ALBION PRIMARY SCHOOL

Form to Enrol in a Victorian Government School

Student Enrolment Information – 2027	OFFICE USE ONLY	CASES21 Student ID:	

The information requested in this form is required for enrolment purposes. This information is collected to plan for and support the educational needs of your child. **A copy of your child's birth and childhood immunisation certificates are required.**

This form should be completed by parents or carers who are responsible for enrolling their child. It is the responsibility of the person completing this form to consult with all other adults that need to be involved in the enrolment process. Parents or carers can co-sign the same form or complete separate forms if personal details are unable to be shared between them.

If required information is not provided or there is a dispute between parents or carers about a child's enrolment, the enrolling principal is required to consider the student's education and wellbeing when deciding whether to defer or accept the enrolment.

Only one enrolment form should be submitted per student. By completing and submitting this enrolment form, you are accepting a place for your child at the specified school (subject to any further checks required by the school).

All schools across Australia are expected to collect the same information. Questions marked with a ❖ are asked as a requirement of the Commonwealth Government to meet data collection, funding and reporting requirements under the Australian Education Regulations 2013.

STUDENT DETAILS

Surname:			
First Given Name:			
Second Given Name: *(if applicable)*			
Preferred First Name: *(if applicable)*			
❖ **Gender:**	☐ Male ☐ Female ☐ Self-described: _____		
Date of Birth: *(dd-mm-yyyy)*	____ / ____ / _____	**Student Mobile Number:** *(if applicable)*	

Intended start date:						
☐ Day 1, Term 1		☐ Other: *(dd-mm-yyyy)* _____ / _____ / _____				
Which year are you seeking to enrol this student?						
☐ Foundation	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6

Student's Permanent Residence

Your child's permanent residence is the address where they spend the majority of their days during the school week. If they spend an equal amount of time at two addresses, both are considered their permanent address and your child will be entitled to enrol in the designated neighbourhood school for either address.

The school may make enquiries to verify the information provided, such as checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office; checking with a real estate agent; or checking whether there are any regulations/codes limiting the number of people living at one residence, for example if a rental property is a studio or one bedroom unit.

No. & Street Address:			
Suburb:			
State:		**Postcode:**	

How often does this student live at this address?		
☐ Always	☐ Mostly	☐ Balanced (50%)
If the student lives at another address during the school week, please provide further details including the address, who they reside with and how many days a week the student lives there:		

Siblings

A sibling is defined broadly and can include step-siblings and students residing together as part of a multiple family cohabitation or out-of-home-care arrangements, including foster care, kinship care, permanent care and residential care.

Does the student have any siblings at this school?	☐ Yes	☐ No *(move to next section)*

	Name	**Current Year Level**	**Reside at same residential address as the student**
1			☐ Yes ☐ No ☐ Sometimes
2			☐ Yes ☐ No ☐ Sometimes
3			☐ Yes ☐ No ☐ Sometimes
4			☐ Yes ☐ No ☐ Sometimes

PARENT/CARER DETAILS

Enrolling Adult 1

Title	
First Given Name	
Surname	
Gender	☐ Male ☐ Female ☐ Self-described: _____

Adult 1 Relationship to student:	
☐ Parent	☐ Relative
☐ Host Family	☐ Friend
☐ Foster Parent	☐ Other: _____
☐ Step-Parent	
Student lives with Adult 1:	
☐ Always	☐ Mostly
☐ Balanced (50%)	☐ Occasionally

No. & Street Address:			
Suburb:			
State:		**Postcode**	

Enrolling Adult 2

Title	
First Given Name	
Surname	
Gender	☐ Male ☐ Female ☐ Self-described: _____

Adult 2 Relationship to student:	
☐ Parent	☐ Relative
☐ Host Family	☐ Friend
☐ Foster Parent	☐ Other: _____
☐ Step-Parent	
Student lives with Adult 2:	
☐ Always	☐ Mostly
☐ Balanced (50%)	☐ Occasionally

Address is the same as Enrolling Adult 1	☐ Yes	☐ No (complete below)
No. & Street Address:		
Suburb:		
State:	**Postcode**	

Adult 1 Job Title:	
Adult 1 Employer:	

Adult 2 Job Title:	
Adult 2 Employer:	

In which country was Adult 1 born?

☐ Australia ☐ Other (please specify): _____

In which country was Adult 2 born?

☐ Australia ☐ Other (please specify): _____

❖ Does Adult 1 speak a language other than English at home?

☐ No, English only

☐ Yes (please specify): _____

Please indicate any additional languages spoken by Adult 1:	
Is an interpreter required?	☐ Yes ☐ No

❖ Does Adult 2 speak a language other than English at home?

☐ No, English only

☐ Yes (please specify): _____

Please indicate any additional languages spoken by Adult 2:	
Is an interpreter required?	☐ Yes ☐ No

❖What is the highest year of primary or secondary school that Adult 1 has completed?

☐ Year 12 or equivalent ☐ Year 11 or equivalent

☐ Year 10 or equivalent ☐ Year 9 or equivalent or below / no schooling

❖What is the level of the highest qualification that Adult 1 has completed?

☐ Bachelor degree or above ☐ Advanced diploma / Diploma

☐ Certificate I to IV (including trade certificate) ☐ No non-school qualification

❖What is the current occupation group of Adult 1?
Please select the appropriate current parental occupation group from the attached list at the end of the document.

- 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 their last occupation to select from the attached list.
- If the person has not been in paid work for the last 12 months, enter 'N'.

❖What is the highest year of primary or secondary school that Adult 2 has completed?

☐ Year 12 or equivalent ☐ Year 11 or equivalent

☐ Year 10 or equivalent ☐ Year 9 or equivalent or below / no schooling

❖What is the level of the highest qualification that Adult 2 has completed?

☐ Bachelor degree or above ☐ Advanced diploma / Diploma

☐ Certificate I to IV (including trade certificate) ☐ No non-school qualification

❖What is the current occupation group of Adult 2?
Please select the appropriate current parental occupation group from the attached list at the end of the document.

- 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 their last occupation to select from the attached list.
- If the person has not been in paid work for the last 12 months, enter 'N'.

What is the main language spoken between the student and adult at home?	
Preferred language of communications:	
Is Adult 1 interested in being involved in school group participation activities? *(e.g., School Council, excursions)*	☐ Yes ☐ No

What is the main language spoken between the student and adult at home?	
Preferred language of communications:	
Is Adult 2 interested in being involved in school group participation activities? *(e.g., School Council, excursions)*	☐ Yes ☐ No

Can we contact Adult 1 during school hours?	☐ Yes	☐ No
Is Adult 1 usually home during school hours?	☐ Yes	☐ No
Home Phone:		
Work Phone:		
Mobile:		
SMS Notifications:	☐ Yes	☐ No
Email Address:		
Email Notifications:	☐ Yes	☐ No
Adult 1's preferred method of contact: *(Email shall be used for communication that cannot be sent via phone)*	☐ Mobile ☐ Home Phone	☐ Email ☐ Work Phone
Specify any other special conditions or times related to contact?		

Can we contact Adult 2 during school hours?	☐ Yes	☐ No
Is Adult 2 usually home during school hours?	☐ Yes	☐ No
Home Phone:		
Work Phone:		
Mobile:		
SMS Notifications:	☐ Yes	☐ No
Email Address:		
Email Notifications:	☐ Yes	☐ No
Adult 2's preferred method of contact: *(Email shall be used for communication that cannot be sent via phone)*	☐ Mobile ☐ Home Phone	☐ Email ☐ Work Phone
Specify any other special conditions or times related to contact?		

Emergency Contacts

Please provide emergency contacts in the event that the enrolling parents/carers are unavailable. Please ensure those listed as emergency contacts are aware that their information has been provided for this purpose.

	Name	**Relationship** *Neighbour, Relative, Friend or Other (please specify)*	**Telephone Contact**	**Language Spoken** *Write E for English*
1				
2				
3				
4				

Billing Details

You are not required to make payments or voluntary financial contributions to your school. Schools may request payments for extra-curricular items and activities. For more information, please refer to www.vic.gov.au/school-costs-and-fees.

Send bills to: *(select one)*	☐ Adult 1	☐ Adult 2	☐ Another person / address* (complete details below)	
Name to be used for all billing correspondence:				
No. & Street or PO Box				
Suburb:				
State:		**Postcode:**		
Billing Email:				

* Note: If you would like to send bills to another person / address, please ensure Additional Parent/Carer details are completed on pages 13-15.

Correspondence Details

Send correspondence addressed to: *(select one)*	☐ Adult 1	☐ Adult 2	☐ Both Adults	☐ Neither

Additional Parents/Carers

Are there additional parents/carers in the student's life?	☐ Yes (provide details below)	☐ No (move to next section)
Name of Adult 3:		
Name of Adult 4:		

If yes, please complete the Adult 3 and/or Adult 4 sections as attachments to this form on pages 13-15. If required, you may request a separate form for additional parents/carers from the school. The separate form allows for the capture of four further parents/carers.

STUDENT DEMOGRAPHICS

❖ **In which country was the student born?**		
☐ Australia	☐ Other *(please specify):* _____	
If born overseas, on what date did the student arrive in Australia? *(dd-mm-yyyy)*		_____ / _____ / _____
What is the student's residency status? *		
☐ Australian citizen – holds Australian Passport	☐ Permanent Resident (provide visa details below)	
☐ Australian citizen – eligible for Australian Passport	☐ Temporary Resident (provide visa details below)	
☐ New Zealand citizen		
Visa Sub Class:	**Visa Expiry Date**: *(dd-mm-yyyy)*	_____ / _____ / _____
Visa Statistical Code: *(Required for some sub-classes)*		

* Note: An Australian birth certificate does not guarantee Australian residency or citizenship. Further information is available at www.passports.gov.au/getting-passport-how-it-works/documents-you-need/citizenship

Does the student hold a Bridging Visa?	☐ Yes *(provide further detail below)*	☐ No
If Yes, what was the student's previous visa?		
If Yes, what visa has the student applied for?		

International Student ID*: *(Not required for exchange students)*	

* Note: If you are unsure of your International Student ID, please contact the International Education Division via phone (03 9084 8497) or email (international@education.vic.gov.au).

Does the student speak English?	☐ Yes	☐ No
❖ **Does the student speak a language other than English at home?**		
☐ No, English only		
☐ Yes (please specify the main language spoken at home): _____		
❖ **Is the student of Aboriginal or Torres Strait Islander origin?**		
☐ No	☐ Yes, Aboriginal	
☐ Yes, Torres Strait Islander	☐ Yes, Both Aboriginal & Torres Strait Islander	
Is the student a young carer (providing support/care for other family member/s)? *	☐ Yes	☐ No

* A young carer is a young person under 25 years of age who provides, or intends to provide care, assistance, or support to a family member with ~~a~~ mental illness, physical illness, disability, chronic illness, or who is aged or has an addiction.

What are the student's living arrangements?	
☐ Student lives with parents/carers together at the same residence	☐ Student lives with each parent/carer at different times
☐ Student lives with one parent/carer only	☐ State Arranged Out of Home Care*
☐ Informal care arrangement#	☐ Student is independent
☐ Homeless	

If the student has a Case Manager, please provide their contact details below:

* Students who live in court ordered alternative care arrangements away from their parents. These court ordered care arrangements include living with relatives or friends (kinship care), living with non-relative families (foster care or adolescent community placements) and living in residential care units.

If the student is living in an informal care arrangement, please contact the school for an Informal Carer's Statutory Declaration, which must be completed.

If there are any **court orders** about the child, please provide copies of those orders to the school with this form.

How will the student primarily travel to and from school?				
☐ Walking	☐ School Bus	☐ Train	☐ Driven by parent/carer	☐ Taxi / Ride Share
☐ Bicycle	☐ Public Bus	☐ Tram	☐ Self-Driven	☐ Other: _____

If the student catches public transport to school, what station/stop does their journey commence:	
If the student drives themself to school, what is their Car Registration Number:	

Students residing in rural and regional Victoria or attending special schools may be entitled to receive travel assistance. Travel assistance may be in the form of access to a school bus service or financial support through a conveyance allowance to assist with the cost of travel. Information on eligibility and the application process can be obtained from the school.

SCHOOL DETAILS

Are you seeking to enrol the student at this school full-time?	☐ Yes *(move to next section)*	☐ No		
If No, how many days a week would the student be attending this school?				
If No, provide reason you are seeking part-time enrolment:				
If No, provide details for other schools:				
Other school name:		***Days / week:***	***Has enrolment been accepted?***	☐ Yes ☐ No
Other school name:		***Days / week:***	***Has enrolment been accepted?***	☐ Yes ☐ No

Previous Education – Students Enrolling in Foundation for the First Time

Is the student attending a funded kindergarten program* in the year before Foundation?	☐ Yes	☐ No
Name of kindergarten or early childhood service:		

* Note: A kindergarten program that is funded and approved by the Victorian Government, has a play-based learning program, and is delivered by a qualified teacher. Funded kindergarten programs can be found at www.education.vic.gov.au/findaservice

Previous Education – Other

Has the student previously been enrolled at another school?	☐ Yes, in Victoria – Government School	☐ Yes, in Victoria – Catholic or Independent School	
	☐ Yes, interstate	☐ Yes, overseas	☐ No *(move to next section)*

If Yes, name of last school attended:	
If Yes, location of last school attended: *(suburb/town/state/country)*	
If Yes, date of attendance: *(dd-mm-yyyy)*	_____ / _____ / _____ to _____ / _____ / _____
If Yes, year levels of previous education:	

If the student studied overseas, what age did the student first start school?	
What was the language of the student's previous education?	

Period of interruption to education: *(months/years)*		**Is the student repeating a year level?**	☐ Yes ☐ No

STUDENT MEDICAL DETAILS

Schools require the health information requested in this section to plan for and support the health and wellbeing needs of students.

Please note: If there is a situation or incident which requires first aid to be administered to your child, school staff will administer first aid that is reasonably necessary and appropriate to their level of training. School staff will also seek emergency medical attention for your child if it is considered reasonably necessary. Any costs associated with student injury rest with parents/carers unless the Department of Education is liable in negligence (liability is not automatic). In the event that your child needs medical attention, school staff will contact you as soon as practically possible.

Medical Conditions

Does the student have an allergy? If yes, please provide the school with an ASCIA Action Plan for Allergies (available at: www.allergy.org.au/hp/ascia-plans-action-and-treatment#r2a)	☐ Yes	☐ No

Is the student at risk of anaphylaxis? If yes, please provide the school with an ASCIA Action Plan for Anaphylaxis (available at: www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis)	☐ Yes	☐ No

Does the student have asthma?	☐ Yes	☐ No
Has a current Asthma Action Plan been provided to School? If No, please provide an Asthma Action Plan to the School (available at: www.asthma.org.au/treatment-diagnosis/asthma-action-plan/)	☐ Yes	☐ No

Does the student have any other medical condition or other relevant medical assessment that the school needs to know about? If Yes, please ask the school for the appropriate medical advice form, to be completed by the treating medical practitioner and returned to school.	☐ Yes	☐ No
If Yes to any of the above, please specify:		

Medication

Does the student take medication?	☐ Yes	☐ No
Is the medication required during school hours? If Yes, please ask the school for a Medication Authority Form, to be completed by the treating medical practitioner and returned to school	☐ Yes	☐ No
Name of medications taken:		

Student Doctor

Doctor's Name:			
Medical Centre:			
Street Address:			
Suburb:		**Postcode:**	
State:		**Telephone Number:**	

ADDITIONAL LEARNING AND SUPPORT NEEDS

The Department of Education recognises that adjustments may be required for students with additional needs, including students with disability, so that they can participate at school. School personnel and parents or carers work together to identify the adjustments that may be needed to meet the student's learning and support needs.

Does the student have additional needs and require support for learning?	☐ Yes	☐ No

Does the student have additional needs in any of the following areas?	***Hearing:***	☐ Yes *(please specify):* _____
	Vision:	☐ Yes *(please specify):* _____
	Speech/Language:	☐ Yes *(please specify):* _____
	Physical:	☐ Yes *(please specify):* _____
	Cognitive/Learning:	☐ Yes *(please specify):* _____
	Social/Emotional:	☐ Yes *(please specify):* _____

Has the student had a disability assessment before?	☐ No ☐ Yes *(specify outcome):* _____
Has the student received individualised disability funding before?	☐ No ☐ Yes *(please specify):*_____
Has any previous education provider prepared a documented plan to support the student's additional learning needs?	☐ No ☐ Yes *(provide details):* _____

Please indicate any adjustments that may assist the student to participate at school:

Allied Health Support

Has the student previously accessed support from an allied health professional?		
Occupational therapy:	**Exercise physiology**	**Speech pathology**
☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Name and contact details:	**Name and contact details:**	**Name and contact details:**
Physiotherapy	**Behaviour support**	**Other**
☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Name and contact details:	**Name and contact details:**	**Name and contact details:**

STUDENT SAFETY, ACCESS AND SPECIAL CIRCUMSTANCES

Student Risk

The Department of Education has a responsibility to assess and manage risk of harm to its staff and students. By providing information about your child, you will help facilitate their transition to school and ensure their safety. This may involve preparing a behaviour management plan or other appropriate strategies to meet the particular needs of the student.

To your knowledge, is there anything in the student's history or circumstances (including medical history not already provided) which might pose a risk of any type to this student, other students, or staff at this school?	
☐ Yes	☐ No *(move to the next section)*
If Yes, please provide further detail:	

Court Orders and Other Care Arrangements *(previously referred to as an Access Alert)*

Is there an intervention order, parenting order or any other court order impacting the student?	
☐ Yes	☐ No *(move to the next section)*

If Yes, then complete the following questions and **present a current copy of the document to the school.**

Court Order or other access document type:	☐ Family Law Order / Parenting Order	☐ Parenting Plan / Agreement	☐ Intervention Order
	☐ Child Protection Order	☐ DFFH Authorisation	☐ Other: _____
Please provide further details of the Court Order or other access documents, and any other safety concerns:			
End Date (if applicable): *(dd-mm-yyyy)*			

Activity Restrictions and Considerations

Are there any activities (organised by the school and/or third parties) that the student cannot participate in?	
☐ Yes	☐ No *(move to the next section)*
If Yes, please provide further detail: (e.g. sport, excursions)	

Privacy Statement
The personal and health information collected in this form, and any attachments, is required for enrolment at all Victorian Government Schools. The information is collected to ensure accurate enrolment, and to plan for and support the educational needs of students. The information will be managed securely and accessed only by staff, on a need-to-know basis, and in accordance with the Department of Education Schools' Privacy Policy which applies to all government schools (available at: www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) or where mandated or allowed by law.

Please also refer to the Victorian Government School Privacy Collection Notice for details on handling of personal and health information in schools: www.education.vic.gov.au/Pages/Schools'-Privacy-Collection-Notice.aspx

DECLARATION

Thank you for completing this Student Enrolment form. The information provided is required to enable staff to properly enrol your child at our school as such it is important that it is accurate and up to date.

I/We confirm that:

- **I am/We are the person/people named as completing this form.**
- **The information in this form is true and correct.**
- **I/We agree to authorise this form by electronic means with an electronic signature.**

Signature of Enrolling Adult: _____ Date: _____ / _____ / _____

Signature of Enrolling Adult (if applicable): _____ Date: _____ / _____ / _____

Please select the category that best describes who has signed and completed this form. This will assist the school with the enrolment process.

☐ Both parents/carers have completed and signed this form.

☐ Parents/carers are completing separate forms (schools can provide additional forms on request).

☐ One parent has completed and signed this form on behalf of both parents. Contact details for the other parent have been provided in the form for the school's use as required.

☐ One parent has completed and signed this form and the contact details for the other parent are unknown to the enrolling parent/carer and not provided.

☐ There is only one parent/carer with legal responsibility for the child and that person has completed and signed this form.

☐ Other, please specify: (for instance, where the contact details for the other parent are known but it is not appropriate or safe to contact them) _____

If there are any court orders about the child, please provide copies of those orders to the school with this form.

WHO CAN SIGN THIS FORM?

- **A person with parental responsibility:** a parent of a child under 18 years of age, subject to relevant court orders (including parenting orders made under the *Family Law Act 1975* and protection orders made under the *Children, Youth and Families Act 2005* by the Children's Court, or other person granted parental responsibility under a relevant court order).
- **A carer formally authorised by Child Protection to enrol the student:** the Department of Families, Fairness and Housing (DFFH) can issue a written authorisation to the carer of a child in out of home care to make decisions about the child. In some circumstances this will include specific authorisation to enrol the child at school.
- **Informal carer**: an Informal Carer is a relative or other responsible adult with whom the child lives, and who has day to day care of the child. The informal carer should provide an Informal Carer Statutory Declaration to confirm their status as an informal carer. A copy of this statutory declaration can be obtained from www.education.vic.gov.au/PAL/informal-carer-statutory-declaration-template.pdf
- **Students living independently:** If the student is an adult or a mature minor for the purpose of enrolment and they live independently. These students will need to be considered in accordance with the www.education.vic.gov.au/pal/decision-making-responsibilities-students/policy policy.
- **Adult Students:** a student 18 years of age or older is considered an adult and can sign their own consent form.

ATTACHMENT 1 – PARENTAL OCCUPATION GROUP CODES

The codes outlined below are to be used when providing family occupation details for enrolled students. Please indicate your current occupation – not your qualification. This information is used for determining funding allocations to schools.

Group A: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior Executive / Manager / Department Head in industry, commerce, media or other large organisation
Public Service Manager (Section head or above), regional director, health / education / police / fire services administrator
Other administrator (school principal, faculty head / dean, library / museum / gallery director, research facility director)
Defence Forces Commissioned Officer
Professionals - generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat, and advise on problems; and teach others:

- Health, Education, Law, Social Welfare, Engineering, Science, Computing professional
- Business (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)
- Air/sea transport (aircraft / ship's captain / officer / pilot, flight officer, flying instructor, air traffic controller)

Group B: Other business managers, arts/media/sportspersons and associate professionals

Owner / Manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
Specialist Manager (finance / engineering / production / personnel / industrial relations / sales / marketing)
Financial Services Manager (bank branch manager, finance / investment / insurance broker, credit / loans officer)
Retail sales / Services manager (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)
Arts / Media / Sports (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proofreader, sportsman/woman, coach, trainer, sports official)
Associate Professionals - generally have diploma / technical qualifications and support managers and professionals:

- Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / associate professional
- Business / administration (recruitment / employment / industrial relations / training officer, marketing / advertising specialist, market research analyst, technical sales representative, retail buyer, office / project manager)
- Defence Forces senior Non-Commissioned Officer

Group C: Tradespeople, clerks and skilled office, sales and service staff

Tradespeople generally have completed a 4-year Trade Certificate, usually by apprenticeship. All tradespeople are included in this group
Clerks (bookkeeper, bank / PO clerk, statistical / actuarial clerk, accounting / claims / audit clerk, payroll clerk, recording / registry / filing clerk, betting clerk, stores / inventory clerk, purchasing / order clerk, freight / transport / shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
Skilled office, sales, and service staff:

- Office (secretary, personal assistant, desktop publishing operator, switchboard operator)
- Sales (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)
- Service (aged / disabled / refuge / childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

Group D: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production / processing machinery and other machinery operators
Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper)
Office assistants, sales assistants, and other assistants:

- Office (typist, word processing / data entry / business machine operator, receptionist, office assistant)
- Sales (sales assistant, motor vehicle / caravan / parts salesperson, checkout operator, cashier, bus / train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)
- Assistant / aide (trades' assistant, school / teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum / gallery attendant, usher, home helper, salon assistant, animal attendant)

Labourers and related workers

- Defence Forces - ranks below senior NCO not included above
- Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool / hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/ logging worker, miner, seafarer / fishing hand)
- Other worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor

ATTACHMENT 2 – ADDITIONAL PARENT/CARER DETAILS

Enrolling Adult 3

Title	
First Given Name	
Surname	
Gender	☐ Male ☐ Female ☐ Self-described: _____

Adult 3 Relationship to student:	
☐ Parent	☐ Relative
☐ Host Family	☐ Friend
☐ Foster Parent	☐ Other: _____
☐ Step Parent	
Student lives with Adult 3:	
☐ Always	☐ Mostly
☐ Balanced (50%)	☐ Occasionally

No. & Street Address:			
Suburb:			
State:		**Postcode**	

Adult 3 Job Title:	
Adult 3 Employer:	

In which country was Adult 3 born?	
☐ Australia	☐ Other (please specify): _____

❖ Does Adult 3 speak a language other than English at home?	
☐ No, English only	
☐ Yes (please specify): _____	
Please indicate any additional languages spoken by Adult 3:	
Is an interpreter required?	☐ Yes ☐ No

Enrolling Adult 4

Title	
First Given Name	
Surname	
Gender	☐ Male ☐ Female ☐ Self-described: _____

Adult 4 Relationship to student:	
☐ Parent	☐ Relative
☐ Host Family	☐ Friend
☐ Foster Parent	☐ Other: _____
☐ Step Parent	
Student lives with Adult 4:	
☐ Always	☐ Mostly
☐ Balanced (50%)	☐ Occasionally

Address is the same as Enrolling Adult 3	☐ Yes ☐ No (complete below)		
No. & Street Address:			
Suburb:			
State:		**Postcode**	

Adult 4 Job Title:	
Adult 4 Employer:	

In which country was Adult 4 born?	
☐ Australia	☐ Other (please specify): _____

❖ Does Adult 4 speak a language other than English at home?	
☐ No, English only	
☐ Yes (please specify): _____	
Please indicate any additional languages spoken by Adult 4:	
Is an interpreter required?	☐ Yes ☐ No

❖ What is the highest year of primary or secondary school that Adult 3 has completed?

☐ Year 12 or equivalent	☐ Year 11 or equivalent
☐ Year 10 or equivalent	☐ Year 9 or equivalent or below / no schooling

❖ What is the level of the highest qualification that Adult 3 has completed?

☐ Bachelor degree or above	☐ Advanced diploma / Diploma
☐ Certificate I to IV (including trade certificate)	☐ No non-school qualification

❖ What is the occupation group of Adult 3?
Please select the appropriate current parental occupation group from the attached list at the end of the document.

- 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 their last occupation to select from the attached list.
- If the person has not been in paid work for the last 12 months, enter 'N'.

❖ What is the highest year of primary or secondary school that Adult 4 has completed?

☐ Year 12 or equivalent	☐ Year 11 or equivalent
☐ Year 10 or equivalent	☐ Year 9 or equivalent or below / no schooling

❖What is the level of the highest qualification that Adult 4 has completed?

☐ Bachelor degree or above	☐ Advanced diploma / Diploma
☐ Certificate I to IV (including trade certificate)	☐ No non-school qualification

❖ What is the occupation group of Adult 4?
Please select the appropriate current parental occupation group from the attached list at the end of the document.

- 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 their last occupation to select from the attached list.
- If the person has not been in paid work for the last 12 months, enter 'N'.

What is the main language spoken between the student and adult at home?		
Preferred language of communications:		
Is Adult 3 interested in being involved in school group participation activities? *(e.g., School Council, excursions)*	☐ Yes	☐ No

What is the main language spoken between the student and adult at home?		
Preferred language of communications:		
Is Adult 4 interested in being involved in school group participation activities? *(e.g., School Council, excursions)*	☐ Yes	☐ No

Can we contact Adult 3 during school hours?	☐ Yes	☐ No
Is Adult 3 usually home during school hours?	☐ Yes	☐ No
Home Phone:		
Work Phone:		
Mobile:		
SMS Notifications:	☐ Yes	☐ No
Email Address:		
Email Notifications:	☐ Yes	☐ No
Adult 3's preferred method of contact: *(Email shall be used for communication that cannot be sent via phone)*	☐ Mobile ☐ Home Phone	☐ Email ☐ Work Phone
Specify any other special conditions or times related to contact?		

Can we contact Adult 4 during school hours?	☐ Yes	☐ No
Is Adult 4 usually home during school hours?	☐ Yes	☐ No
Home Phone:		
Work Phone:		
Mobile:		
SMS Notifications:	☐ Yes	☐ No
Email Address:		
Email Notifications:	☐ Yes	☐ No
Adult 4's preferred method of contact: *(Email shall be used for communication that cannot be sent via phone)*	☐ Mobile ☐ Home Phone	☐ Email ☐ Work Phone
Specify any other special conditions or times related to contact?		

Billing Details

You are not required to make payments or voluntary financial contributions to your school. Schools may request payments for extra-curricular items and activities. For more information, please refer to www.vic.gov.au/school-costs-and-fees.

Send bills to: *(select one)*	☐ Adult 3	☐ Adult 4	☐ Another person / address* (complete details below)
Name to be used for all billing correspondence:			
No. & Street or PO Box			
Suburb:			
State:		**Postcode:**	
Billing Email:			

* Note: If you would like to send bills to another person / address, please ensure Additional Parent/Carer details are completed on pages 13-14.

Correspondence Details

Send correspondence addressed to: *(select one)*	☐ Adult 3	☐ Adult 4	☐ Both Adults	☐ Neither

ATTACHMENT 3 – OFFICE USE ONLY SECTION

OFFICE USE ONLY					
Child's Name sighted:	☐ Yes	☐ No		**Enrolment Date:**	
Year level:	**Home Group:**	**Timetabling Group:**	**House:**	**Campus:**	
Student Email Address:					
Australian residency confirmed:	☐ Yes	☐ No	☐ Not sighted / provided		
Date of birth confirmed:	☐ Yes – Birth certificate	☐ Yes – Doctor certificate	☐ Yes - Other	☐ Not sighted / provided	
Does the student have a Disability ID number?	☐ Yes (please specify): _____	☐ No			

Does the student have a Victorian Student Number (VSN)?		
☐ Yes, please specify: _____	☐ Yes, but the VSN is unknown	☐ No, the student has never been issued a VSN

For Foundation students, has a Transition Learning and Development Statement been provided?	☐ Yes, via Insight Assessment Platform	☐ Yes, direct from teacher/parent/carer	☐ No	☐ Pending

Immunisation Certificate received:	☐ Yes – Up to date	☐ Yes – Not up to date	☐ Not sighted / provided
Are there any Notice/s on the Immunisation History Statement:	☐ Yes	☐ No	
Does the student have asthma, allergies or anaphylaxis?	☐ Yes	☐ No	
Does the student need to take medication during school hours?	☐ Yes	☐ No	
***Have the required medical forms been provided to the school?**	☐ Yes	☐ No	☐ N/A – no medical conditions

*Note: Additional forms including student medical advice and condition forms can be found here: Medical Advice Forms

Can the student Individual Education Plan include travel training?	☐ Yes	☐ No
Is the student attending their nearest school?	☐ Yes	☐ No
Does the student reside in Designated Transport Area (if attending special school)?	☐ Yes	☐ No
Can the student be accommodated on an existing route (if applicable)?	☐ Yes	☐ No
Pick-up Point:	Map Ref:	Time AM:
Set Down Point:	Map Ref:	Time PM:

Current Court Order or other access document placed on student file?	☐ Yes	☐ No

Additional notes regarding the student's enrolment: (e.g., note if student information or documentation is missing and yet to be provided to the school)

Student Accident Insurance, Ambulance Cover Arrangements and Private Property brought to school

The Department does not provide personal accident insurance or ambulance cover for students. Parents and guardians of students, who do not have student accident insurance/ambulance cover, are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance or transport as well as any other transport costs.

Private property brought to school by students, staff or visitors is not insured and the Department does not accept any responsibility for any loss or damage. This can include mobile phones, calculators, toys, sporting equipment and cars parked on school premises. As the Department does not hold insurance for personal property brought to schools and has no capacity to pay for any loss or damage to such property, students and staff should be discouraged from bringing any unnecessary or particularly valuable items to school.

PRIVACY COLLECTION STATEMENT - Enrolment

Information for parents and carers

The Enrolment Form asks you for personal and health information about your child and your family. This information is collected to enable our school to educate your child and support your child's social and emotional wellbeing and health. Our school is also required by legislation, such as the *Education and Training Reform Act 2006,* to collect some of this information.

Our school relies on you to provide **health information** about any medical condition or disability that your child has, medication your child may take while at school, any known allergies and contact details of your child's doctor. If you do not provide all relevant health information, this may put your child's health at risk.

Our school requires current, relevant information about all **parents and carers** so that we can take account of family arrangements. Please provide our school with copies of all current parenting plans AND court orders regarding parenting arrangements. Please provide copies of court orders or plans when they change. If you wish to discuss any matters regarding family arrangements in confidence, please contact the principal.

Protecting your privacy and sharing information
The information about your child and family collected through this Enrolment Form will only be shared with school staff who need to know to enable our school to educate or support your child, or to fulfil legal obligations including duty of care, anti-discrimination law and occupational health and safety law. The information collected will not be disclosed beyond the Department of Education and Training without your consent, unless such disclosure is lawful. For more about information-sharing and privacy, see the Department's School's Privacy Policy.

Our school's use of online tools (including apps and other software) to collect and manage information

Our school uses online tools, such as Compass Education School Management System and other software, to effectively collect and manage information about your child for teaching and learning purposes, parent communication and engagement, student administration, and school management purposes. When our school uses these online tools, we take steps to ensure that your child's information is secure. If you have any concerns about the use of these online tools, please contact us.

Emergency contacts
Emergency contacts are those people you nominate for the school to contact during an emergency. Please ensure your nominated emergency contact agrees to you providing their contact details to our school and that they have read the paragraph above. It is important that you inform them that their contact details may be disclosed beyond the Department if lawful.

Student background information
The enrolment form requests information about country of birth, aboriginality, language spoken at home and parent occupation. This information enables the Department to allocate appropriate resources to our school. The Department also uses this information to plan for future educational needs in Victoria and shares some information with the Commonwealth government to monitor, plan and allocate resources.

Immunisation status
Your child's immunisation status assists our school to manage health risks for children. The Department may also provide this information to the Department of Health and Human Services to assess immunisation rates in Victoria, but not in a way which identifies you.

Visa status
Our school also requires this information to process your child's enrolment.

Updating your child's personal and health information
Please inform the school if, and when, there are any updates to any of the personal, visa or health information you provide on the enrolment form.

Accessing your child's records
Our school provides ordinary school communications and school reports to students and parents and carers who have legal decision-making responsibility for the student. Requests for any other type of student records may be made through a Freedom of Information (FOI) application. Please contact the school and we can advise you how to do this.

Student transfers between Victorian government schools
When our students transfer to another Victorian government school, our school will transfer the student's personal and health information to that next school. This may include copies of student's school records, including any health information and student academic reports. Transferring this information assists the next school to provide the best possible education and support to students.

Albion Primary School Photographing, Filming and Recording Students at Albion Primary School Consent Form

Permission is for the duration of the student's schooling at Albion Primary School

There are many occasions during the school year when staff photograph, film or record students participating in school activities or events. We do this for many reasons including to celebrate student participation and achievement, showcase learning programs, document a student's learning journey/camps/excursions/sports events etc, communicate with our parents and school community in newsletters and on school social apps, etc.

Our Photographing, Filming and Recording Students Policy (available on the school's website) describes how we will collect and use photographs, video and recordings (images) of students including use of images that do not require consent, e.g. to fulfil legal obligations or for identification purposes. The policy also explains when parent/carer consent is required and how it can be provided and withdrawn.

Please note there are uses of images that do not require consent. These include curriculum-based activities (i.e. class work), identity management, managing behavioural and safety incidents, to support a student's health and wellbeing, and to provide individual feedback or communication to a student, their parents/carers and/or school staff. If you have any concerns about the use of photographs in our school, for example, due to safety or cultural reasons, please contact the school principal via email albion.ps@education.vic.gov.au or call 9311 1325.

This Consent Form describes:

- situations where consent is required and seeks that consent
- how personal information will be handled in regard to privacy law
- ownership and reproduction of images

If you would like to withdraw or change your consent at any time, you must notify us via email albion.ps@education.vic.gov.au or call 9311 1325. If consent is withdrawn verbally, we will make a written record of this. Please note, it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

We will provide an annual reminder to parents about our Photographing, Filming and Recording Students Policy via the school E-News. We will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.

This consent form applies to images of students that are collected and used by our school.

We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (e.g. concerts, sports events etc) do so in a respectful and safe manner and that images of students are not publicly posted (e.g. to a social media account) without the permission of the relevant parent/carer.

If you do not understand any aspect of this consent form, or you would like to talk about any concerns you have, please contact our school on 9311 1325.

Privacy

Photographs, video and recordings (images) in which your child is identifiable are considered 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may be a collection of your child's personal information. The school is part of the Department of Education (the department). The department values the privacy of every person and must comply with the Privacy and Data Protection Act 2014 (Vic) when collecting and managing all personal information. For further information refer to the Schools' Privacy Policy (http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx)

Ownership and reproduction

Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

Consent for use of images

Our school uses images in a number of ways. Please read the categories below, then indicate your opt-in consent by using the tick boxes at the bottom of this form.

Use of images within the physical school environment

If you consent, photographs, video or recordings of your child may be used by our school within the school environment in any of the following ways:

- for display in school classrooms/around the school (e.g. in displays of student work, on noticeboards to celebrate achievements)
- other (e.g. showing videos of school events/student work, etc. to other students at school)

Use of images within the school community

If you consent, photographs, video or recordings of your child may be used by our school within the school community in any of the following ways:

- in the school's online communication, learning and teaching tools (that can only be accessed by students, parents/carers and school staff with passwords)
- in the school's E-News
- in the school magazine or yearbook (if applicable)

Use of images beyond the school community/publicly

If you consent, photographs, video or recordings of your child may be used in publications that are accessible to the public, including:

- on the school's website
- on the school's social media accounts

We will notify you individually if we are considering using images of your child for specific advertising or promotional purposes.

Your consent

I have read this form and I consent to Albion Primary School collecting photos, video or recordings of my child during their time at the school, and using these photos, video or recordings in the following ways.

Indicate your consent for the three options by using the tick boxes.

☐ I consent to the use of images of my child within the physical school environment

☐ I consent to the use of images of my child within the school community

☐ I consent to the use of images of my child beyond the school community/publicly, i.e. the school's website and social media accounts

Name of student: _____

Name of parent/carer: _____

Signature: _____ Date: _____

ACCEPTABLE USE AGREEMENT FOR STUDENTS

For digital technologies including the Internet and mobile storage devices

Acceptable Use Agreement
Albion Primary School believes that the acceptable use of all digital devices must be reflective of the school values. To this end, as part of the enrolment process, parents and carers sign the *Acceptable Use Agreement for Students for Digital Technologies*. By signing, you agree that your child will follow the acceptable use of digital technologies, including the internet and mobile storage devices. Each year students from years 3-6 must also sign the acceptable use agreement.

When my child uses digital technologies, they will demonstrate the school's values. I agree for my child to:

Respect
- ✓ *Communicate* politely and calmly and only in language that is acceptable at school.
- ✓ Use the school's resources appropriately and responsibly.
- ✓ Never send mean or bullying messages or pass them on, as this makes them part of the bullying.
- ✓ Follow the school and classroom rules relating to digital technologies.
- ✓ Not bring or download unauthorized programs, including games, to the school or run them on the school's digital technologies.
- ✓ Not interfere in the work or data of another student.
- ✓ Not interfering with network systems and security.
- ✓ Only take photos or record sound or video at school when they have formal consent or it is part of an approved lesson.

Care
- ✓ Protect personal information by being aware that their full name, photo, birthdate, school name, address and phone number is personal information and not to be shared online.
- ✓ Never share friends' full names, birthdates, school names, photos, addresses and phone numbers because this is their personal information.
- ✓ Carefully consider the content that they upload or post online; this is often viewed as a personal reflection of who they am
- ✓ Never send mean or bullying messages or pass them on, as this makes them part of the bullying.
- ✓ Not use actions online to be mean to others.
- ✓ Protect passwords and not share them with others.
- ✓ Never answer questions online that ask for information that they know is personal.
- ✓ Look after the digital technology equipment.
- ✓ Obtain appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/ uploading them to online spaces.

Honesty
- ✓ Not copy someone else's work or ideas from the internet and present them as their own.
- ✓ Not deliberately search for something rude or violent.
- ✓ Not attempt to log into the network with a user name or password of another student or staff member
- ✓ Only access digital technologies for the purpose of their learning as specified by their teachers.
- ✓ Investigate the terms and conditions (e.g. age restrictions, parental consent requirements) of websites/social media. If their understanding is unclear they will seek further explanation from a trusted adult.
- ✓ Only join spaces online with teacher or parent guidance and permission, having read the stated terms and conditions; completing the required registration processes with factual responses about their personal details.

Learning
- ✓ Only access digital technologies for purposes specified by their teachers.
- ✓ Use their time effectively to make the most of their learning opportunities.
- ✓ Use digital technologies to help them with their learning.
- ✓ Follow instructions.

Achievement
- ✓ Always do their best in the work they have to do.

Speak to a trusted adult if:
- ✓ They am not sure what they should be doing on the Internet.
- ✓ They see something that makes them feel uncomfortable, upset or if they need help.
- ✓ They know someone else is upset, uncomfortable or scared.
- ✓ They see others participating in unsafe, inappropriate or hurtful online behaviours
- ✓ They find themselves in unsuitable locations. If this happens, they will click on the home or back button or turn off the screen.
- ✓ They feel that the welfare of other students at the school is being threatened by online activities.

Consequences for inappropriate use of digital technologies

This Acceptable Use Agreement applies when your child is using any digital technologies at school, at home, during school excursions, camps and extra-curricula activities.

I understand and agree that my child will comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences if they do not behave appropriately.

Such consequences include (in order of severity):

- Loss of time using digital technologies. This loss of time will be dependent on the severity or the inappropriate behaviour and the number of times the inappropriate behaviour has occurred.
    - One session
    - Half a day
    - Whole day
    - Two days
    - Parent informed
- Immediate contact with parent for parent meeting and loss of time using digital technologies
    - One week
    - Two weeks
- Limited use
    - Management plan
    - Contract
- No use of digital technologies

Incidents that occur digitally can be matched with real world crimes (see table below). It is important that students understand what these crimes are. We need to embed a culture of cyber safety and responsibility from an early age to ensure students can use technologies with care for themselves, others and digital property.

Digital crimes	**Real world crimes**
Identity Theft	Fraud
Hacking	Breaking and Entering
Piracy	Theft
Spamming	Vandalism
Cyber bullying	Bullying

Student Name _____

Parent Signature _____

Date _____

CONSENT FORM TO CONDUCT HEAD LICE INSPECTIONS

Permission for the duration of my child's schooling at Albion Primary School

Throughout your child's schooling, the school will be arranging head lice inspections of students.

The management of head lice infection works best when all children are involved in our screening program.

The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatisation.

The inspections of students will be conducted by a trained person approved by the principal and school council.

Before any inspections are conducted the person conducting the inspections will explain to all students what is being done and why and it will be emphasised to students that the presence of head lice in their hair does not mean that their hair is less clean or well-kept than anyone else's. It will also be pointed out that head lice can be itchy and annoying and if you know you have got them, you can do something about it.

The person conducting the inspections will check through each student's hair to see if any lice or eggs are present.

Staff members authorised by the school principal may also visually check your child's hair for the presence of head lice, when it is suspected that head lice may be present. They do not physically touch the child's head during a visual check.

In cases where head lice are found, the person inspecting the student will inform the student's teacher and the principal or delegate. The school will make appropriate contact with the parents/guardians/carers.

Please note that health regulations requires that where a child has head lice, that child should not return to school until appropriate treatment has commenced. The school may request the completion of an 'action taken form', which requires parents/guardians/carers to nominate if and when the treatment started.

I hereby give my consent for my child to have head lice inspections for the duration of their schooling at Albion Primary School.

Student name: _____

Parent's/guardian's/carer's full name: _____

Signature of Parent/Guardian/carer: _____

Date _____

Please inform the school if guardianship/custody changes for your child, as this form will need to be re-signed to reflect these changes. Please also inform the school in writing if you no longer wish to provide consent for the school to undertake head lice inspections for your child.

RIDING/SCOOTING TO SCHOOL

Permission for the duration of my child's time at Albion Primary School

Albion Primary School encourages active travel to and from school. The school has bike and scooter racks for students to house their bikes/scooters during the school day.

The school also has special lunchtime activities to support Walk or Wheel Wednesdays and Ride2School days. On these days, students can ride or scoot around an obstacle course set up on the oval at lunchtime.

Any child riding or scooting to and/or from school MUST wear an approved helmet. No helmet means confiscation of bike/scooter until a parent can collect it.

Any child participating in the obstacle course on a bike or scooter at school MUST wear an approved helmet. No helmet means confiscation of bike/scooter until a parent can collect it.

This Agreement must be signed by parent/guardian if the student is to ride/scoot to and/or from school and/or participate in the special lunch time activity days as mentioned above.

Liability for a student riding to and from school ultimately lies with their parents/guardians.

Parents/guardians, in consultation with their child, should ensure their child takes the safest route possible, utilising the combination of bike paths, bike lanes and footpaths (where appropriate).

Under the Victorian Road Rules, children aged 12 years and under are permitted to ride on the footpath, as can an adult supervising that child.

Whilst all reasonable care will be taken to ensure the security of bikes at school, the school does not take responsibility for any loss or damage to personal property. It is recommended that a bike/scooter lock is used to secure your child's bike/scooter to the racks.

Students in years Prep – Year 3 are only permitted to ride to and from school if accompanied by an adult.

Children in years 4 – 6 may ride without adult supervision.

The student agrees:

1. To obey the road rules including wearing an approved helmet (for bikes and scooters).
2. To ride/scoot on the quietest possible route to and from school.
3. To ride/scoot on the footpath if appropriate.
4. To walk their bike/scooter when crossing the road.
5. To dismount at the perimeter of the school.
6. To walk the bike/scooter in the school grounds.
7. To keep bike/scooter in a well maintained and roadworthy condition.
8. No helmet means my bike/scooter will be confiscated until parent comes to collect it or until student brings a helmet to school.

If the opportunity arises, I give permission for my child to ride/scoot to school and that my child understands they must follow the above rules.

I give permission for my child to ride/scoot at lunchtime through the obstacle course on the oval on the special Walk and Wheel or Ride2School days, should they wish to do so.

Student Name: _____

Parent/Guardian Name: _____ Signed: _____

Date: _____

Local Walking Excursions

Permission for the duration of the 2027 school year

On occasion, teachers may take students outside of the school grounds to undertake educational activities in the local area. The purpose of this form is to obtain parent/carer consent for local excursions for the current school year. This form does not provide consent for excursions that go beyond the local area. Parents will still need to sign specific permission notes for excursions requiring the catching of public transport or when schools hire buses for the transport of students.

Local excursions are excursions to locations within walking distance of the school and do not involve 'adventure' activities. Examples of local excursions could include:

- a walk to familiarise children with the local neighbourhood
- a walk to the supermarket to buy the ingredients for a cooking activity
- a walk to Brimbank Library (Sunshine branch)
- a walk to a neighbouring school/park (St Theresa's/Selwyn Park) for interschool sport.

Albion Primary School will not seek further consent from you before local excursions take place. However, we will provide advance notice to parents/carers of upcoming local excursions through the school E-News, SMS or email. For local excursions that happen on a recurring basis, Albion Primary School will notify parents/carers once only prior to the commencement of the recurring event.

Please keep the school informed of any changes to your contact details to ensure you receive these notifications.

(Please note that any excursion where students travel on public transport or on a hired coach/bus, a separate note pertaining to that event will be sent to parents and consent for it will be required.)

First aid and Medical Attention
Where necessary, school staff will administer first aid. School staff will also seek emergency medical attention for your child if it is considered reasonably necessary. Any costs associated with student injury rest with parents/carers unless the Department of Education and Training is liable in negligence (liability is not automatic).

Accident and ambulance cover
The Department of Education and Training does not provide student accident insurance or ambulance cover. Parents may wish to obtain this cover, depending on their health insurance arrangements and any other personal considerations.

I have read all of the above information in relation to local excursions. I understand that I need:

- to ensure the school has up-to-date health and contact information about my child and that I need to inform the school if this information changes
- the school will notify me prior to a local excursion(s) taking place
- this permission for local walking excursions is for the duration of the current school year
- I may withdraw my consent for any/all local excursions at any time prior to the day of the excursion by contacting my child's classroom teacher.

I give permission for my child to participate in local excursions during the school year.

Student name: _____

(Please Print)

Parent/Guardian name: _____

(Please Print)

Signed: _____ Date: _____