"/> Intellectual disability/ Special learning disorder	<input type="checkbox"/> Vision impairment	<input type="checkbox"/> Sensory Processing Disorder

☐ Other (please specify):

In accordance with current legislation and educational best practice, St Bernard's Catholic Primary School recognises that specific adjustments may be required to support students with exceptional abilities, disability, complex social and emotional needs or other additional needs. It is imperative that when applying for enrolment, parents provide copies of all current assessments, records of clinical interventions and contact details of treating professionals to assist the school in discerning the level of adjustments required for the prospective student.

What was provided for your child in his/her previous school/preschool/educational setting? (Please tick as many as applicable).

<input type="checkbox"/> Access to assistive technology	<input type="checkbox"/> Adjusted teaching and learning strategies (eg: IEP or special learning plan)	<input type="checkbox"/> Hearing or vision supports
<input type="checkbox"/> English language proficiency support <input type="checkbox"/> Oral interpreting	<input type="checkbox"/> Adjustments to the educational environment (equipment, furniture and learning spaces)	<input type="checkbox"/> Personal care support
<input type="checkbox"/> Reader or scribe	<input type="checkbox"/> Special provisions for learning tasks/ assessments	<input type="checkbox"/> School based support programs eg MiniLit/MacqLit

☐ Early intervention services, e.g. speech therapy, occupational therapy, other therapies, targeted teacher assistant support.

☐ Other (please specify):

Please add any additional information that may assist the school to plan adjustments to meet your child's particular needs. The development of a Personalised Plan for students is an imperative component of school support for students with particular needs.

Does your child have an existing personalised learning plan developed in their previous school setting, eg IEP/CAP? ☐ Yes ☐ No

Is the student under the care of (a) specialist practitioner/s? ☐ Yes ☐ No

Specialist 1:

Contact number:

Specialist 2:

Contact number:

E. SCHOOL FEE ADMINISTRATION

St Bernard's Catholic Primary School is a Low Fee Initiative (LFI) School, as a result we do not have a health care card subsidy. All our families pay the one low fee of \$300 per child plus \$90 building levy.

Please complete as appropriate	Parent/Guardian/Carer 1	Parent/Guardian/Carer 2
Full name:		
Billing address:		
Suburb and postcode:		
Email address:		
Preferred payment method:	<input type="checkbox"/> Electronic Funds Transfer <input type="checkbox"/> Direct Debit (form on page 14) <input type="checkbox"/> Other, eg Credit card	<input type="checkbox"/> Electronic Funds Transfer <input type="checkbox"/> Direct Debit (form on page 14) <input type="checkbox"/> Other, eg Credit card
<input type="checkbox"/> I understand that in enrolling my child and signing this form I will be held responsible for all school fees <input type="checkbox"/> I agree to pay all school fees for each school year prior to the conclusion of Term 4		

F. DOCUMENTATION CHECKLIST

Please confirm you have provided copies of the following documentation:

- ☐ Birth certificate
- ☐ Baptism certificate
- ☐ Australian Immunisation History Statement, printed from myGov within the last 2 months
- ☐ Most recent previous school reports, NAPLAN results and other external test results (where applicable)
- ☐ Direct Debit Form filled and signed (where applicable)

In addition, if your child is the subject of family law matters you will need to provide:

- ☐ Any relevant family court orders or other relevant court orders particularly Apprehended Violence Orders (AVOs) applicable to this student

In addition, if your child has health, disability or other support needs you will need to provide:

- ☐ Relevant medical information including clinical/educational assessments and plans where applicable
- ☐ All current assessments, records of clinical interventions related to exceptional abilities, disability, complex social and emotional needs or other additional needs as named in the section on diverse learning

In addition, any of the following documents applicable to the enrolling student:

- ☐ Evidence of student residency status e.g. citizenship documentation, Visa Grant Notice, passport or Immicard
- ☐ Evidence of parent/s residency status if required

Note: a child born in Australia is an Australian citizen at birth only if at least one parent was an Australian citizen or permanent resident when the child was born.

H. DECLARATION

Please sign to acknowledge the following.

- an acknowledgement that completing an Application for Enrolment form and its acceptance by the school does not guarantee an enrolment interview nor a place at the school
- an acknowledgement that enrolment in that Catholic school is not a guarantee of enrolment in any other Catholic school
- a statement that if a parent(s) or guardian(s) has knowingly withheld material information relevant to the application/enrolment process then the principal reserves the right to refuse or terminate enrolment on that ground
- a declaration signed by all custodial parent(s) or guardian(s) that to the best of their knowledge they have:
 - provided a copy of any Parenting or Restraint Order that applies to the prospective student
 - provided the necessary documentation, that the school may request, to confirm the student's Australian residency status
 - fully understood, agree and accept that their child will participate in all required parts of the education program of the school including the Religious Education program
 - viewed, fully understood and agree to the terms and conditions set out in the school's fee collection policy
 - Have read the Standard Privacy Collection Notice provided on page 15 of this application
 - fully and truthfully completed the Application for Enrolment form
- I/we consent to the school and/or the St Bernard's Catholic Primary School office gaining access to relevant information about the student on whose behalf this application for enrolment is made, held by previous educational institutions, healthcare professionals or other agencies as required, for the purposes of determining whether or not to accept this Application to Enrol.
- I/we understand that this may include visits to preschools or prior educational settings.
- I/we understand that the information sought may include information related to any of the questions I/we have answered in this Application to Enrol.
- I/we understand that the school and/or the St Bernard's Catholic Primary School office may approach previous educational institutions, healthcare professionals or other agencies directly to request information related to any of the questions I/we have answered in this Application to Enrol.
- I/we agree to notify the school and/or St Bernard's Catholic Primary School of any change in circumstances including parental circumstances, care arrangements, financial circumstances, visa status and special needs of the student applying to enrol, that require amendment/s to the information provided in this Application to Enrol.
- I/we understand that I/we or another person may be requested to complete a new Application to Enrol on behalf of the student and provide relevant documents.
- I/we consent to the disclosure of information provided in this Application to Enrol as described in the Standard Collection Notice.

Signature of enrolling parent/guardian

PRINT NAME:

SIGNATURE:

Date: / /20__

Signature of enrolling parent/guardian

PRINT NAME:

SIGNATURE:

Date: / /20__

Parent Occupation Groups

<p>Group 1</p> <p>Senior management in large business organisation, government administration and defence, and qualified professionals</p>	<ul style="list-style-type: none"> • 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 Force commissioned officer 	<ul style="list-style-type: none"> • 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]
<p>Group 2</p> <p>Other business managers, arts/media/sports persons and associate professionals</p>	<ul style="list-style-type: none"> • 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, proofreader, sportsman/woman, coach, trainer, sports official] 	<ul style="list-style-type: none"> • 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 Force senior non-commissioned officer
<p>Group 3</p> <p>Tradesmen/ women, clerks and skilled office, sales and service staff</p>	<ul style="list-style-type: none"> • Tradesmen/women generally have completed a four-year trade certificate, usually by apprenticeship. All tradesmen/women are included in this group • Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk] 	<ul style="list-style-type: none"> • 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/refugee/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]
<p>Group 4</p> <p>Machine operators, hospitality staff, assistants, labourers and related workers</p>	<ul style="list-style-type: none"> • 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] 	<ul style="list-style-type: none"> • 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 Force ranks below senior non-commissioned officer not included below • 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, crossings supervisor]

Please note:

- If the person is not currently in paid work but had a job or 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, please tick the Group 8 box.

Direct Debit Request

If you wish to pay your school fees via Direct Debit, please fill out the below information;

Request and Authority to Debit - St Bernard's Catholic Primary School ID Number 497739 may debit and/or charge any amount through the Bulk Electronic Clearing System (BECS), from the account nominated on this form. Each debit or charge will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

PAYMENT DETAILS		
Account Name	Bank/Branch	BSB Account
FREQUENCY		
(fortnightly/ monthly/ weekly)	First payment date; Final payment date; Ongoing ; Y / N	Amount (please discuss with administration)

OFFICE USE ONLY		
Processed in CDF by (Name)	Date	Sign

The following is your Direct Debit Service Agreement with ST BERNARD'S CATHOLIC PRIMARY SCHOOL, ABN: 37 706 311 788, USER ID: 497739. The agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider. We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

Definitions
 account means the account held at your financial institution from which we are authorised to arrange for funds to be debited.
 agreement means this Direct Debit Request Service Agreement between you and us.
 banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
 debit day means the day that payment by you to us is due.
 debit payment means a particular transaction where a debit is made.
 direct debit request means the Direct Debit Request between us and you.
 us or we means ST BERNARD'S CATHOLIC PRIMARY SCHOOL, (the Debit User) you have authorised by signing a direct debit request.
 you means the customer who signed the Direct Debit Request.
 your financial institution means the financial institution nominated by you on the DDR at which the account is maintained.

- 1. Debiting your account**
 By signing a Direct Debit Request, you have authorised us to arrange for funds to be debited from your account. You should refer to the Direct Debit Request and this agreement for the terms of the arrangement between us and you.
 We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request
 If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day.
 If you are unsure about which day your account has or will be debited you should ask your financial institution.
- 2. Amendments by us**
 We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days' written notice.
3. Amendments by you
 You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14) days' notification by writing to: ST BERNARD'S CATHOLIC PRIMARY SCHOOL, 11 KATANNING ROAD, KOJONUP WA 6395 or by telephoning us on (08) 9831 3500 during business hours or arranging it through your own financial institution.
- 4. Your obligations**
 Is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.
 If there are insufficient clear funds in your account to meet a debit payment:
 (a) you may be charged a fee and/or interest by your financial institution;
 (b) you may also incur fees or charges imposed or incurred by us; and
 (c) you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.
 You should check your account statement to verify that the amounts debited from your account are correct
 If ST BERNARD'S CATHOLIC PRIMARY SCHOOL is liable to pay goods and services tax ("GST") on a supply made in connection with this agreement, then you agree to pay ST BERNARD'S CATHOLIC PRIMARY SCHOOL on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.
- 5. Dispute**
 If you believe that there has been an error in debiting your account, you should notify us directly on (08) 9831 3500 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up with your financial institution direct.
 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly.
 If we will also notify you in writing of the amount by which your account has been adjusted.
 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.
- 6. Accounts**
 You should check:
 (a) with your financial institution whether direct debiting is available from your account as direct debiting is not available on all accounts offered by financial institutions.
 (b) your account details which you have provided to us are correct by checking them against a recent account statement; and
 with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.
- 7. Confidentiality**
 We will keep any information (including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
 We will only disclose information that we have about you:
 (a) to the extent specifically required by law; or
 for the purposes of this agreement (including disclosing information in connection with any query or claim).
- 8. Notice**
 If you wish to notify us in writing about anything relating to this agreement, you should write to : ST BERNARD'S CATHOLIC PRIMARY SCHOOL, 11 KATANNING ROAD, KOJONUP WA 6395. We will notify you by sending a notice in the ordinary post to the address you have given us in the Direct Debit Request.
 Any notice will be deemed to have been received on the third banking day after posting

Standard Privacy Collection Notice

The Privacy Act 1988/Privacy Amendment (Enhancing Privacy Protection) Act 2012

This notice is provided to you by the school and Catholic Education Commission of WA. It specifically itemises the reason for collecting information about students and their families and the way in which information will be used by the school.

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. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable them to take part in all the activities of the School. 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.
2. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health, School Education Act 1999 and Child Protection laws, including The Children and Community Services Act 2004.
3. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
4. 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.
5. 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, government agencies, statutory boards, the Catholic Education Office, the Catholic Education Commission, your local diocese and the parish and/or schools within other Catholic Dioceses. Information is also disclosed to government authorities such as Schools Curriculum and Standards Authority the Australian Curriculum, Assessment and Reporting Authority (ACARA), medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches, volunteers and counsellors.
6. In addition to the agencies and purposes cited above personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain aggregated school information relating to the circumstances of parents and students on the MySchool website.
7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. Personal information collected from pupils is regularly disclosed to their parents or guardians.
9. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. 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.
10. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
11. 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.
12. On occasions information such as academic and sporting achievements, pupil activities and similar news is published, in both hard and digital copy, in School newsletters and magazines and on our website.
13. We may include your contact details in a class list and School directory.
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.
15. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our intranet. The School will obtain separate permissions from the students' parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet. We may include students' and students' parents' contact details in a class list and School directory.
16. 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 this information to third parties.

G. OFFICE USE ONLY

Student first name:		Student surname:	
Student code:		Family code:	
Current school Student code:		Current school Student searched:	
Student fee flag:		Family fee flag:	
Student identity document supplied: <input type="checkbox"/> Birthcertificate <input type="checkbox"/> Passport <input type="checkbox"/> Other Baptismal Certificate: <input type="checkbox"/>			
Residency status evidence supplied: <input type="checkbox"/> Passport/Immicard <input type="checkbox"/> Visa Grant Notice Australian Immunisation History Statement, printed from myGov: <input type="checkbox"/>			
Visa status verified with Catholic Education WA: <input type="checkbox"/> Permanent (PRS) <input type="checkbox"/> Temporary: O eTV O OS (full fee paying overseas student) O RSVS (visitor visa)		English language proficiency: <input type="checkbox"/> LBOTE <input type="checkbox"/> EAL/D <input type="checkbox"/> ESL Assist <input type="checkbox"/> New ArrivalsProgram	
Parent/Guardian 1		Fee-payer: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Parent/Guardian 2		Fee-payer: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Non-residential parent (if applicable)		Fee-payer: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Health Care Card Sighted and Copied: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name:	Position:	Signature:	Date:

Notes :