



# Holy Spirit School

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## ENROLMENT FORM 2020

NAME OF STUDENT: .....

### Family Details

Family Surname:	
Correspondence to: (Primary Contact)	Accounts to:
Residential Address:	Postcode:
Postal Address (if different):	Postcode:
Family Phone Number:	Other:

### Student Details

First Name:	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
Middle Name:	Date of Birth:
Surname:	Place & Country of Birth:
Commencement Year or Date:	Nationality:
Students Position in the Family	

### Entry Details

Level of Entry into Holy Spirit Community School <b>Prep</b> 1 2 3 4 5 6 (please circle)	
Previous PreSchool.....	Previous School.....
Contact Number.....	Contact Number.....
Teachers Name.....	Teachers Name.....
Does the student have a Victorian Student Number (VSN)? <input type="checkbox"/> Yes: _____ <input type="checkbox"/> Yes, but VSN is UNKNOWN <input type="checkbox"/> No	
Child resides with: <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other, if so details:	
Is your child of Aboriginal or Torres Strait Islander origin? (Please tick one) <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> <input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander	

### Sacramental Details

Religion:	Date of Baptism.....
	Place of Baptism.....
Sacraments Received: Baptism <input type="checkbox"/> Reconciliation <input type="checkbox"/> Eucharist <input type="checkbox"/> Confirmation <input type="checkbox"/>	

### Please list below any future siblings and their anticipated year of enrolment

	Name	Date of Birth	Anticipated Year of Enrolment
Child			
Child			
Child			

## Student Medical Information

Name of Dentist:	Telephone:
Name of Doctor/Medical Clinic	Telephone:
Medicare No.	
<p>Do you have:</p> <p>Ambulance Subscription?    Yes <input type="checkbox"/>    Member No. _____    No <input type="checkbox"/></p> <p>Private health insurance?    Yes <input type="checkbox"/>    Membership No. _____    No <input type="checkbox"/></p> <p style="text-align: center;">Fund Name _____</p>	

## Allergies and/or Medical Conditions

Are there **any allergies and/or medical conditions** relating to the student applying for enrolment (eg. asthma management; anaphylaxis; allergies to nuts, penicillin, bee stings etc.) of which Holy Spirit School should be aware:

Please detail below or attach to this Enrolment Form:

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## Special Needs

Does the student have any known or suspected disabilities, developmental difficulties and/or other special needs the school needs to be aware of:

Speech ☐                      Visual ☐                      Hearing ☐                      Behavioural (Social Emotional) ☐  
 Physical ☐                      Developmental ☐                      Learning ☐                      Other ☐

If so, details: \_\_\_\_\_

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## Immunisation Details

Has the student been immunised?    Yes ☐ ☐    No ☐ ☐    Year of last tetanus booster? \_\_\_\_\_

**If yes**, details should have been provided to the school office by having forwarded:

- a copy of the Immunisation Record printout from local government; OR
- The Child History Statement from the Australian Childhood Immunisation Register.

Have you provided details to the school office?                      Yes ☐    No ☐

Contact Details		
Details	Residing at Same Address as Student Primary Contact	Residing at Same Address as Student
First Name		
Middle Name		
Surname		
Relationship to Student		
Address – Street		
Suburb & Postcode		
Residential Guardian	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Home Phone Number		
Work Phone Number		
Mobile Phone Number		
Email		
Do you have a current 'Working With Children Check'? (WWCC)	No: Expiry Date:	No: Expiry Date:
Employer		
Occupation		
Occupational Group  (Refer to attached 'List of Parental Occupations')	Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/> Group N <input type="checkbox"/>	Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/> Group N <input type="checkbox"/>
Highest Year of School Education	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/>
Level of Highest Qualification	Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Cert.I to IV (incl Trade Cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Cert.I to IV (incl Trade Cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>
Do you speak a language(s) other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list below: 1. 2.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list below: 1. 2.
Country of Birth		
Nationality		
Religion		
Signature		

Contact Details		
Details	Non Residential Parent (if applicable)	Emergency Contact
	Please only complete if there is a parent who <b>does not</b> reside at the Student's Home Address	Please nominate a person <b><u>other than a parent</u></b> who may be contacted in the event of an emergency, if parents cannot be contacted
First Name		
Surname		
Relationship to Student		
Address – Street		
Suburb & Postcode		
Home Phone Number		
Work Phone Number		
Mobile Phone Number		
Email		
Employer		<b>NOTE:</b> If you wish to add another emergency contact, please list details in this section.  First Name:  Surname:  Address:   Home Phone No.  Work Phone No.  Mobile Phone No.  Relationship to Student:
Occupation		
Occupational Group  (Refer to attached 'List of Parental Occupations')	Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/> Group N <input type="checkbox"/>	
Highest Year of School Education	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/>	
Level of Highest Qualification	Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Cert.I to IV (incl Trade Cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	
Do you speak a language(s) other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list below: 1. 2.	
Country of Birth		
Nationality		
Religion		
<b>Signature</b>		N/A
Are there any Family Court Orders/ Parenting Plans that have been issued in relation to the enrolling student?	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>(If yes, supporting documents must be provided)</b>	N/A

## Agreement

In making application for enrolment of my/our children at Holy Spirit School, I/we agree to the following:

1. We have included copies of the following documents with this application for enrolment : (please check box)  
☐ Birth Certificate  
☐ Baptismal Certificate  
☐ Immunisation Certificate
2. I/we understand that if this enrolment application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment.
3. If this enrolment application is accepted I/we agree to support our child's participation in the religious life of the school and agree to the terms of the policies endorsed by the school.
4. If this enrolment application is successful I agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges & School Fee Collection Policy.
5. I recognise that the school is dependent upon fundraising efforts by parents and I/we will endeavour to support those efforts.
6. I consent to Holy Spirit School using any health care information, which I supply about my child for its normal practices and purposes, such as those which arise out of its duty of care, in accordance with the *Health Records Act 2001 (Vic.)*.
7. Should the school determine that referral for further assessment to an outside agency is necessary, I will give my written consent for such assessment and will attend any meetings, where requested, prior to or following the assessment.
8. I/We have read and agree with the Holy Spirit School Privacy Policy and Child Safety Policy.
9. I/ We have read and accept the Code of Conduct.

I/we have read all of the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful.

All related policies and documents can be accessed here: <http://www.hsringwoodnth.catholic.edu.au/home/enrolment>

SIGNED: \_\_\_\_\_ (Mother/Carer)    DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_ (Father/Carer)    DATE: \_\_\_\_\_

**PLEASE ENSURE BOTH PARENTS/CARERS SIGN AND DATE**

Please note:

- Acceptance of this application for enrolment is subject to the approval of the Parish Priest.
- Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary).

**Parental Occupation Definition:** **Parental Occupation** is defined as the **main** work undertaken by the parent/guardian. If a parent/guardian has more than one job, report their main job.

Please select the appropriate group from the following list. If you are not currently in paid work but have had a job in the last 12 months, or have retired in the last 12 months, please use your last occupation to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the Enrolment Form.

## LIST OF PARENTAL OCCUPATIONS

### Occupation 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]

### Occupation 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.
- . **Retails 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, proof reader, 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

### Occupation Group C:

#### Tradesmen/women, clerks and skilled office, sales and service staff

- . **Tradesmen/women** – Generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
- . **Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]
- . **Skilled office, sales and service staff:**
  - . *Office* [secretary, personal assistant, desktop publishing operator, switchboard operator]
  - . *Sales* [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
  - . *Service* [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### Occupation 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 working, miner, seafarer/fishing hand]
  - . *Other worker* [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

# Safeguarding Children and Young People

## Code of Conduct:

At Holy Spirit our mission is to adhere to the belief of the Catholic Church that the Catholic school is a place where each child will be encouraged to embrace Catholic faith and values as part of their education<sup>1</sup>.

As a welcoming school community, Holy Spirit provides an inclusive and safe environment and is focused on each child's wellbeing, achievement, challenge, creativity and enjoyment. The child is at the centre of all learning experiences that are responsive to the different ways in which students learn and achieve their best.

<sup>1</sup> A Pastoral Letter of the Catholic Church in Education

At Holy Spirit Community School we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel ([CECV Commitment Statement to Child Safety](#)).

## Purpose

This Code of Conduct has a specific focus on safeguarding children and young people at Holy Spirit Primary School, against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, clergy and board/school council members at Holy Spirit are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

## Acceptable behaviours

All staff, volunteers, contractors, clergy and board/school council members are responsible for supporting the safety of children by:

- adhering to the school's child safe policy and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the school community with respect
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse to the school's leadership (or child safety officer if the school has appointed someone to this role)
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- reporting any child safety concerns to the school's leadership (or child safety officer if the school has appointed someone to this role)
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe
- reporting to the Victorian Institute of Teaching any charges, committals for trial or convictions in

relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher.

### **Unacceptable behaviours**

All staff, volunteers, contractors, clergy and board/school council members must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have contact with a child or their family outside of school without the school's leadership or child safety officer's (if the school has appointed someone to this role) knowledge and/or consent or the school governing authority's approval (for example, unauthorised after hours tutoring, private instrumental/other lessons or sport coaching). Accidental contact, such as seeing people in the street, is appropriate.
- have any online contact with a child (including by social media, email, instant messaging etc) or their family (unless necessary e.g. by providing families with e-newsletters or assisting students with their school work)
- use any personal communication channels/device such as a personal email account
- exchange personal contact details such as phone number, social networking sites or email addresses
- photograph or video a child without the consent of the parent or guardians
- work with children whilst under the influence of alcohol or illegal drugs
- consume excessive alcohol or use any illicit drugs at school or at school events in the presence of children.

CHILD SAFE RELATED POLICIES CAN BE FOUND AT THIS WEB ADDRESS:

[www.hsringwoodnth.catholic.edu.au](http://www.hsringwoodnth.catholic.edu.au) – HS community files – Files and Policies – "Visitors and Contractors" OR "Policies for Volunteers".