

# Blue Mountains Steiner School

## Policies and Procedures



### Enrolment Policy and Procedure

#### Policy

This Policy has been set as a guide to help make the choice of sending one's child to the Blue Mountains Steiner School as conscious as possible for the prospective parent or guardian and the school.

Blue Mountains Steiner School is a non-denominational, co-educational, Pre-Kindy & K-6 school providing an education underpinned by the principles, pedagogical recommendations and philosophy of Rudolf Steiner while meeting Board of Studies curriculum requirements and operating within the policy guidelines of the NSW Board of Studies. We are a small school that has composite classes & aims for single stream classes as numbers allow. The classroom teacher is responsible for the day to day running and guidance of the class, currently under the direction of the College of Teachers. Specialist teachers work in consultation with the classroom teacher. Class sizes are limited to a maximum of 18 in the Kindergarten and 26 in the Primary School; variable depending on the recommendations of the class teacher and the College of Teachers (for a composite primary class the enrolment limit may be lower) and allocated assistant/support teaching hours.

All applications will be processed in order of receipt and consideration will be given to the applicant's support for the ethos of the school, siblings already attending the school and other criteria determined by the school from time to time. Once enrolled, students are expected to support the school's ethos and comply with the school rules to maintain the enrolment.

#### Enrolment Criteria

**Priority for enrolment of children is given to:**

***Families with connection to the philosophy of the school.***

*Connection with the philosophy of Steiner education is evident when or during:*

- *Initial interview with class teacher/member of enrolment committee*
- *They are siblings of children who are currently in this school, or have been previously enrolled (siblings do not automatically have priority on the waiting list)*
- *They are children of current BMSS staff*
- *They are children whose parents attended this school*
- *They are children who are transferring from other Steiner schools*
- *They are children attending Steiner based Family Day Care Centres/Playgroups*

#### Order of applications

- *chronological order of application for enrolment (this is taken from the date that the written and signed application and registration fee are received by the BMSS)*

#### Behavioural considerations

- *An ability to work with self-discipline. (This is ascertained through school reports, recommendations, previous school "checks", etc.)*

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### **Consideration for enrolment of all children is also informed by:**

- *gender balance in the relevant classroom*
- *school's duty of care to existing students*
- *school's ability to meet the needs of the individual child within the classroom context and the school environment*
- *age in Kindergarten - priority given to children aged 5 – 6*

### **Procedures**

1. All applications should be processed within the school's enrolment policy.
2. Consider each applicant's educational needs. To do this, the school will need to gather information and consult with the parents/family and other relevant persons.
3. Identify any strategies that need to be put into place to accommodate the applicant before a decision regarding enrolment is made.
4. Inform the applicant of the outcome.

### **Term Review**

All enrolments are subject to review at end of the first term. If at this time parents and/or school decide that the child should be withdrawn, the normal term's notice will be waived.

### **Progression to Class One**

At Blue Mountains Steiner School we prefer children to have turned five during the year prior to them commencing Kindergarten (Pre-Kindy is for those who have not turned 5 by the 1<sup>st</sup> of January). Our preference is for children to be turning seven during class one. Children are assessed for their class one readiness towards the end of the Kindergarten year and progression to class one is at the discretion of the kindergarten teacher and the College of Teachers.

### **Related documents**

AIS Guidelines to assist schools to consider an enrolment application for a child/student with a disability.

Disability Standards for Education [www.dest.gov.au/schools/publications/index.html](http://www.dest.gov.au/schools/publications/index.html)

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***AIS Guidelines to assist schools to consider an enrolment application for a child/student with a disability/special needs.***

### **General procedure**

Recommend processing the student's application as per the school's enrolment policy. In order to process the application it will be important to work with the parents to collect all relevant information. This will enable the school to understand the parents' expectations of the school, the student's educational needs and implications for the school. Any issues the school wishes to raise can be discussed within this framework. External special education consultants could work with the school to consider flexible and lateral ways of addressing the student's needs within the school. The resultant statement of parental expectations and articulation of what the school might be able to offer would form the basis for on-going discussions with the parents and inform the school's decision regarding the enrolment.

### **Recommended actions**

1. Ensure staff are aware of the following:
  - This procedure should be applied within the school's enrolment policy, and
  - The school will not refuse to enrol students simply because they have special needs. (Implications for staff include correct terminology and non-discriminatory comments.)
2. School considers the impact on the student, other students, staff and the school community (including financial impact) before the enrolment decision is made. A range of strategies need to be put into place once the decision is made. These strategies should be developed before announcing the enrolment decision.
3. If the school considers that it may have to decline the enrolment, seek advice from the AIS or another appropriate person.
4. Ask the parents to articulate the student's special needs and what they expect from the school. Consider social, academic, sport and co-curricular areas. Invite the parents to provide further information from their child's specialists.
5. Identify the student's special needs. Request information and documentation from parents to assist the processing of the enrolment application. The parents will have numerous reports, which could be of assistance. Of these, the following current reports would be particularly helpful:
  - Previous school reports and current school achievements
  - Psychologist's report documenting functional skills and IQ test results (although the functional information will be most useful in examining the implications for the student's program, the IQ results are required for Commonwealth funding applications), if relevant
  - Speech pathologist's report documenting receptive and expressive language skills and any recommendations for programs or technology in the classroom, if relevant
  - Occupational and physiotherapy reports documenting self help skills and mobility, if relevant
  - Medical specialist reports, if relevant
  - Vision and hearing reports, if relevant
6. Seek information on possible levels of Commonwealth funding based on the reports and access to other support services.
7. Seek advice from an external special education consultant on reports. This person should recommend if/where further information should be sought. It may also be

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important to invite the parents and their choice of relevant specialists (could include psychologists, therapists, educators, medical specialists etc) to the school to consider specific needs arising from the reports or other information.

8. Involve an external special education consultant to assist school to examine options for how the school could meet the student's needs and the parents' expectations. Determine a preliminary view of the school's position and possible options.
9. Discuss possible options with parents.
10. With all the information the school determines the enrolment decision. This decision must be able to be justified.

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### Enrolment Administrative Procedures – Years 1-6

1. *With the exception of Open Day and the Harvest Fair, most enquiries come via the telephone. In response to the initial call, the Office Administrator will enter details of family and child's name, child's date of birth, family contact details and how the enquirer heard about the school on the data base. An information pack is sent out/emailed within 48 hours comprising brochure/prospectus fees, application for enrolment form and information on activities associated with the school.*
2. *Upon receipt of completed application form, including an agreement to the Conditions of Enrolment, and application fee (\$55.00), an appointment for an interview will be made. (NB if no response from information package, Administration may choose to follow up with a phone call).*
3. *Interviews can take one of two forms:*
  - 3.1 *A 2-step process. Firstly a general "walk and talk" interview and tour of school – it is recommended that this would be parents/caregivers only. The "walk and talk" would be conducted by the Office Administrator or the Principal (or member of College standing in for the Principal). Upon completion of this, parents are invited to contact the school the following day to arrange a second interview, this time with the Class Teacher and with the child in attendance.*
  - 3.2 *A one-step process. In some cases, e.g. where parents already have an experience of and or knowledge of Steiner Education, an interview with the Class Teacher would be all that is needed.*
  - 3.3 *The Class Teacher will make a recommendation to the Principal as to the child's enrolment in the school. A position is generally not promised or confirmed at the interview.*
  - 3.4 *When the child is accepted into the school, the Class Teacher will notify the parents in writing and at that point the parents/caregivers are then required to pay the enrolment deposit as billed. The child's place in the school is dependent upon payment being received within the timeframe specified in the written advice to the parent/caregiver.*
  - 3.5 *If a teacher considers declining an enrolment, it must be done in consultation with the Principal and College.*
  - 3.6 *If the parent/caregiver fails to pay the enrolment deposit within the specified time frame and without negotiation for an extension of time, the child's place will be forfeited.*
  - 3.7 *If a child is due to begin school after a term has commenced, the start date will be negotiated between the class teacher and the family and advised in the letter of enrolment offer.*

### Kindergarten

*The higher volume of applications for kindergarten places leads to a slightly different enrolment process:*

1. *The parent/care giver files a written and signed application for enrolment, including an agreement to the Conditions of Enrolment.*
2. *The kindergarten teacher/s conduct interviews with **all** applicants, and apply the enrolment criteria, prior to forwarding recommendations to the Principal.*
3. *The remaining process is as outlined in points 3.3 – 3.7 above.*

*If an enrolment application is made for a kindergarten child after school has commenced for the year, the process outlined above (3.7) will apply.*

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### Appeals process

*If parents/caregivers wish to appeal the School's decision:*

1. *Parent/caregiver puts concerns in writing to the School Council*
2. *The Council will consider written application and will write to the Principal to request written clarification regarding the decision to decline enrolment*
3. *Consider all the information that has been presented. The Council may call for further information.*

*In the event that the Council calls the applicant/Principal/Teachers to appear before it*

1. *The Council will hear formal presentations from the relevant party*
2. *The Council may ask questions to clarify the information that has been presented to date*
3. *No discussion will be entered into*
4. *The Council will make a decision within 2 weeks. All parties are to be advised in writing*

### Conditions of Enrolment

1. *Fees are due two weeks from invoice date.*
2. *A non-refundable Application Fee of \$75 is payable on application for enrolment.*
3. *A non-refundable Enrolment Fee of \$400.00 per family (for children concurrently enrolled) is payable upon acceptance and before a student commences.*
4. *Four weeks notice (during term time) of the withdrawal of a student from the school must be given in writing. In the absence of such notice (& in addition to the terms fees) one weeks fees for each week's notice not given are payable in lieu thereof.*
5. *Continuing enrolment of a student is dependent upon adherence to the school's Student Code of Behaviour and Discipline Policy, the Parent Code of Conduct and other relevant behaviour policies.*
6. *Continuing enrolment is dependent upon the school's ability to meet a child's needs.*
7. *Continuing enrolment of a student is dependent upon the payment of school fees.*

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### Notes for staff on the enrolment procedure

The following description is to break down the procedure for staff members in note form.

#### ***Inquiries***

Initial inquiries made through the office admin staff. Admin staff to take down names and details and send out information packages. Admin staff to enter details onto the computer.

#### ***'Call backs'***

Recommended 'call backs': eg. If interested families have received an information pack and have not called back themselves or made an appointment to see the Principal or the class teacher, the Office Administrator may follow up by making a call back to the family or by making a recommendation to the Principal to call back.

#### ***Appointments***

Admin staff can make the initial "walk and Talk" or "tour around the school" appointment for the parents or guardians (recommended no children) with themselves or the Principal.

*Note: class teachers need to advise the Administration and Principal whether parents/guardians on tour of the school can look in their classrooms depending on what class is preparing for or working on at any given time. If Admin is not informed they will presume applicants are welcome to 'look in'.*

#### ***OR***

In the case of families with experience of Steiner education, an interview can be booked with the relevant class teacher. The Office Administrator may pass the details on to the relevant teacher so they can book their own interview or times to be advised by the class teacher.

Care must be taken not to book too many people at once. If the Principal is required, they can see one person during the hour.

#### ***Interviews***

Once the parents/guardians have visited the school and expressed an interest in enrolment, an interview can be made with the class teacher and another member of the teaching staff from College. Class teachers are to be given details of applicant to arrange the interview time (Class teachers to organise second member of teaching staff/College to be present at interview with them) and in case they want to meet the family by phone before the interview date.

#### ***Enrolment***

Class teachers will inform families of successful placement or unsuccessful application in writing (**important:** see Enrolment Admin Procedures – 3.5) and start official enrolment. Class teachers need to report on the results of an interview by leaving a note in the Principal's pigeonhole.





# BLUE MOUNTAINS STEINER SCHOOL

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Fax: (02) 4758 9109

[www.bluemountainssteiner.nsw.edu.au](http://www.bluemountainssteiner.nsw.edu.au)

email: [admin@bluemountainssteiner.nsw.edu.au](mailto:admin@bluemountainssteiner.nsw.edu.au)

## ENROLMENT APPLICATION

I/we wish to enrol my/our son/daughter in Kindergarten / Class..... in year 20.....

(or proposed starting date .....

Child's name..... Date of birth:.....

Is the student Aboriginal or Torres Strait Islander? Yes / No

Parent / Carer 1..... Date of birth.....

(child living with)

Relationship to Child: .....

Address.....

Occupation.....Place of Work .....

Phone Number: Home..... Work.....

Mobile..... Email.....

Parent / Carer 2..... Date of birth.....

(child living with)

Relationship to Child: .....

Address .....

Occupation .....Place of Work.....

Phone number: Home..... Work .....

Mobile.....Email.....

Non Residential Parent Name: .....Date of birth .....

(child spending time with)

Address .....

Occupation .....Place of Work.....

Phone Number: Home..... Work .....

Mobile..... Email.....

Access details of non-residential parent

\*.....

\*Please attach a copy of your parenting plan / arrangements.

Please post a Hazelnut (weekly school newsletter) to the non-residential parent Yes / No

Are there any special needs your child may have?.....

.....



Is there anything specific about your child that you would like us to know?.....  
.....  
.....  
.....

Please describe the essential qualities and attributes of your child including his/her strengths and weaknesses:.....  
.....  
.....  
.....

Siblings:  
Name:..... Age..... School attended.....  
.....  
.....

Name of Playgroup or Preschool attended:.....

Previous School(s).....  
.....Current class.....

If not starting in Kindergarten, why are you changing schools?.....  
.....

Why did you choose Blue Mountains Steiner School?.....  
.....  
.....

- How did you hear of us?
- ☐ BMSS family
  - ☐ Currently attending a Steiner School
  - ☐ Sibling currently attending BMSS
  - ☐ Newspaper/magazine advertising/article
  - ☐ Advertising – ie banner, flyers etc
  - ☐ Word of mouth
  - ☐ Open Day/Spring Fair
  - ☐ Other.....

Attached is \$55 cash/cheque application fee to request an interview. I/we understand the fee is non-refundable and not deductible from fees. I/we understand that a non-refundable Enrolment Acceptance Fee of \$400 is payable to secure a place for my/our child if he/she is offered a place at the school.

I understand that to enrol my child at the school fees must be paid in accordance with the Fee Policy, that is within 3 weeks of the invoice date or an arrangement needs to be made with the office to pay fees in regular instalments.

NAME & ADDRESS OF PERSON/S TO BE INVOICED: .....  
.....

..... Parent /Carer 1 Signature	..... Name	..... Date
..... Parent /Carer 2 Signature	..... Name	..... Date
..... Non-Residential Parent Signature	..... Name	..... Date



# BLUE MOUNTAINS STEINER SCHOOL

## ENROLMENT INFORMATION

NB All information supplied on this form will be treated as confidential, except as otherwise required by legislation

Child's full name..... Class: .....

### EMERGENCY CONTACTS— OTHER THAN PARENTS

Name: ..... Home Phone: .....

Address: ..... Mobile: .....

Relationship to child: .....

Name: ..... Home Phone: .....

Address: ..... Mobile: .....

Relationship to child: .....

### Child's Nationality

☐ Australian ☐ Other Please specify .....

### Aboriginal or Torres Strait Islander background?

☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

### Child's Country of birth—please supply a copy of birth certificate

☐ Australia ☐ Other Please specify .....

### Family Relationships

The following information is helpful to avoid confusion or embarrassment

☐ Parents married ☐ Parents divorced ☐ Single parent ☐ De-facto

☐ Father deceased ☐ Mother deceased ☐ Parents separated

Student normally resides with:

☐ Both parents ☐ Mother only ☐ Father only ☐ Shared arrangement

☐ Grandparents ☐ Guardian ☐ Other .....

### Photo/Video Permission

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

The **Blue Mountains Steiner School** may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes. Please complete the permission form below

- I give permission for my child's photograph/video to be published in:
  - The school website
  - Social media
  - Promotional materials
  - Newspapers and other media
- I authorise the **Blue Mountains Steiner School** to use the photograph/video in material available free of charge to schools and education departments around Australia for the **Blue Mountains Steiner School's** promotional, marketing, media and educational purposes.
- I give permission for a photograph/video of my child to be used by the **Blue Mountains Steiner School** in the agreed publications without acknowledgment, remuneration or compensation.
- I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

Licensed under NEALS: The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Education Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Name of Parent/Guardian (please circle) \_\_\_\_\_

Signed: Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

*Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).*

## MEDICAL INFORMATION

Medicare no. \_\_\_\_/\_\_\_\_/\_\_\_\_ No. on card: \_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### YOUR CHILD'S GENERAL HEALTH

Please state any medical conditions your child may have: .....  
.....  
.....

#### Medications:

Please state any medications, including on going natural or prescription remedies: .....  
.....

Does your child keep medication with him/her for use at school (eg Ventolin)? YES / NO

If yes, please supply details and an Asthma Action Plan from your GP .....  
.....

#### Allergies & treatment required (food, medicine, others eg bee stings)

.....  
.....

Please indicate by circling the level of severity:      *Mild*      *Severe*      *Life-threatening/Anaphylaxis \**

*\* Please supply your child's Anaphylaxis Action Plan*

Any special dietary requirements? .....

#### Permission for First Aid administration of : (please circle)

Homeopathics & Rescue Remedy      Yes / No

Ointments—Calendula, Arnica, Antiseptic      Yes / No

Panadol      Yes / No

Any comments: .....

#### Immunisation Status—please supply an up to date Medicare Immunisation Certificate

Is your child vaccinated against:

Polio      Yes / No      Rubella      Yes / No

Diphtheria      Yes / No      Measles/Mumps      Yes / No

Pertussis (Whooping cough)      Yes / No      Meningococcal      Yes / No

Hepatitis B      Yes / No

Tetanus      Yes / No      Date of last tetanus injection: ...../...../.....

Conscientious Objector      Yes / No

#### Family Doctor (or other Practitioner, eg Herbalist, Homeopath, Naturopath)

Full Name: ..... Type of Practitioner: .....

Address: ..... Phone No. ....

Emergency Treatment: *If your child needs urgent hospital or medical treatment of any nature and the School is unable to contact the parent or guardian after making reasonable efforts, your signature below authorises the school to give authority for such treatment. It further indicates that you indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly from such treatment.*

Name/s of parent(s)/Guardian(s) .....

Signed (parent(s)/Guardian(s)) .....

**Parents are expected to be transparent about all information pertaining to the physical, emotional and social wellbeing of their child**

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.....

<input type="checkbox"/> Academic Tutoring	<input type="checkbox"/> Counsellor Support	<input type="checkbox"/> Disability Provisions
<input type="checkbox"/> Early Intervention Support	<input type="checkbox"/> Extension/Acceleration	<input type="checkbox"/> English as a second language support
<input type="checkbox"/> Individual teacher aid time	<input type="checkbox"/> Integration funding	<input type="checkbox"/> Learning support in the classroom
<input type="checkbox"/> Learning support outside the classroom	<input type="checkbox"/> Occupational Therapy	<input type="checkbox"/> Physiotherapy
<input type="checkbox"/> Speech Therapy	<input type="checkbox"/> Visual or hearing impairment support	

Do any of the conditions above restrict your child from participating in any activity ☐ Yes ☐ No

[illegible]

**Please attach doctor/specialist reports/statements as evidence for the above. Refer to Enrolment Information and Conditions of Enrolment for further details.**

### MCEEDYA Data Collection

The following data is required to be collected by the school for assessment and reporting purposes for the Australian Government.

Does the student or their mother/guardian or their father/guardian speak a language other than English at home? *(If more than one language, indicate the one that is spoken most often)*

		Student	Mother/guardian	Father/guardian
No	English only	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Yes,	Italian	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Yes,	Cantonese	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Yes,	Mandarin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Yes,	Japanese	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Yes,	Spanish	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Yes,	Other—please specify			

What is the highest year of primary or secondary school the Parents/guardians have completed?  
*(For persons who have never attended school, mark 'Year 9 or equivalent or below.)*

*Mark one box only in each column*

	Mother/guardian 1	Father/guardian 2
Year 12 or equivalent	<input type="radio"/>	<input type="radio"/>
Year 11 or equivalent	<input type="radio"/>	<input type="radio"/>
Year 10 or equivalent	<input type="radio"/>	<input type="radio"/>
Year 9 or equivalent or below	<input type="radio"/>	<input type="radio"/>

What is the level of the highest qualification the parents/guardians have completed?

*Mark one box only in each column*

	Mother/guardian 1	Father/Guardian 2
Bachelor degree or above	<input type="radio"/>	<input type="radio"/>
Advanced Diploma/Diploma	<input type="radio"/>	<input type="radio"/>
Certificate I to IV (including trade certificate)	<input type="radio"/>	<input type="radio"/>
No non-school qualification	<input type="radio"/>	<input type="radio"/>

**PLEASE REFER TO THE LIST ON THE NEXT PAGE TO ANSWER THE NEXT QUESTIONS**

**What is the occupation group of the  
mother/parent1/guardian1 ?**

**What is the occupation group of the  
father/parent2/guardian2 ?**

*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' in the box above.*

## LIST OF PARENTAL OCCUPATION GROUPS

<u>Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals</u>	<u>Group 2: Other business managers, arts/media/sportspersons and associate professionals</u>	<u>Group 3: Tradesmen/women, clerks and skilled office, sales and service staff</u>	<u>Group 4: Machine operators, hospitality staff, assistants, labourers and related workers</u>
<p><b>Senior executive/manager/department head</b> in industry, commerce, media or other large organisation.</p> <p><b>Public service manager</b> (Section head or above), regional director, health/education/policy/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 Commissioned Officer</b></p> <p><b>Professionals</b> generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional</b></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>Owner/manager</b> of 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 and support managers and professionals.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional</b></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 senior Non-Commissioned Officer</b></p>	<p><b>Tradesmen/women</b> generally have completed a 4 year Trade Certificate, usually by apprenticeship. <u>All tradesmen/women are included in this group.</u></p> <p><b>Clerks</b> [bookkeeper, bank/PO clerk, statistical/accountant 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, sales and service staff</b></p> <p><b>Office</b> [secretary, personal assistant, desktop publishing operator, switchboard operator]</p> <p><b>Sales</b> [company sales representative, auctioneer, insurance agent/assessor/ loss adjuster, market researcher]</p> <p><b>Service</b> [aged/disabled/refugee / child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]</p>	<p><b>Drivers, mobile plant, production/processing machinery and other machinery operators.</b></p> <p><b>Hospitality staff</b> [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]</p> <p><b>Office assistants, sales assistants and other assistants.</b></p> <p><b>Office</b> [typist, word processing/data entry/business machine operator, receptionist, office assistant]</p> <p><b>Sales</b> [sales assistant, motor vehicle/caravan/parts salesperson, check-out 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> [trades' 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> 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>



# Standard Collection Notice

1. The School 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 pupil and to enable them to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of a pupil to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, volunteers and counsellors.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The School's Privacy Policy sets out how parents or pupils may seek access to personal information collected 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.
9. 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.
10. 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.
11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines and on our website. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines. The School will obtain separate permissions from the pupils' 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.
12. We may include pupils' and pupils' parent contact details in a class list.
13. 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 the information if they wish and that the School does not usually disclose this information to third parties.