

DOCKLANDS PRIMARY SCHOOL

NEW ENROLMENT CHECKLIST



To be completed by parent

Please note all information below must be completed & attached before any enrolment application will be considered:

- Completed Enrolment Form
- For any medical conditions, a current copy of child's Management Plan completed by your Doctor must be provided (ie: Asthma Management Plan and Anaphylaxis Management Plan)
- For any restraining orders or child protection issues, a copy of Court Order or Parenting Plans must be provided
- Proof of residence (Contract of Sale or Tenancy Agreement)
- Copy of the child's Birth Certificate (in English)
- Copy of the child's Immunisation Record (Medicare Immunisation Register)
- Copy of any Visa Approvals & Copy of child's Passport (if applicable)

Please note we do not accept electronic copies of Enrolment Forms.

All hard copy Enrolment Forms are to be submitted to Reception between 10am – 3pm Monday to Friday.

Should you have any questions please send an email to docklands.ps@education.vic.gov.au

DOCKLANDS PRIMARY SCHOOL - PRIVACY NOTICE

PLEASE READ THIS NOTICE BEFORE COMPLETING THE ENROLMENT FORM

This confidential enrolment form asks for personal information about your child as well as family members and others that provide care for your child. The main purpose for collecting this information is so that Docklands Primary School can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Docklands Primary School and the Department of Education & Training are required by law to protect the information provided by this enrolment form.

Health information is collected so that staff at Docklands Primary School can properly care for your child. This includes information about any medical condition or disability your child may have, medication your child may rely on while at school, any known allergies and contact details of your child's doctor. Docklands Primary School depends on you to provide all relevant health information because withholding some health information may put your child's health at risk.

Docklands Primary School requires information about all parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to Docklands Primary School. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, Docklands Primary School, if you would like to discuss, in strict confidence, any matters relating to family arrangements.

Emergency Contacts

These are people that Docklands Primary School may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Docklands Primary School.

Student Background Information

This includes information about a person's country of birth, aboriginality, language spoken at home and parent occupation. This information is collected so that Docklands Primary School receives appropriate resource allocations for their students. It is also used by the Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, planning and resource allocation. All of this information is kept strictly confidential and the Department will not otherwise disclose the information to others without your consent or as required by law.

Immunisation Status

This assists Docklands Primary School in managing health risks for children. This information may also be passed to the Department of Human Services to assess immunisation rates in Victoria. Information sent to the Department of Human Services is aggregate data so no individual is identified.

Visa Status

This information is required to enable Docklands Primary School to process your child's enrolment.

Updating your Child's Records

Please let Docklands Primary School know if any information needs to be changed by sending updated information via email to the school Principal.

Access to your Child's Record Held by the School

In most circumstances, you can access your child's records. Please contact Reception on (03) 9067 0100 to arrange this. Sometimes access to certain information, such as information provided by someone else, may require a Freedom of Information request. We will advise you if this is required and tell you how you can do this.

If you have any concerns about the confidentiality of this information please contact the Principal. Docklands Primary School can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form.

NAME OF STUDENT: _____



DOCKLANDS
PRIMARY SCHOOL

PERMISSIONS AND AUTHORITY FORM

Please note that a separate form must be completed for each child attending Docklands Primary School.

MEDICAL CONSENT

Circle One

In the event of illness or injury to my child whilst at school, on an excursion, or travelling to or from school, I authorize the Principal or teacher-in-charge of my child, where they are unable to contact me, or it is otherwise impracticable to contact me, to:

Yes / No

- Consent for my child to receive such medical or surgical attention as may be deemed necessary by a medical practitioner; and/or
- Administer such First Aid as the Principal or staff member may judge to be reasonably necessary.

CONSENT TO LOCAL EXCURSIONS

I give permission for my child to attend any excursion within walking distance of the school, under the supervision of school staff. I understand that I will receive one detailed notice about each excursion, and that for my child to participate in a particular excursion my written consent will be required. I understand that my child must wear full school uniform on all excursions.

Yes / No

CONSENT TO HEAD LICE INSPECTIONS

From time to time it may be necessary to conduct head lice inspections if an outbreak occurs. The school is aware that this can be a sensitive issue and is committed to maintain student confidentiality and avoiding stigmatization. Please note that health regulations require that when a child has head lice, that child should not return to school until appropriate treatment has commenced. I give permission for my child to be inspected for head lice.

Yes / No

TEAM KIDS (AFTER SCHOOL CARE)

I give permission for After School Care to obtain enrolment information from the school about my child in the event I am unavoidably detained and unable to collect my child from school by 3:30pm (school finishes at 3:15pm on any given day. This approval allows my child to attend one afternoon session of After School Care at which time I will register my child online in the event this situation arises again. The school maintain a duty of care to make every effort to ensure every child is safe at all times.

Yes / No

CONSENT TO REQUEST/PROVIDE STUDENT INFORMATION

To provide support and assist all students with the transition process when joining or exiting the school, we require parent consent to allow us to request/provide information to the relevant school the student will be joining/leaving. *** If you do not wish this to occur, a written letter must be provided to the school advising you do not allow us to provide or receive additional student information.**

* Yes / No

CONSENT TO USE OF PHOTOGRAPHS/VIDEOS/MULTIMEDIA

As part of the learning programs, teachers often take photographs or digital images of students at school, on excursion, or around the local community. Sometimes, for special events, photos are taken and used for school promotion or publicity purposes. *** If you do not wish your child to be photographed, a written letter must be provided to the school stating your request.**

* Yes / No

Name of Parent/Carer: _____

Signature: _____

Date: ____ / ____ / ____

This permission and authority form will remain in effect for the duration of your child's time at Docklands Primary School. Please contact Reception if you would like to revoke or alter permission at any stage.