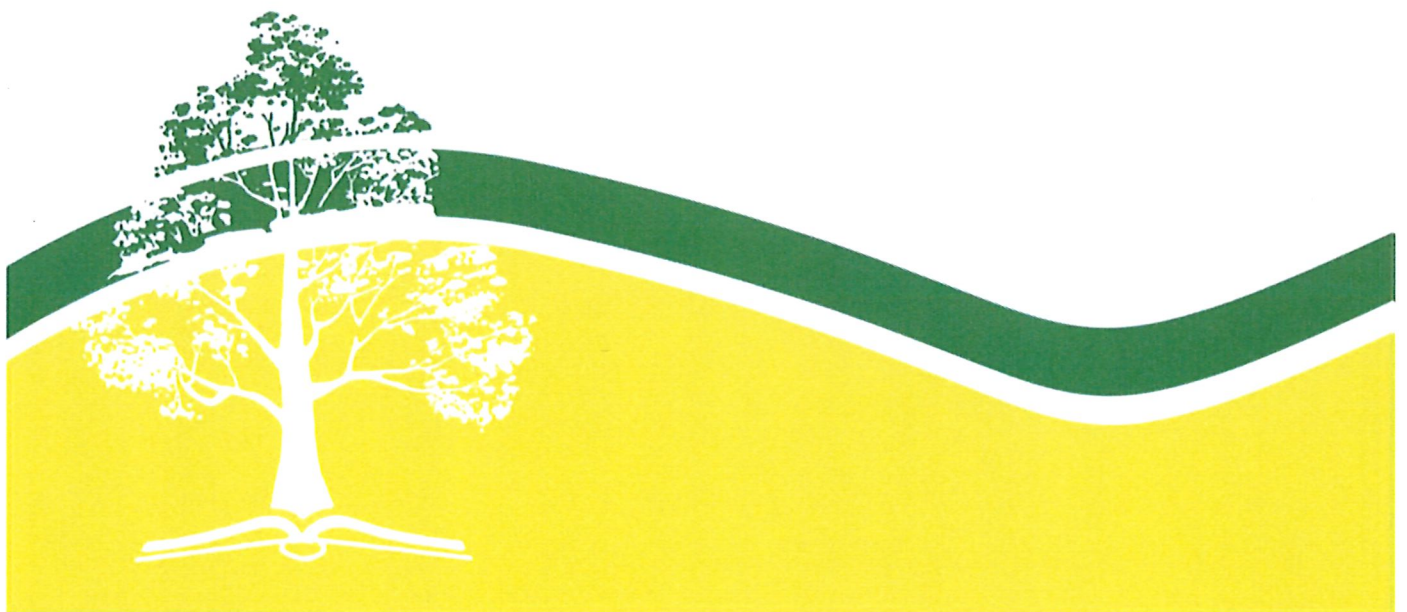




MOSSFIEL PRIMARY SCHOOL

Enrolment Booklet



Welcome to Mossfiel Primary School

I have the honour of welcoming you to Mossfiel Primary School, where we welcome every child and their family into our learning community. We strive to develop and foster a relationship between teachers, students, parents and our local community.

We provide a high-quality education in all areas of literacy and mathematics as well as information technology, physical education, performing arts, visual art and Italian. The development of the leadership skills of both staff and students is a high priority within the school. Staff professional learning ensures that we continually improve the quality of learning and teaching at Mossfiel Primary School.

The school currently has an enrolment of around 400 students. Students are organised in Foundation, Year 1/2, Year 3 / 4 and Year 5 / 6 classrooms. Each area of the school is overseen by a team leader and teachers work in small teams to plan and implement curriculum.

Our classrooms and teaching spaces are large and extremely well equipped and resourced. We are pleased to be using our senior building which houses the Year 5/6 classrooms and an extensive learning and meeting spaces. This building has become a very popular addition to our school community.

Our students have a vast area in which to play, with many playgrounds, open areas, passive sitting areas and shaded spaces for students to enjoy.

We encourage all parents and guardians to take an active role in the education of their child. Our staff welcome parent involvement in the classroom and on a range of school activities, including excursions. Parents and guardians can assist in their child's learning and success at school by reinforcing the following: that students are at school every day, on time, in full school uniform and have all of the equipment

required for a successful school day.

Mossfiel School Vision:

Mossfiel Primary School fosters attitudes, values and understandings to enable students to attain their full potential as individuals and as members of society.

‘We are a Resilient, Respectful Community of Learners’

Our School Values

Think Excellence
Think Respect
Think Resilience
Think Community

I would like to invite you to contact our School Office to find out more about our school tours. I would appreciate the opportunity to show you our wonderful school.

Paul Maisey
Principal
Mossfiel Primary School

Privacy Notice

Please read this notice before completing the enrolment form.

Information about the Enrolment Form:

For accuracy and completeness, both the student seeking enrolment and a parent/guardian should complete the form.

This confidential enrolment form asks for personal information about the student, family members and others that provide care for them. The main purpose for collecting this information is so that Mossfiel Primary School can register the student and allocate staff and resources to provide for their educational and support needs.

Health information is requested so that staff at Mossfiel Primary School can properly care for the student. This includes information about any medical condition or disability the student may have, any medications they may rely on while at school, any known allergies and contact details of the student's doctor. Mossfiel Primary School depends on all relevant health information being provided as withholding health information may put the student's health at risk.

Parent information

Mossfiel Primary School requires information about all parents/guardians 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 Mossfiel Primary School. Please tell us as soon as possible about any changes to these arrangements. Do not hesitate to contact the Principal of the school if you would like to discuss, in strict confidence, any matters relating to any family arrangements.

Emergency Contacts

These are people that the school may need to contact in an emergency if you cannot be reached. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Mossfiel 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 Mossfiel Primary School receives appropriate resource allocations for their students. It is also used by the Department of Education and Training to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, reporting, 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.

Visa Status

This information is required to enable the school to process the student's enrolment.

Updating Your School Records

Please let Mossfiel Primary School know if any information needs to be changed by sending updated information to the school office. During the student's time at Mossfiel Primary School, we may also send home a copy of the enrolment information held by us. Please use this opportunity to let us know if there are any changes.

Access to the Student's Record Held By School

In most circumstances the student can access records about them that are held by the school. Please contact the Principal 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. The (DET) Department of Education and Training can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. Please call the Department's Privacy Manager on (03) 9637 3601 if you would like this information.

Enrolment Form

Office to complete

Student First Name	
Student Surname	
Date of Birth	
Year Level & Home Group	

Office Use Only		
Previous school / Data transfer		
Date entered /Admin Officer	Date:	Name:
CASES21 Student ID		
Enrolment start date		
White Bag	<input type="checkbox"/> Given (Green Satchel) <input type="checkbox"/> Bought	
CSEF requested from previous school	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Done & Date:
CASES Checkbox ST21028 x2 (teacher & filing cabinet)	<input type="checkbox"/> Done	
Proof of Age	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Immunisation Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Visa Documents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Custody Court Order Documents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Medical Information Documents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Alert DI Team / Aboriginal Torres Strait	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Permissions signed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Compass Login Letter	<input type="checkbox"/> Done	
Compass—Student Profile	<input type="checkbox"/> Done	
Old Register in safe	<input type="checkbox"/> Done	
Photo (JPEG) on Compass & CASES21	<input type="checkbox"/> Done	
Evacuation Case STV21002	<input type="checkbox"/> Done	

Conditions of Enrolment

Parents to complete

Please be aware that your enrolment application to Mossfiel Primary School is conditional on all the required supporting documentation (listed on this page) being provided.

Name of Parent Guardian (please print clearly)			
Childs Name			
Signature		Date	___ / ___ / ___

Checklist for Parents

<input type="checkbox"/>	Enrolment Form All details complete in Enrolment Book
<input type="checkbox"/>	Consent Forms Signed in Enrolment Booklet (back page)
<input type="checkbox"/>	Proof of Birth Provide Birth Certificate or Passport and Visa (if not born in Australia)
<input type="checkbox"/>	School Entry Immunisation Certificate Must be supplied for all children including those born overseas. For information on how to obtain this phone 1800 653 809.
<input type="checkbox"/>	Email Address Provided

Form to Enrol in a Victorian Government School

MOSSFIEL PRIMARY SCHOOL

The information requested in this form is required for enrolment purposes. This information is collected to plan for and support the educational needs of students.

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 Aust Education Regulations 2013.

STUDENT DETAILS

Surname:	
First Given Name:	
Second Given Name: <i>(if applicable)</i>	
Preferred First Name: <i>(if applicable)</i>	
Permission to publish to media	<input type="checkbox"/> Yes <input type="checkbox"/> No
❖ Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Self-described: _____
Date of Birth: <i>(dd-mm-yyyy)</i>	____ / ____ / ____
Intended start date:	
<input type="checkbox"/> Day 1, Term 1	<input type="checkbox"/> Other: <i>(dd-mm-yyyy)</i> ____ / ____ / ____

Which year are you seeking to enrol this student?
<input type="checkbox"/> Foundation <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6

PARENT/CARER DETAILS

Enrolling Adult 1

Surname:		Title:
First Given Name:		
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female <input type="checkbox"/> Self-described: _____

Adult 1 Job Title:	
Adult 1 Employer:	

<p>In which country was Adult 1 born?</p> <p><input type="checkbox"/> Australia</p> <p><input type="checkbox"/> Other (<i>please specify</i>): _____</p>
<p>❖ Does Adult 1 speak a language other than English at home?</p> <p><input type="checkbox"/> No, English only</p> <p><input type="checkbox"/> Yes (<i>please specify</i>): _____</p>
<p>Please indicate any additional languages spoken by Adult 1:</p>
<p>Is an interpreter required? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Can we contact Adult 1 during school hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is Adult 1 usually home during school hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SMS Notifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email Notifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Adult 1's preferred method of contact: (<i>Email shall be used for communication that cannot be sent via phone</i>)</p> <p><input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/> Mail</p> <p><input type="checkbox"/> Home Phone <input type="checkbox"/> Work Phone</p>	
<p>Specify any other special conditions or times related to contact?</p>	

<p>❖ What is the highest year of primary or secondary school that Adult 1 has completed?</p> <p><input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 10 or equivalent</p> <p><input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 9 or equivalent or below / no schooling</p>
<p>❖ What is the level of the highest qualification that Adult 1 has completed?</p> <p><input type="checkbox"/> Bachelor degree or above</p> <p><input type="checkbox"/> Advanced diploma / Diploma</p> <p><input type="checkbox"/> Certificate I to IV (including trade certificate)</p> <p><input type="checkbox"/> No non-school qualification</p>
<p>❖ What is the occupation group of Adult 1? Please select the appropriate current parental occupation group from the attached list at the end of the document.</p> <ul style="list-style-type: none"> 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 <u>paid</u> work for the last 12 months, enter 'N'.

<p>Relationship to student:</p> <p><input type="checkbox"/> Parent <input type="checkbox"/> Step Parent <input type="checkbox"/> Foster Parent</p> <p><input type="checkbox"/> Host Family <input type="checkbox"/> Relative <input type="checkbox"/> Friend</p> <p><input type="checkbox"/> Self <input type="checkbox"/> Other: _____</p>
--

<p>Student lives with Adult 1:</p> <p><input type="checkbox"/> Always <input type="checkbox"/> Mostly <input type="checkbox"/> Balanced (50%)</p> <p><input type="checkbox"/> Occasionally</p>

<p>Is Adult 1 interested in being involved in school group participation activities? (<i>e.g., School Council, excursions</i>)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

No. & Street Address:	
Suburb:	
State:	Postcode:
Preferred language of notices:	
Mobile:	Work Phone:
Home Phone:	Email:

Enrolling Adult 2

Surname:	Title:
First Given Name:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Self-described: _____	

Adult 1 Job Title:	
Adult 1 Employer:	

In which country was Adult 1 born? <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): _____
❖ Does Adult 1 speak a language other than English at home? <input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify): _____
Please indicate any additional languages spoken by Adult 1: _____
Is an interpreter required? <input type="checkbox"/> Yes <input type="checkbox"/> No

❖ What is the highest year of primary or secondary school that Adult 1 has completed? <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 9 or equivalent or below / no schooling
❖ What is the level of the highest qualification that Adult 1 has completed? <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification
❖ What is the occupation group of Adult 1? Please select the appropriate current parental occupation group from the attached list at the end of the document. <ul style="list-style-type: none"> • 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 <u>paid</u> work for the last 12 months, enter 'N'.

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

Relationship to student:
<input type="checkbox"/> Parent <input type="checkbox"/> Step Parent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Host Family <input type="checkbox"/> Relative <input type="checkbox"/> Friend <input type="checkbox"/> Self <input type="checkbox"/> Other: _____
Is Adult 2 interested in being involved in school group participation activities? (e.g., School Council, excursions)
<input type="checkbox"/> Yes <input type="checkbox"/> No

Student lives with Adult 2:
<input type="checkbox"/> Always <input type="checkbox"/> Mostly <input type="checkbox"/> Balanced (50%) <input type="checkbox"/> Occasionally

No. & Street Address:	
Suburb:	
State:	Postcode:
Mobile:	
Email:	

ATTACHMENT – 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)

Additional Parents/Carers

Are there additional parents/carers in the student's life? <input type="checkbox"/> Yes (provide details below) <input type="checkbox"/> No (move to next section)
Name of Adult 3:
Name of Adult 4:

If required, you may request a separate form from the school for additional parents/carers.

Student Doctor

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

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 <i>(Neighbour, Relative, Friend or Other)</i>	Telephone Contact	Language Spoken <i>(Write E for English)</i>
1			
2			
3			
4			

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?	
<input type="checkbox"/> Always <input type="checkbox"/> Mostly <input type="checkbox"/> 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 and permanent care.

Does the student have any siblings at this school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (move to next section)
--	------------------------------	--

Name	Current Year Level	Reside at same residential address as the student
1		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
2		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
3		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
4		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes

Correspondence Details

Send correspondence addressed to: (select one)	<input type="checkbox"/> Adult 1	<input type="checkbox"/> Adult 2	<input type="checkbox"/> Both Adults	<input type="checkbox"/> Neither
--	----------------------------------	----------------------------------	--------------------------------------	----------------------------------

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)	<input type="checkbox"/> Adult 1	<input type="checkbox"/> Adult 2	<input type="checkbox"/> Another person / address* (complete details below)
Name to be used for all billing correspondence:			
No. & Street or PO Box			
Suburb:			
State:		Postcode:	
Billing Email:			

Student Residency Status

❖ In which country was the student born?	
<input type="checkbox"/> Australia	<input type="checkbox"/> 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? *	
<input type="checkbox"/> Australian citizen – holds Australian Passport	<input type="checkbox"/> Permanent Resident (provide visa details below)
<input type="checkbox"/> Australian citizen – eligible for Australian Passport	<input type="checkbox"/> Temporary Resident (provide visa details below)
<input type="checkbox"/> 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

Does the student hold a Bridging Visa?	<input type="checkbox"/> Yes (provide further detail below)	<input type="checkbox"/> No
If Yes, what was the student's previous visa?		
If Yes, what visa has the student applied for?		

International Student ID*:

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).

Student Demographics

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

Student Living Arrangements

What are the student's living arrangements?	
<input type="checkbox"/> Student lives with parents/carers together at the same residence	<input type="checkbox"/> Student lives with each parent/carer at different times
<input type="checkbox"/> Student lives with one parent/carer only	<input type="checkbox"/> State Arranged Out of Home Care*
<input type="checkbox"/> Informal care arrangement [#]	<input type="checkbox"/> Student is independent
<input type="checkbox"/> 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.

Student Travel Details

How will the student primarily travel to and from school?
<input type="checkbox"/> Walking <input type="checkbox"/> Bicycle <input type="checkbox"/> Driven by parent/carer

Students Enrolling in Foundation for the First Time

Is the student attending a funded kindergarten program* in the year before Foundation?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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?	<input type="checkbox"/> Yes, in Victoria – Government School	<input type="checkbox"/> Yes, in Victoria – Catholic or Independent School
	<input type="checkbox"/> Yes, interstate	<input type="checkbox"/> Yes, overseas <input type="checkbox"/> No (move to next section)

Name of last school attended:	
Location of last school attended: (suburb/town/state/country)	
Last date of attendance: (dd-mm-yyyy)	____ / ____ / ____
Year level 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	--	------------------------------	-----------------------------

Are you seeking to enrol the student at this school full-time? <input type="checkbox"/> Yes (move to next section) <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other school name:	Days / week:	Has enrolment been accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Students with 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?	
<input type="checkbox"/> Yes <input type="checkbox"/> No (move to the next section)	
Please indicate any adjustments that may assist the student to participate at school:	
Has the student had a disability assessment before?	<input type="checkbox"/> No <input type="checkbox"/> Yes (specify outcome): _____
Has the student received individualised disability funding before?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please specify): _____
Has any previous education provider prepared a documented plan to support the student's additional learning needs?	<input type="checkbox"/> No <input type="checkbox"/> Yes (provide details): _____

Does the student have additional needs in any of the following areas?	Hearing:	<input type="checkbox"/> No	<input type="checkbox"/> Yes (please specify): _____
	Vision:	<input type="checkbox"/> No	<input type="checkbox"/> Yes (please specify): _____
	Speech/Language:	<input type="checkbox"/> No	<input type="checkbox"/> Yes (please specify): _____
	Physical:	<input type="checkbox"/> No	<input type="checkbox"/> Yes (please specify): _____
	Cognitive/Learning:	<input type="checkbox"/> No	<input type="checkbox"/> Yes (please specify): _____
	Social/Emotional:	<input type="checkbox"/> No	<input type="checkbox"/> Yes (please specify): _____

STUDENT SAFETY, ACCESS, AND SPECIAL CIRCUMSTANCES

Student Risk

The Department of Education has a responsibility to assess and manage any risk of harm to its staff and students. This form gives you the opportunity to provide information that will help facilitate the student's transition to school. This may include preparing a behaviour management plan or other appropriate strategies to meet the particular needs of the student. The actions taken in response to the information you provide will help ensure the safety of this student, other students and staff.

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)

STUDENT MEDICAL DETAILS

The Department of Education and Victorian Government Schools require the health information requested in this section to plan for and support the health and wellbeing needs of students.

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.

Asthma

Does the student have asthma?		<input type="checkbox"/> Yes	<input type="checkbox"/> No (move to next section)
Has a current Asthma Management Plan been provided to School? If No, please provide an Asthma Management Plan to the School		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the student take medication?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Name of medication taken:
Is the medication taken regularly by the student (preventive) or only in response to symptoms?		<input type="checkbox"/> Preventative	<input type="checkbox"/> Response
Indicate the usual dosage of medication taken:		Indicate how frequently the medication is taken:	
Medication is usually administered by:	<input type="checkbox"/> Student	<input type="checkbox"/> Adult	<input type="checkbox"/> Other: _____
Medication is to be stored:	<input type="checkbox"/> with Student	<input type="checkbox"/> with Staff	<input type="checkbox"/> Other: _____
Dosage time:	Reminder required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Medical Conditions

Does the student have an allergy? If yes, please provide the school with an ASCIA Action Plan for Allergies .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

Is the student at risk of anaphylaxis? If yes, please provide the school with an ASCIA Action Plan for Anaphylaxis .	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

If Yes to any of the above, please specify:

Symptoms:

If the student displays any of the symptoms above, please:

Inform emergency contact	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Administer medication	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other medical action	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, please specify: _____		

Medication

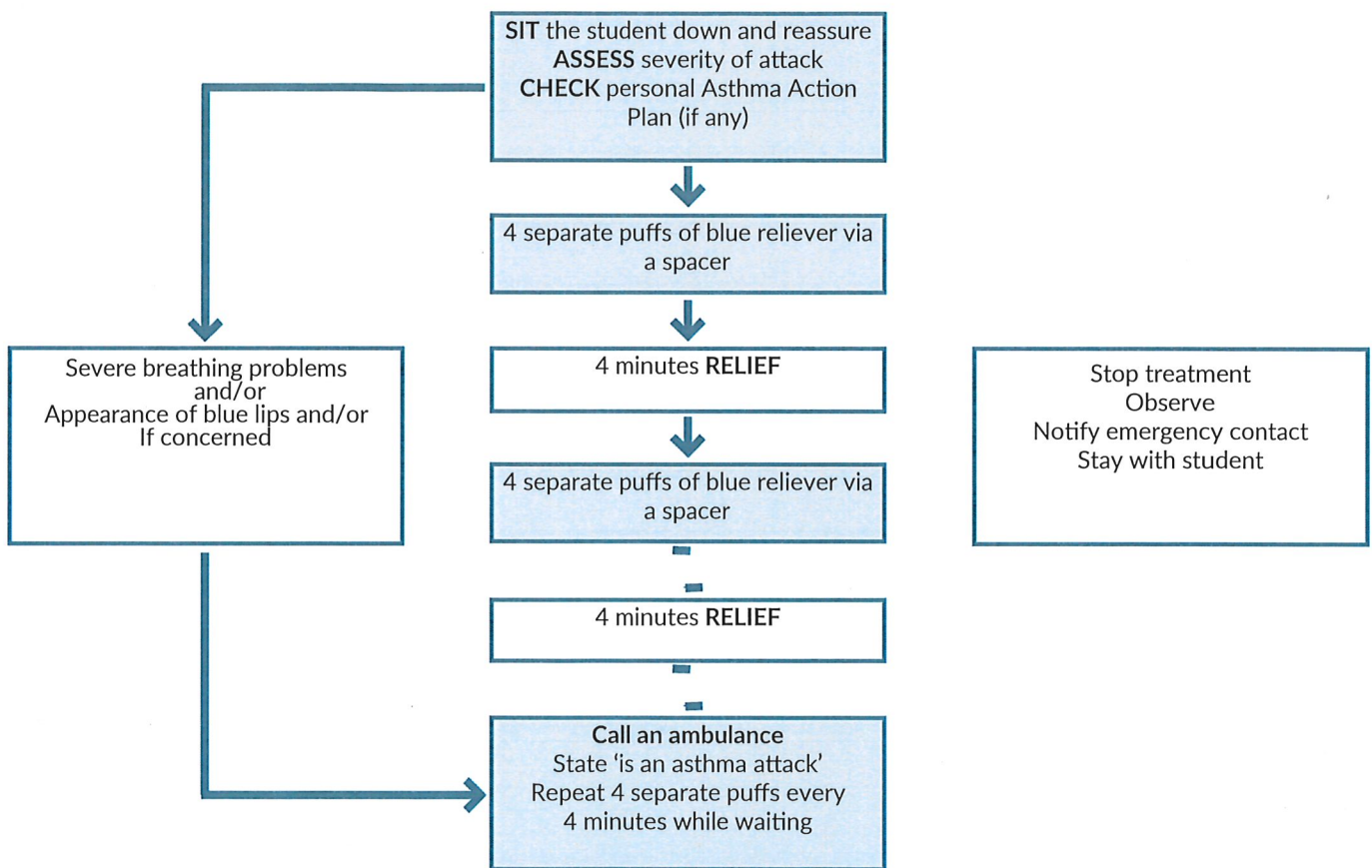
Does the student take medication?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the medication required during school hours? If Yes, please ask the school for a Medication Authority Form, to be completed by the treating medical practitioner and returned to school	<input type="checkbox"/>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

Important Note: The asthmatic's doctor or student's parents/guardian may contact the school for further information on the program and support available.

I declare that the information provided on this form is complete and correct.

Name of Parent/Guardian			
Signature of Parent/Guardian		Phone contact/s	
Name of Doctor			
Signature of Doctor		Phone contact/s	

From Victorian Governments Schools' Reference Guide Section 4.5.7.8



Ministerial Order 90

Dear Principal,

The *Children's Services and Education Legislation (Anaphylaxis Management) Amendment Act 2008* received Royal Assent in March 2008 and comes into effect on 14 July 2008.

All schools across Victoria, from 14 July 2008, must by law have an anaphylaxis management policy if they have a student enrolled who has been diagnosed at risk of anaphylaxis. This policy must include procedures for:

1. individual management plans for each child at risk;
2. a communication plan to inform staff, parents and students about anaphylaxis and the school's anaphylaxis management policy; and
3. staff training and emergency response.

Please find enclosed Ministerial Order 90 Anaphylaxis Management in Schools, which sets out clearly what steps schools must, at a minimum, take to ensure the safety of students at risk of anaphylaxis in their care. These requirements, from 14 July 2008, will form the basis of a minimum standard for school registration under Part IV of the Education and Training Reform Act.

Victorian schools are well prepared to appropriately manage students who have been diagnosed at risk of anaphylaxis. Many schools have put excellent strategies and procedures in place in line with the Anaphylaxis Guidelines for Victorian Government Schools which were released in 2007. The requirements in the Ministerial Order are consistent with and build on the Anaphylaxis Guidelines.

This information pack will assist schools to understand the requirements of the new legislation. It includes a Questions and Answers sheet and a sample anaphylaxis management policy. It also includes an insert for schools to use to provide information to school communities, a risk assessment tool and a DVD that has been jointly developed by the Department, Ambulance Victoria First Aid and the Royal Children's Hospital.

The Anaphylaxis Management DVD can be used at staff meetings to raise awareness of anaphylaxis, remind staff of how to use an EpiPen® (autoadrenaline injecting device) and key management strategies to minimize risks in the school environment.

The key to prevention of anaphylaxis in schools is knowledge, awareness and planning. I encourage you to revisit the information and resources in the Anaphylaxis Guidelines which contain a range of strategies and advice on anaphylaxis management in schools. It is also important to continue to work in partnership with parents/carers in order to minimize the risks associated with severe allergies.

Victorian schools are leading the way nationally in providing support to students with severe, life threatening allergies. This legislation will build on this good work.

All of the resources in this kit, as well as details of how to organise training for staff or get advice can be found on the Department's website, at: <http://www.education.vic.gov.au/healthwellbeing/health/anaphylaxis.htm>

Yours sincerely



Darrell Fraser
Deputy Secretary
Office for Government School Education
Department of Education and Early Childhood Development

Allied Health Support

Has the student previously accessed support from an allied health professional?	Occupational therapy:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	Speech pathology:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	Physiotherapy:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	Exercise physiology:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	Behaviour support:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	Other:	<input type="checkbox"/> No	<input type="checkbox"/> Yes (specify): _____

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 1 _____ Date: ____ / ____ / ____

Signature of Enrolling Adult 2 (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.

DIGITAL CITIZENSHIP AGREEMENT

Mossfiel Primary School recognises the need for students to be safe, responsible and ethical users of digital technologies. We believe that explicitly teaching students about safe, responsible and ethical online behaviours is essential and is best taught in partnership between home and school. Safe, responsible and ethical behaviour is taught at our school and parents/carers are requested to reinforce this behaviour at home.

Mossfiel Primary School see the internet and digital technologies as valuable teaching and learning resources, but acknowledge they must be used responsibly. Students are responsible for everything done using their accounts and everything in their home directories. To this end, students need to keep their password secret and not gain access to other students' login details. The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses and these put all school equipment and students' work at risk. At our school we:

- Have a **Student Engagement Policy** that outlines our School's values and expected student behaviour, including online behaviours
- Have programs in place to educate our students to be safe, responsible and ethical users of digital technologies (Hector's World, Cybersmart Challenge, Mossfiel Primary School's 4 THINKs)
- Educate our students about digital issues such as online privacy, intellectual property and copyright
- Supervise and support students using digital technologies in the classroom
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning for school related purposes only
- Address issues or incidents that have the potential to impact on the wellbeing of our students
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
 - ◇ [Bullystoppers Parent Interactive Learning Modules](#)
[\(\[www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx\]\(http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx\)\)](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - ◇ [iParent | Office of the Children's eSafety Commissioner](#)
[\(<https://www.esafety.gov.au/education-resources/iparent>\)](https://www.esafety.gov.au/education-resources/iparent)
- Collect information as outlined in our school's privacy policy which on request, can be obtained from the school office.

Safe, responsible and ethical behaviour

Mossfiel Primary School students demonstrate their willingness to be responsible digital citizens through discussion and/or signing this Student Code of Practice. It is an acceptable use agreement about using the internet and digital technologies appropriately. As student ability increases, so does individual responsibility and students in years 1-6 access an individual log on and email. They must read and sign this Digital Citizenship agreement before this privilege can occur.

When I use digital technologies I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel*)
- not sending mean or bullying messages or forwarding them to other people
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult □ am careful with the equipment I use

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies

I will use this knowledge at school and everywhere I use digital technologies.

Foundation children do not complete this form

My ideas on safe, responsible and ethical behaviour

When I use digital technologies I **communicate respectfully**. This means I:

(write or draw...)

When I use digital technologies I **protect personal information**. This means I:

(write or draw...)

When I use digital technologies I **respect myself and others**. This means I:

(write or draw...)

Digital Citizenship Agreement

(Foundations not to complete)

I have read the Mossfiel Primary School Digital Citizenship Agreement carefully with an adult and understand the importance of being a safe, responsible and ethical user of digital technologies.

As a student, I will continue to learn to use digital technologies safely and responsibly.

I understand that any breach of the agreement will result in internet and digital technology access privileges being suspended or removed, including the use of my own iPad at school.

Student Name: _____

Year level: _____

Student Signature: _____

Date: _____

Parent/Carer Signature: _____

Date: _____

**Access to the internet is a privilege, not a right.
The internet must be used in accordance with DET and school guidelines.**

Consent Forms

Student First Name	
Student Surname	
Date of Birth	___/___/___

Bus Transport and Walking Excursions:

During your child's enrolment at Mossfiel Primary School there will be occasions when teachers use the local area for activities to support learning programs.

As parent/guardian do you give permission for your child to participate in activities in the local area? Do you understand that this permission is valid whilst your child is enrolled at Mossfiel Primary School?	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

In the event of illness or injury to my child whilst at school, on an excursion, or travelling to or from school; I authorise the Principal or teacher-in-charge of my child, where the Principal or teacher-in-charge is unable to contact me, or it is otherwise impracticable to contact me to: (cross out any unacceptable statement)
consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner administer such first aid as the Principal or staff member may judge to be reasonably necessary.

Name of Parent/Guardian			
Signature		Date	___/___/___

Head Lice Inspection

During your child's enrolment at Mossfiel Primary School there may be outbreaks of head lice infestations. It may be necessary to inspect all students in a class. The school staff members are aware that this can be a sensitive issue and will provide necessary information to students. The inspection of students will be conducted by a trained person.
If head lice are found, parents will be notified and provided with advice
Your permission to inspect your child's hair is required.

Do you give permission for the above-named child to participate in the school's head lice inspection program whilst enrolled at Mossfiel Primary School?	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

Name of Parent/Guardian			
Signature		Date	___/___/___

Movies shown at school

From time to time teachers will show a movie/DVD to their class. These movies are often rated PG. If you have no objection to your child viewing a PG rated movie under the supervision of the teacher please sign below.

Do you give permission for the above-named child to be able to view PG movies/DVDs whilst enrolled at Mossfiel Primary School?	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

Name of Parent/Guardian			
Signature		Date	___/___/___

Student Images and Communication

The Information Privacy Act 2000 covers the collection and use of personal information. Personal information is information that identifies a person e.g. student photograph, video or digital image.

In general student images are used to:

- record student participation at school and school activities;
- celebrate student effort and achievement; and
- promote the school.

Images of students are integral to school magazines and school newsletters. In addition parents/guardians expect to be allowed to photograph and record student performances or be provided with a recording of the event. Photographs of students may appear in local newspapers. These uses are a vital part of a school environment and privacy laws will not dramatically change these activities.

- Mossfiel Primary School will use photographs of students and examples of student work in our school newsletters, on our website and through social media (e.g. Facebook and Twitter).
- Mossfiel Primary School will celebrate the efforts of students by mentioning their participation in school events and their achievements in our school newsletter. Occasionally photographs of students will be included.
- Photographs of students will appear on our school website and/or social media. However we will only publish this on the website and/or social media with the consent of the parent/carer and student.
- At times we may invite local press to school events. They will be expected to follow school policy on the publication of photographs of students. When a story is about an individual achievement we will always seek parent consent before passing information or photographs to the press for publication.

If you have any concerns about how photographs or work produced by your child may be used by the school, please let us know.

Student Image and Work

Upon enrolment and until exiting Mossfiel Primary School, I give permission for images and work of my child to be used in school newsletters and other school publications including website and social media to celebrate the achievements of students at the school.

I understand that on the school website and/or social media, there will be images of Mossfiel Primary School students.

When the local press runs a story on an individual achievement, my consent will be sought before giving information or photographs for publication.

Please tick one box below:

<input type="checkbox"/>	I give consent for my student image or work to be used.
<input type="checkbox"/>	I do not give consent for my student image or work to be used.

Name of Student (please print clearly)		Year Level	
Name of Parent/Guardian (please print clearly)			
Signature		Date	____ / ____ / ____

Consent to Transfer Student File (If Applicable)

I, _____ (Parent/Guardian name) hereby give permission for Mossfiel Primary School to request the transfer of the following student's confidential file for:

Previous School Name: _____

Name of Parent/Guardian			
Signature		Date	____ / ____ / ____

Local Excursion Permission Form

Schools are required to seek approval from parents/guardians when excursions are conducted. This Local Excursion Permission Form covers a range of local activities, including visits to local venues and other destinations that are within the boundaries of Mossfiel Primary School.

In order to reduce teacher workload and the necessity for the parents/guardians to give permission for each of these local activities, please complete and return the Local Excursions Permission form below.

For activities that have an 'adventure' component, parent/carer approval will be required.

For activities outside the Mossfiel boundary, special approval will also be necessary, as will activities involving an overnight stay.

In respect of all activities parents/guardians will be informed by a notice sent home.

Please note: The Department of Education and Training 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/transport and any other transport costs.

I give permission for my child to participate in local activities, conducted by the school. I understand that this approval applies to all local activities, conducted within the boundary of the Mossfiel estate, which do not involve adventure activities, during their time at the school.

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

- have my child transported by ambulance where deemed necessary, whether in the ambulance fund or not.
- consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner.
- administer such first aid as the Principal or staff member may judge to be reasonably necessary.

Name of Student (please print clearly)		Year Level	
Name of Parent/Guardian (please print clearly)			
Signature		Date	____ / ____ / ____

CAMPS, SPORTS AND EXCURSIONS FUND (CSEF) APPLICATION FORM

MOSSFIEL PRIMARY SCHOOL

School Name

5002

School REF ID

Parent/carer details

Surname _____

First name _____

Address _____

Town/suburb _____ State _____ Postcode _____

Contact number _____

Centrelink pensioner concession **OR** Health care card number (CRN)

- - - **OR**

Foster parent under a temporary care order* **OR** Veterans affairs pensioner (Gold Card)**

*Foster Parents must provide a copy of the temporary care order letter from the Department of Families, Fairness and Housing (DFFH).

**Applicants must provide a copy of the Veteran Affairs Gold card

Is this an application for special consideration (no CRN needed)? Yes No

Student details

Student's surname	Student's first name	Student ID	Date of birth (dd/mm/yyyy)	Year level

I authorise the Department of Education and Training (DET) to use Centrelink Confirmation eServices to perform an enquiry of my Centrelink customer details and concession card status in order to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Australian Government Department of Families, Fairness and Housing (DFFH) to provide the results of that enquiry to DET.

I understand that:

- DFFH will use information I have provided to DET to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DET personal information including my name, address, payment and concession card type and status.
- this consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DFFH and provide it to DET so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DET.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to the DFFH and /or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You are able to request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant _____ **Date** ____ / ____ / ____

CSEF ELIGIBILITY

Below are the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

Criteria 1 – General eligibility

To be eligible for the fund, a parent or carer of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one
 - on the first day of Term two
- a) be a holder of one or more of the eligible financially-means tested cards **OR** be a temporary foster parent, and;
- b) submit an application to the school by the due date.

For the list of eligible financially-means tested cards refer to the CSEF Policy:

<https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/policy>

Parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with the above.

Criteria 2 - Be of school age and attend school in Victoria

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. CSEF is not payable to students attending pre-school, kindergarten, home schooled, or TAFE.

Special Consideration

A special consideration category exists for

- Families on a bridging visa, temporary protection visa, in community detention or are asylum seeker families
- Students in temporary out of home care arrangements, including statutory kinship care

For more information, see <https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/guidance/eligibility>

Eligibility Date

For concession card holders CSEF eligibility will be subject to the parent/carer concession card being validated successfully with Centrelink on the first day of either term one (30 January 2023) or term two (24 April 2023).

PAYMENT AMOUNTS

CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: \$125 per year.
- Secondary school student rate: \$225 per year.

The CSEF is paid directly to your child's school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

For ungraded students, the rate payable is determined by the student's date of birth. For more information, see:

www.education.vic.gov.au/about/programs/Pages/csef.aspx

Year 7 government school students who are CSEF recipients are also eligible for a uniform voucher. Secondary schools are required to make applications on behalf of parents/carers so please register your interest at the school.

HOW TO COMPLETE THE APPLICATION FORM

NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN

1. Complete the PARENT/CARER DETAILS section.

Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.

If you are claiming as a temporary Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.

If you are seeking special consideration, mark this in the form and provide a copy of the relevant documentation.

2. Complete the STUDENT/S DETAILS section for students at this school.

3. Sign and date the form and return it to the school office as soon as possible. The CSEF program for 2023 closes on the 23 June 2023.

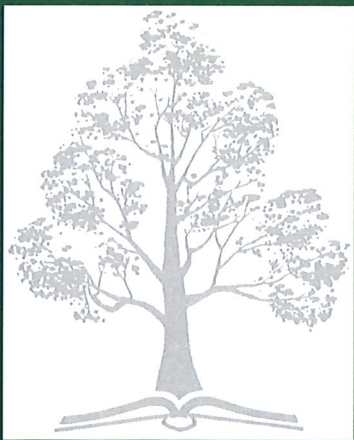
Mossfiel Primary School

THINK Excellence THINK Respect THINK Resilience THINK Community

Student Profile — Foundation not to complete

Please fill out this profile with your child. We will pass this on to their classroom teacher so that they can learn about your child and better support them in the classroom.

Name:		Teacher:	
Age / Date of Birth:		Previous school:	
Year Level:		Copy of previous report/s: Y / N <i>(If Yes, please attach to this profile)</i>	
Languages spoken at home:	Sibling name/s:		Year level:
Medication:			
Time Required:			
Medical conditions/disabilities: <input type="checkbox"/> ADHD / ODD <input type="checkbox"/> Anaphylaxis <input type="checkbox"/> Anxiety <input type="checkbox"/> ASD <input type="checkbox"/> Asthma <input type="checkbox"/> Developmental <input type="checkbox"/> Diabetes <input type="checkbox"/> FASD <input type="checkbox"/> Intellectual <input type="checkbox"/> Other: _____		Who do you live with:	
Things you find hard or need more help with at school: <i>(e.g., sitting on the carpet, drawing, or reading)</i>		Things you do well at school: <i>(e.g., spelling, maths, or drawing)</i>	
How do you learn best:		What do you like: <i>(e.g., soccer, reading, the colour blue)</i>	
Other considerations for success in the classroom:		What don't you like: <i>(e.g., sport, vegetables, Bluey)</i>	



MOSSFIEL PRIMARY SCHOOL

Langridge Street,
Hoppers Crossing, 3029
T. 9749 1227

E. mossfiel.ps@education.vic.gov.au
W. www.mossfielps.vic.edu.au