

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

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

## ENROLMENT CHECKLIST

Dear Parent / Caregiver

In line with the Department for Education School and Preschool Enrolment Policy, enrolment forms and accompanying documents must be completed in full and returned to Enfield Primary School prior to your child's commencement:

- ☐ School enrolment form - completed and signed front and back  
*Must include 2 emergency contact numbers*
- ☐ Signed consents
- ☐ Proof of residence documentation – 2 items
- ☐ Copy of student's birth certificate or passport
- ☐ Copy of current Health Care Plan from doctor (if applicable)
- ☐ Copy of current Custody Order (if applicable).
- ☐ Visa / Immigration Documents or Citizenship Certificate (if applicable)
- ☐ International Education Services Letter of Confirmation (applicable for students holding a Subclass 500 Student Visa)

### PLEASE NOTE

Regulations require you to complete all forms and provide 2 items of proof of residence documents (rental/purchase agreement and utilities account) and a copy of the birth certificate or passport.

At least 2 emergency contact numbers must be included.

An International Education Services Letter of Confirmation **must** be provided to the school before students with Subclass 500 Student Visa can commence.

For more information visit: <https://www.internationalstudents.sa.edu.au/en/>

ONLY when we have received all the above documents can we proceed with the enrolment.

*It is the parent/caregiver's responsibility to keep the school informed when any changes to the student's information provided occurs. Documentation may be requested.*

**SCHOOL USE:** All appropriate documents provided YES / NO

Verified by Assistant Principal – Signature: \_\_\_\_\_

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been left  
intentionally blank

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

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

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



Government of South Australia

Department for Education

# SCHOOL ENROLMENT FORM

## INFORMATION PRIVACY STATEMENT

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

This form has been designed to ensure compliance with the *Education and Children's Services Act 2019* (SA) and to enable the department to:

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

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

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

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

The management of these data is governed by Australian, State and department policies and relevant legislation (including the *Australian Education Act 2013* (Cth), *Education and Children's Services Act 2019* (SA), and *State Records Act 1997* (SA)) to ensure that the information is used only for the purposes stated above and is secure, private and confidential.

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

## INFORMATION SHARING STATEMENT

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

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

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

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

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

The school has explained the above information privacy statement and information sharing statement.

Parent Signature

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

<b>Group 4</b> Other Occupations	<b>Group 3</b> Trades and advanced / intermediate clerical, sales and service staff	<b>Group 2</b> Other business managers, Arts / Media / Sportspersons and associate Professionals	<b>Group 1</b> Senior management in large business organisation, government administration and defence, and qualified professionals
<p><b>Drivers</b> Mobile plant, Production / Processing, Machinery, Other machinery Operators.</p> <p><b>Hospitality staff</b> Hotel service supervisor, Receptionist, Waiter, Bar attendant, Kitchen hand, Porter, Housekeeper.</p> <p><b>Office assistants</b> Typist, Word processing, Data entry, Business Machine Operator, Receptionist, Office assistant.</p> <p><b>Sales assistants</b> Sales assistant, Motor vehicle / Caravan / Parts Salesperson, Checkout operator, Cashier, Bus/train conductor, Ticket seller, Service station attendant, Car rental desk staff street, Vendor, Telemarketer, Shelf stacker.</p> <p><b>Assistant / aide</b> Trade's assistant, School / Teacher's aide, Dental assistant, Veterinary nurse, Nursing assistant, Museum / gallery attendant, Usher, Home helper, Salon assistant, Animal attendant.</p> <p><b>Labourers and related workers</b></p> <p><b>Defence Forces</b> Other ranks below senior NCO not included above.</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b> Farm overseer, Shearer, Wool / hide classer, Farm hand, Horse trainer, Nurseryman, Greenkeeper, Gardener, Tree surgeon, Forestry / logging worker, Miner, Seafarer / fishing hand.</p> <p><b>Other worker</b> Labourer, Factory hand, Storeman, Guard, cleaner, Caretaker, Laundry worker, Trolley collector, Car park Attendant, Crossing Supervisor.</p>	<p><b>Tradesmen / women</b> Generally have completed a 4 year Trade Certificate, usually by apprenticeship.  All tradesmen / women are included in this group.</p> <p><b>Clerks</b> Bookkeeper, Bank / PO clerk, Statistical / Actuarial Clerk, Accounting / claims / audit clerk, Payroll clerk, Recording / registry / filing clerk, Betting clerk, Stores / inventory clerk, Purchasing / order clerk, Freight / transport / shipping clerk, Bond clerk, Customs agent, Customer services clerk, Admissions clerk.</p> <p><b>Skilled Office Staff</b> Secretary, Personal assistant, Desktop publishing operator, Switchboard operator.</p> <p><b>Skilled Sales Staff</b> Company sales representative, Auctioneer, Insurance agent / Assessor / Loss adjuster, Market researcher.</p> <p><b>Skilled Service Staff</b> Aged / Disabled / Refuge / Child care worker, Nanny, Meter reader, Parking inspector, Postal worker, Courier, Travel agent, Tour guide, Flight attendant, Fitness instructor, Casino dealer / supervisor.</p>	<p><b>Owner / manager</b> Farm, Construction, Import / Export, Wholesale, Manufacturing, Transport, Real estate business.</p> <p><b>Specialist manager</b> Finance, Engineering, Production, Personnel, Industrial relations, Sales / marketing.</p> <p><b>Financial services manager</b> Bank branch manager, Finance / investment / insurance, Broker, Credit / loans officer.</p> <p><b>Retail sales / services manager</b> Shop petrol station, Restaurant club, Hotel / Motel, Cinema, Theatre agency.</p> <p><b>Arts / media / sports</b> Musician, Actor, Dancer, Painter, Potter, Sculptor, Journalist, Author, Media presenter, Photographer, Designer, Illustrator, Proof reader, sportsman / woman, Coach / trainer, Sports official.</p> <p><b>Associate professionals</b> Generally have diploma / Technical qualifications, Support managers and professionals.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> Technician / Associate professional.</p> <p><b>Business / administration</b> Recruitment / Employment / Industrial relations / Training officer. Marketing / Advertising specialist, Market research analyst, Technical sales representative, Retail buyer, Office / project manager.</p> <p><b>Defence Forces</b> Senior Non-Commissioned officer.</p>	<p><b>Senior executive / manager / department head in industry, commerce, media or other large organisation.</b></p> <p><b>Public service manager</b> (Section head or above), Regional Director, Health / Education / Police / Fire services, Administrator.</p> <p><b>Other administrator</b> School Principal, Faculty head / Dean, Library / Museum / Gallery director, Research facility director.</p> <p><b>Defence Forces</b> Commissioned Officer.</p> <p><b>Professionals</b> Generally have degree or higher qualifications and experience in applying this knowledge to:</p> <ul style="list-style-type: none"> <li>• Design, develop or operate complex systems;</li> <li>• Identify, treat and advise on problems;</li> <li>• And teach others.</li> </ul> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing.</b> Professional.</p> <p><b>Business</b> Management consultant, Business analyst, Accountant, Auditor, Policy analyst, Actuary, Valuer.</p> <p><b>Air / sea transport</b> Aircraft / ship's Captain / Officer / Pilot, Flight officer, Flying instructor, Air traffic controller.</p>

#### Parent's education, qualification and occupation

The questions about each parent's education, qualifications and employment group are asked on all school enrolment forms.

In South Australia this information is used in determining each school's *Index of Educational Disadvantage* (IED), which is linked to funding levels and may be used to allocate resources to school services. In the future this information may be used to determine resource allocations to schools.

**If you are an independent student (living without a parent) please go straight to Page 4 - Student Personal Details.**

**Enrolling parent 1**

(eg Birth, adoptive parent or guardian)

Mr / Mrs / Ms / Other:

Family Name:

Given Names:

Sex:

☐ Male ☐ Female

Relationship to student:

Employment status:

Occupation:

\* What is the occupation group of parent?  
Please select the appropriate occupation  
group from the list on page 2.

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

Work Location:

Work Phone Number:

Mobile Phone:

Email:

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

- |                                |                            |
|--------------------------------|----------------------------|
| Year 12 or equivalent          | <input type="checkbox"/> 4 |
| Year 11 or equivalent          | <input type="checkbox"/> 3 |
| Year 10 or equivalent          | <input type="checkbox"/> 2 |
| Year 9 or equivalent, or below | <input type="checkbox"/> 1 |

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

- |   |                            |
|---|----------------------------|
| Bachelor degree or above                          | <input type="checkbox"/> 7 |
| Advanced diploma / Diploma                        | <input type="checkbox"/> 6 |
| Certificate I to IV (including trade certificate) | <input type="checkbox"/> 5 |
| No non-school qualification                       | <input type="checkbox"/> 8 |

In which country was the parent born?

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

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

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

If yes, what is the main language the parent speaks at home?

Does the parent require an interpreter?

☐ No ☐ Yes

Language for translation:

What is the cultural background of the parent?

**Enrolling parent 2**

(eg Birth, adoptive parent or guardian)

Mr / Mrs / Ms / Other:

Family Name:

Given Names:

Sex:

☐ Male ☐ Female

Relationship to student:

Employment status:

Occupation:

\* What is the occupation group of parent?  
Please select the appropriate occupation group from the  
list on page 2.

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

Work Location:

Work Phone Number:

Mobile Phone:

Email:

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

- |                                |                            |
|--------------------------------|----------------------------|
| Year 12 or equivalent          | <input type="checkbox"/> 4 |
| Year 11 or equivalent          | <input type="checkbox"/> 3 |
| Year 10 or equivalent          | <input type="checkbox"/> 2 |
| Year 9 or equivalent, or below | <input type="checkbox"/> 1 |

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

- |   |                            |
|---|----------------------------|
| Bachelor degree or above                          | <input type="checkbox"/> 7 |
| Advanced diploma / Diploma                        | <input type="checkbox"/> 6 |
| Certificate I to IV (including trade certificate) | <input type="checkbox"/> 5 |
| No non-school qualification                       | <input type="checkbox"/> 8 |

In which country was the parent born?

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

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

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

If yes, what is the main language the parent speaks at home?

Does the parent require an interpreter?

☐ No ☐ Yes

Language for translation:

What is the cultural background of the parent?

### Other parent 1 with responsibility for student (if applicable)

If the school has determined that there is an 'other' parent who is authorised to enrol the student - complete Page 3 in relation to the other parent. For further details schools should refer to the admission procedure.

Resides at the same address as the student? ☐ Yes ☐ No ☐ Reports ☐ Access ☐ Correspondence

Mr / Mrs / Ms / Other

Sex: ☐ Male ☐ Female

Family Name:

Given Names:

Phone Number:

Relationship to student:

Mobile Number:

Mailing Title:

Address Line 1:

Address Line 2:

Address Line 3:

Suburb / Locality:

Postcode:

Country (if not Australia):

Email Address:

### Other parent 2 with responsibility for student (if applicable)

Resides at the same address as the student? ☐ Yes ☐ No ☐ Reports ☐ Access ☐ Correspondence

Mr / Mrs / Ms / Other

Sex: ☐ Male ☐ Female

Family Name:

Given Names:

Phone Number:

Relationship to student:

Mobile Number:

Mailing Title:

Address Line 1:

Address Line 2:

Address Line 3:

Suburb / Locality:

Postcode:

Country (if not Australia):

Email Address:

## Student Personal Details (provide proof of identity)

Family Name:

Given Names:

Preferred Name:

Date of Birth:

DD	MM	YY
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\* Sex: ☐ Male ☐ Female

Has this student been approved for School Card Assistance at their previous school?

☐ No ☐ Yes

\* Is the student of Australian Aboriginal or Torres Strait Islander origin? ☐ No

*(For persons of both Australian Aboriginal or Torres Strait Islander origin, tick both 'Yes' boxes.)*

☐ Yes, Australian Aboriginal

☐ Yes, Torres Strait Islander

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

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

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

DD	MM	YY
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Residence status of student: ☐ Australian Citizen / Permanent Resident

☐ Temporary Resident

☐ Tourist Visa Length of intended enrolment (months):

MM

Visa Sub-Class:

Visa grant date:

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

Passport Number:

What is the student's cultural background?

Religion (optional):

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

\* Does the student speak a language other than English at home?

☐ No, English only

☐ Yes

Main language:

Other language/s:

Does the student attend an after-hours Ethnic school?

☐ No

☐ Yes

If Yes, which school?

Which language is studied?

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

☐ No

☐ Yes

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

☐ No

☐ Yes

Does this student receive Youth Allowance?

☐ No

☐ Yes

Does this student receive ABSTUDY?

☐ No

☐ Yes

### School Use Only

Proof of identity provided?

☐ No ☐ Yes

Proof of residence provided?

☐ No ☐ Yes

School No:

ED ID:

Student ID:

School Year Level:

Census Year Level:

Roll Class:

FTE:

Campus:

House:

Enrolment Date:

Permanent Resident:

Origin:

Visa Sub-Class:

NESB:

EALD:

☐ Yes ☐ No

IELP / NAP Transfer:

☐ Yes ☐ No

Family contact details	
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\_\_\_\_\_

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<p><b>Student address details (provide proof of residence)</b></p>	
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**Mailing\* Address**

--

eg Mr and Mrs Black, Ms B Green

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\_\_\_\_\_

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\_\_\_\_\_

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			-		
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\_\_\_\_\_

**Residential\* Address**

(must be the student's primary place of residence, not a commercial, postal or a mailing address)

\_\_\_\_\_

eg Mr and Mrs Black, Ms B Green

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

			-		
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\* If student under shared care arrangements, provide address details of where the child lives the majority of the school week.

If you have other addresses that need to be documented (B – Billing, H – Holiday, S – SACE Mail, T – Term),  
note in any other information / comments on page 9.

**Emergency Contacts**  
(If enrolling parents cannot be contacted or unable to collect student)  
Note: Includes permission to provide overnight care

**Priority 1**

Name:  Home Phone:   
Relationship:  Mobile Phone:   
Work Phone:  Ext:

**Priority 2**

Name:  Home Phone:   
Relationship:  Mobile Phone:   
Work Phone:  Ext:

**Priority 3**

Name:  Home Phone:   
Relationship:  Mobile Phone:   
Work Phone:  Ext:

**Priority 4**

Name:  Home Phone:   
Relationship:  Mobile Phone:   
Work Phone:  Ext:

**Medical conditions and health support for student**

Does your child have a diagnosed medical condition?

☐ No

☐ Yes

If Yes, please tick the relevant conditions:

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

If other, please specify:

Does the student require additional health support or first aid?

(e.g. support with medication management, continence care, psychological issues)

☐ No

☐ Yes

If Yes, the school will need a health care plan from the treating doctor / health professional.  
Is plan attached?

☐ No

☐ Yes

## Court orders (including parenting, recovery or intervention orders)

Are there any current Court orders relating to this student?

☐ No

☐ Yes

If Yes, a copy of the order must be provided for the school's records.

On what date was the court order issued?

DD	MM	YY
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Key details of court orders provided (School use only):

## Siblings

Full Name	Sex	Date of birth	Attends this school?			
<input style="width: 100%;" type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<table border="1" style="display: inline-table; text-align: center;"> <tr> <td>DD</td> <td>MM</td> <td>YY</td> </tr> </table>	DD	MM	YY	<input type="checkbox"/> No <input type="checkbox"/> Yes
DD	MM	YY				
<input style="width: 100%;" type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<table border="1" style="display: inline-table; text-align: center;"> <tr> <td>DD</td> <td>MM</td> <td>YY</td> </tr> </table>	DD	MM	YY	<input type="checkbox"/> No <input type="checkbox"/> Yes
DD	MM	YY				
<input style="width: 100%;" type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<table border="1" style="display: inline-table; text-align: center;"> <tr> <td>DD</td> <td>MM</td> <td>YY</td> </tr> </table>	DD	MM	YY	<input type="checkbox"/> No <input type="checkbox"/> Yes
DD	MM	YY				
<input style="width: 100%;" type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<table border="1" style="display: inline-table; text-align: center;"> <tr> <td>DD</td> <td>MM</td> <td>YY</td> </tr> </table>	DD	MM	YY	<input type="checkbox"/> No <input type="checkbox"/> Yes
DD	MM	YY				
<input style="width: 100%;" type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<table border="1" style="display: inline-table; text-align: center;"> <tr> <td>DD</td> <td>MM</td> <td>YY</td> </tr> </table>	DD	MM	YY	<input type="checkbox"/> No <input type="checkbox"/> Yes
DD	MM	YY				

## Other preschools and schools attended

Has the student previously attended a Department for Education preschool / school?

☐ No

☐ Yes

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

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

Preschool / School Name	From	To						
<input style="width: 100%;" type="text"/>	<table border="1" style="display: inline-table; text-align: center;"> <tr> <td>DD</td> <td>MM</td> <td>YY</td> </tr> </table>	DD	MM	YY	<table border="1" style="display: inline-table; text-align: center;"> <tr> <td>DD</td> <td>MM</td> <td>YY</td> </tr> </table>	DD	MM	YY
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DD	MM	YY						
DD	MM	YY						

**Any other information / comments**

**Signatures**

**By signing this form you are declaring that all information given is true and accurate.**

Signature Enrolling parent 1:

Date:

Signature Enrolling parent 2:

Date:

**School use only**

Pre enrolment interviewer:

Data entry person:

# IMPORTANT

## STUDENT PERMISSIONS



Dear Parent/Caregiver/Guardian,

It is crucial for the safety and wellbeing of your child that the school always has up-to-date information about every student. It is the responsibility of parents, caregivers, and guardians to keep the school informed about any changes to personal, medical, emergency details and permissions.

The permissions below will be entered into our student data base along with the information you provide on your child's enrolment form.

Please read carefully and tick the boxes as they apply:

I/we give permission for:

- ☐ the school to seek medical assistance in the event of an emergency
- ☐ my child to take part in short, supervised walks outside of the school grounds
- ☐ my child to take part in videos or be photographed for school purposes including the school newsletter
- ☐ my child to use the internet and have a school email address

Agreements:

- ☐ I/we have read and signed the consent form on the next page '*Permission to use image, video, voice and or creative work of students and children*'.
- ☐ I/we have read and signed the '*Consent Form for Chief Executive Approved Early Dismissals*'
- ☐ I/we have read and signed the '*ICT Safe Use Policy*' and '*Mobile Device Code of Conduct*' with my child as appropriate to his/her year level.
- ☐ I/we have read and signed the growth & development consent form as appropriate for my **year 6/7** child.
- ☐ I/we understand that it is the parent/caregiver's responsibility to check and treat children's heads for head lice regularly and the school will inform families when they become aware of outbreaks.

These permissions/agreements will remain in place until such time that parents or caregivers wish to make an update.

Should you wish to change permissions or agreements at any time, please notify the school office in writing to arrange any updates.

Thank you,

**Bec Knight**  
Principal

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### Parent/Caregiver/Guardian Signatures

Parent Guardian 1

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Guardian 2

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Consent Form – Child/Student

## Permission to use image, video, voice, and/or creative work of students and children

The Department for Education develops teaching, learning and promotional materials and publishes them in print and digitally (eg on websites and social media accounts). Students also publish their own materials on websites (eg school website, department website, Scootle™, iTunes™ or other online environments).

By completing and returning this form, I grant permission for the Department for Education to create/use:

- photographs, video or audio recordings of my child
- samples of my child's work
- my child's first name and school/preschool/service name

and to distribute them in the following locations:

- printed publications (eg newsletters, year book, promotional material)
- secure intranet websites and publicly accessible websites, including social media accounts.

The permission will continue until I revoke permission in writing to the principal of the school, director of the preschool or manager of the service.

Any material placed on publically accessible websites under a Creative Commons licence will be available to download and use. This licence allows for the replication, distribution, display, performance and remixing of copyrighted work, provided that the author is credited.

### Notes

- Items might not appear in exactly the form in which they have been submitted and not every item for which permission is granted will be used.
- Items which contain images/references to Aboriginal and Torres Strait Islander people may be accompanied by warning text to indicate that the work may include people who have passed away.
- Where permission is revoked, every effort will be made to remove relevant media from distribution, however this may not be possible or practical in some situations.

### Signatures

#### Additional optional permissions (tick if yes)

- ☐ I also grant permission for my child to be photographed/recorded by external media organisations for publication/broadcast.

Name of child/student:

(Full name - please print)

Name of school/service:

Parent/guardian's signatures:

(Parent/guardian to sign)

(Parent/guardian to sign)

Full name of parent(s)/guardian(s):

(please print)

(please print)

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

Please provide signatures of both parents and/or guardians where possible.

*This form must be filed in a central location at the school*

## CONSENT FORM FOR CHIEF EXECUTIVE APPROVED EARLY DISMISSALS

**(to be obtained at enrolment)**

Please use block letters when filling out this form

**As a parent of:**

STUDENT/CHILD'S NAME	
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PARENT NAME	
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**I give my consent for them to be dismissed early under the following conditions:**

- up to 1 hour before the normal end of the school day on the last school day before the Easter long weekend;
- up to 1 hour before the normal end of the school day no more than 4 times a year for the purpose of the end of school terms;
- up to 1 hour before the normal end of the school day for the purpose of an annual school sports day;
- up to 1 hour before the normal end of the school day for the purpose of an annual district-wide sport carnival; and
- up to 1 hour before the normal end of the school day in the event of an extreme heatwave declared by the State Emergency Services, or where the health and safety of the children at the school are considered at risk due to the absence, localised failure or poor performance of air conditioning on days of extreme heat (36 degrees or above).

Parents will be notified in advance (minimum 1 month) of the reason, time and date of the above early dismissals through the normal communication channels used between the school and parents, including, but not limited to, school newsletters and the schools website.

For early dismissals relating to 'extreme heat' scenarios parents will be notified as soon as possible before students are dismissed.

### Agreement

- I agree and acknowledge that my consent (if provided) will remain active/in place for the entire time my child is enrolled and attending at the school unless I withdraw it by notifying the principal (or delegate) either in writing or by telephone.

Signed: \_\_\_\_\_

Date:        /        /



**Government of South Australia**  
Department for Education



## Information & Communication Technologies SAFE USE POLICY

Information and Communications Technologies (ICTs) are electronic devices and/ or applications which allow users to record, send, access or receive information in textual, audio, image or video form. To promote the safe and responsible use of ICTs, Enfield Primary School has developed the following guidelines:

### Acceptable uses

#### ICT may be used:

1. For educational purposes under teacher supervision.
2. To access files, programs, email & Internet resources under teacher direction.
3. To access the Internet and email for educational purposes only.

#### Students must:

1. Use school-provided email accounts when communicating online.
2. Obey the rules of privacy and copyright, and keep their passwords and personal files secure.
3. Use available storage space for school-related purposes only.

Any use of ICT which is inconsistent with this policy or is used in any other inappropriate manner may lead to disciplinary action.

### Notification

#### Students should:

1. Disclose to their teacher any messages which they receive which are inappropriate or disturb them.
2. Notify their teacher if they identify a possible security problem.
3. Disclose to their teacher any accidental access to inappropriate material.
4. Notify their teacher if they are offended by another person's use of ICTs.

### Unacceptable uses

#### ICT may not be used to:

1. Gain unauthorised access to any computer system or service. This includes using another person's account or accessing another person's files or emails.
2. Make deliberate attempts to destroy data by hacking, spreading computer viruses or by any other means.
3. Engage in any illegal act, such as threatening the personal safety of others.
4. Bully or harass others.
5. Install or use software which is not licensed by the school.
6. Post information that, if acted upon, could cause damage to or disrupt the network.
7. Post or respond to chain letters or engage in spamming.
8. Re-post a message that was sent to you privately without the permission of the person who sent the message.
9. Take part in online chats, discussion groups or mailing lists without teacher permission.
10. Use the school's ICTs to purchase, order or sell any goods.
11. Attempt to access inappropriate material which:
  - is profane or obscene (e.g. pornography);
  - advocates illegal acts; and
  - advocates violence or discrimination towards other people.
12. Download extensive files unrelated to school work.

### Mobile Phones & Personal Devices

We encourage students not to bring mobile phones or personal devices to school, unless prearranged with the class teacher and or Principal. Any devices brought to school must be handed into the class teacher to be locked away securely until the end of the day.

All telephone calls in school hours are to be made via the front office. Essential calls from families to their children can be made to the front office and a message will be passed on to students.

STUDENT NAME: \_\_\_\_\_



## STUDENT ICT & MOBILE DEVICE CODE OF CONDUCT

*I agree to behave in a reliable and responsible manner and follow all teacher & staff instructions when using school computer equipment, email, and the internet.*

This means:

- I will take great care when using school computers and computer equipment and leave all computer settings as they are
- I will not use USB memory devices unless I get teacher's permission
- I will not download and install files or programs on the school computers
- I will only access and use my own files
- I will only log-on with my own username and password
- I will only use my first name when online and will not give any personal details without direct teacher permission
- I will use keyword searches relevant to school or class work only (no free surfing unless agreed to and directly supervised by a staff member)
- I will ensure that I use appropriate language and content at all times
- I will inform the supervising teacher immediately and quit the site if I accidentally encounter unsuitable or offensive material
- I will always get teacher permission before opening e-mail attachments.
- I will not use any devices (school or personal) to photograph or record any member of our school community without their permission.
- I will not upload any photographs or recordings of any member of our school community onto the internet, social media or personal storage without their permission.

### **Parent/Caregiver (ALL STUDENTS)**

*I acknowledge that I have read and understand the contents of this policy & Code of Conduct.*

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

### **For ALL YEAR 2 – YEAR 7 STUDENTS**

*Students are to refrain from using any mobile devices when on school property. For students to use any mobile device they must do so in accordance with the ICT agreement. I agree to hand in my mobile phone, and any personal device I bring into school, to my teacher so it can be locked away securely and I will collect it at the end of the day.*

*I accept all the conditions of the code of conduct and understand that:*

- ☐ I am personally responsible for my actions when accessing and using the school computer resources.
- ☐ I am aware that my access to school computer equipment will be restricted if I break this agreement.

*Serious breaches may result in time-out, suspension or exclusion in accordance with the school's Behaviour Management Policy.*

### **STUDENTS (YR2-7)**

*I acknowledge that I have read, understood and will abide by the contents of this policy & Code of Conduct.*

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_