

ALTERNATIVE FAMILY DETAILS – STUDENT ENROLMENT FORM - LILYDALE HIGH SCHOOL

STUDENT NAME:	
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ADULT A OF ALTERNATIVE FAMILY DETAILS:

Sex (tick): <input type="checkbox"/> Male <input type="checkbox"/> Female
Title: (Ms, Mrs, Mr, Dr etc)
Legal Surname:
Legal First Name:
What is Adult A's occupation?
Who is Adult A's employer?
<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):
❖ <input type="checkbox"/> In which country was Adult A born? <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):
❖ <input type="checkbox"/> Does Adult A speak a language other than English at home? (If more than one language is spoken at home, indicate the one that is spoken most often.) (tick) <input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify):
Please indicate any additional languages spoken by Adult A:
Is an interpreter required? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
❖ What is the highest year of primary or secondary school Adult A has completed? (tick one) (For persons who have never attended school, mark 'Year 9 or equivalent or below'.) <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 or below
❖ What is the level of the <i>highest</i> qualification the Adult A has completed? (tick one) <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 A? Please select the appropriate parental occupation group from the attached list. <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 occupation group list. • If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'.

ADULT B OF ALTERNATIVE FAMILY DETAILS:

Sex (tick): <input type="checkbox"/> Male <input type="checkbox"/> Female
Title: (Ms, Mrs, Mr, Dr etc)
Legal Surname:
Legal First Name:
What is Adult B's occupation?
Who is Adult B's employer?
<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):
<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):
❖ <input type="checkbox"/> Does Adult B speak a language other than English at home? (If more than one language is spoken at home, indicate the one that is spoken most often.) (tick) <input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify):
Please indicate any additional languages spoken by Adult B:
Is an interpreter required? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
❖ What is the highest year of primary or secondary school Adult B has completed? (tick one) (For persons who have never attended school, mark 'Year 9 or equivalent or below'.) <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 or below
❖ What is the level of the <i>highest</i> qualification the Adult B has completed? (tick one) <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 B? Please select the appropriate parental occupation group from the attached list. <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 occupation group list. • If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'.

❖ These questions are asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information

<input type="checkbox"/> Main language spoken at home:	Preferred language of notices:
Are you interested in being involved in school group participation activities? (eg. School Council, excursions) (tick)	<input type="checkbox"/> Adult A <input type="checkbox"/> Adult B <input type="checkbox"/> Both <input type="checkbox"/> Neither

ALTERNATIVE FAMILY CONTACT DETAILS

ADULT A OF ALTERNATIVE FAMILY CONTACT DETAILS:

Business Hours:

Can we contact Adult A at work? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is Adult A usually home during business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Work Telephone No:		
Other Work Contact information:		

After Hours:

Is Adult A usually home AFTER business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Home Telephone No:		
Other After Hours Contact Information:		
Adult A's preferred method of contact: (tick one)		
<input type="checkbox"/> Mail	<input type="checkbox"/> Email	<input type="checkbox"/> Facsimile
Email address:		
Fax Number:		

ADULT B OF ALTERNATIVE FAMILY CONTACT DETAILS:

Business Hours:

Can we contact Adult B at work? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is Adult B usually home during business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Work Telephone No:		
Other Work Contact information:		

After Hours:

Is Adult B usually home AFTER business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Home Telephone No:		
Other After Hours Contact Information:		
Adult B's preferred method of contact: (tick one)		
<input type="checkbox"/> Mail	<input type="checkbox"/> Email	<input type="checkbox"/> Facsimile
Email address:		
Fax Number:		

ALTERNATIVE FAMILY HOME ADDRESS:

No. & Street details	
Suburb:	
State:	Postcode:
Telephone Number	Silent Number: (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
Mobile Number:	Fax Number:

ALTERNATIVE FAMILY MAILING ADDRESS:

Write "As Above" if the same as Family Home Address

No. & Street or Box details:	
Suburb:	
State:	Postcode:

ALTERNATIVE FAMILY BILLING ADDRESS:

Write "As Above" if the same as Family Home Address

No. & Street	
Suburb:	
State:	Postcode:

ALTERNATIVE FAMILY DOCTOR DETAILS:

Doctor's Name	Individual or Group Practice: (tick) <input type="checkbox"/> Individual <input type="checkbox"/> Group
No. & Street or Box No.:	
Suburb:	
State:	Postcode:
Telephone Number	Fax Number
Current Ambulance Subscription: (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No	Medicare Number:

ALTERNATIVE FAMILY EMERGENCY CONTACTS:

	Name	Relationship (Neighbour, Relative, Friend or Other)	Telephone Contact	Language Spoken (If English Write "E")
1				
2				
3				
4				

OTHER ALTERNATIVE FAMILY DETAILS

Relationship of Adult A of Alternative Family to Student: (tick one)	<input type="checkbox"/> Parent	<input type="checkbox"/> Step-Parent	<input type="checkbox"/> Adoptive 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
Relationship of Adult B of Alternative Family to Student: (tick one)	<input type="checkbox"/> Parent	<input type="checkbox"/> Step-Parent	<input type="checkbox"/> Adoptive 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

The student lives with the Alternative Family: (tick one)				
<input type="checkbox"/> Always	<input type="checkbox"/> Mostly	<input type="checkbox"/> Balanced	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Never

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OTHER ALTERNATIVE FAMILY DETAILS

Send Correspondence addressed to: (tick one)	<input type="checkbox"/> Adult A	<input type="checkbox"/> Adult B	<input type="checkbox"/> Both Adults	<input type="checkbox"/> Neither
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Is the Alternative Family to receive Academic Reports?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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NOTE: Parents receiving a benefit from Centrelink and holding a current Health Care card or a current Pension Card may be entitled to receive the Education Maintenance Allowance. Information on eligibility and application forms are available from the school office.

Thank you for taking the time to complete this Alternate Family Details - Student Enrolment Form. We understand that the information you have provided is confidential and will be treated as such, but the details are required to enable staff to properly enrol your child at our school.

NB If there are changes to your child's living arrangements the school will require this in writing from the Primary Family

PARENTS / GUARDIANS

I certify that the information contained within this form is correct.

I have read the Lilydale High School Student Code of Conduct, Anti-Harassment Policy and Uniform Requirements and will fully support and co-operate with the school in relation to these policies.

Signature of Parent/Guardian: _____ Date: ____ / ____ / ____

Signature of Parent/Guardian: _____ Date: ____ / ____ / ____

PARENTAL OCCUPATION GROUP CODES

The codes outlined below are to be used when providing family occupation details for enrolled students. 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, 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

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 / refuge / child care 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)

STUDENT CODE OF CONDUCT

Lilydale High School aims to create an environment where effective teaching and learning can occur. The school community has devised a set of guidelines to govern the standards of student behaviour. These guidelines cover student responsibilities which include learning, respect for others, property and safety. The school will ensure that the Student Code of Conduct is effectively implemented and regularly reviewed.

Approach to Discipline

The school is committed to:

- Promoting student responsibility, self-discipline, self-confidence and positive relationships.
- Encouraging tolerance and respect for differences among students and staff.
- Providing strategies with the aim of preventing problems from arising.
- Ensuring that there is a consistent enforcement of rules.
- Taking action through the involvement of relevant personnel when rules are breached.

Student Rights

Students have the right to:

- Respect from all members of the school community.
- Be treated in a fair manner.
- Be part of a safe and secure environment.
- Have access to a comprehensive curriculum, at the appropriate level, which aims to promote a sense of achievement and success.
- Open communication regarding decisions made within the school.
- Representation as appropriate through the Student Representative Council.

Student Responsibilities

These responsibilities include:

- Completion of school work to the best of their ability.
- Allowing others to work undisturbed.
- Treating all members of the school community with respect.
- Caring for the school's environment and equipment and to respect the property of others.
- Ensuring that their behaviour does not endanger the safety of others or themselves.
- Bringing only property that is directly related to their studies.
- Ensuring that their behaviour does not bring disrepute to the good name of the school.

Sanctions

There are a variety of sanctions that apply for breaches of the Student Code of Conduct.

- These sanctions are detailed in the school's Student Welfare and Discipline Policy.
- These sanctions will be applied fairly and consistently according to the circumstances.
- Where necessary external sanctions may apply to serious breaches of the Code.
- Where there is a dispute about the sanctions, there are appropriate avenues for resolution.

ANTI-HARASSMENT POLICY

Rationale

Students have the right to be treated in a fair manner and be part of a safe and secure environment free from harassment and intimidation. All forms of bullying and harassment result in a sense of powerlessness and have a negative effect on individuals and can adversely affect one's workplace or learning environment. Harassment may be experienced by anyone. Under The Equal Opportunity Act 1995 many forms of harassment are unlawful and are forms of discrimination.

PURPOSE

- Lilydale High School is committed to promoting positive relationships and encouraging tolerance among staff, students and all school community members.
- Lilydale High School does not tolerate harassment or bullying in any form.
- Lilydale High School will act on all reported instances of harassment

WHAT IS HARRASSMENT?

Harassment is any behaviour which embarrasses, upsets or hurts another person. Harassment can include bullying, racial harassment and sexual harassment.

1. **Bullying** is a deliberate act of aggression causing embarrassment, pain or discomfort to another and includes:
 - pushing hitting, spitting, damaging the property of others, written and verbal bullying, e.g. repeated "put downs", calling names.
 - ridiculing, threatening or spreading rumours, offensive pictures or notes.
 - making rude or threatening signs.
 - forcing others to act against their will
 - demanding money, food or other belongings
 - hurtfully excluding others from a group
 - publishing, exchanging or uploading multi media content that is either hurtful or malicious or demeaning to any member of the school community.
2. **Racial Harassment** is making comments, gestures, or any other conduct which hurts people, based on their nationality or culture, country of origin, colour of skin, ancestry or any related beliefs or behaviours.
3. **Sexual Harassment** is sexual behaviour which is deliberate, uninvited, unwelcome and usually repeated and which is perceived by the recipient to be embarrassing, offensive, demeaning or compromising. Sexual harassment does not refer to occasional compliments or common courtesies, such as assisting people with heavy loads or opening doors for them. Forms of sexual harassment could include:
 - inappropriate staring.
 - suggestive comments about a person's physical appearance or sexual preference.
 - smutty or "put down" jokes.
 - persistent comments about a person's private life.
 - questions about another's sexual preference
 - negative comments which 'put down' another person based on their gender.
 - offensive remarks of a sexual nature.
 - repeated requests for dates, especially after refusal.
 - inappropriate displays of material with a sexual content.
 - sending obscene letters or making obscene phone calls including electronic communication.
 - physical contact, e.g. purposefully brushing up against another's body.
 - pinching, patting, touching, embracing.
 - indecent exposure.
 - attempted or actual rape.

There are grievance procedures in relation to harassment.

UNIFORM

Students are required to wear correct school uniform every day. The co-operation of parents/guardians is expected in delivering a high standard of appearance for students.

All uniform requirements including shoes are available through Lowes at Lilydale Marketplace.

Lowes trading hours are Monday – Wednesday 9 am – 5.30 pm, Thursday 9 am – 7.30 pm, Friday 9 am – 9 pm, Saturday 9 am – 5 pm, Sunday 10 am – 4 pm.

Girls Uniform

- LHS printed maroon windcheater or maroon jumper
- School approved college grey slacks
- Box pleated tartan skirt (knee length or below)
- Light frock – school check (knee length or below)
- White polo shirt with school logo
- Girls white fitted blouse with school logo
- White socks or opaque plain black tights – no pattern, logos or motifs
- **Black** polishable hard leather low-heeled lace up school shoes **OR** girls black leather T-bar shoes as per photo in school planner
- LHS waterproof jacket (Year 7, 8, 9 & 10 students)

Boys Uniform

- LHS printed maroon windcheater or maroon jumper
- School approved college grey trousers
- Plain mid-grey tailored shorts
- White polo shirt with school logo
- Black polishable hard leather low heeled lace up shoes – no logos, sneaker styles, bands, stripes etc.
- White socks
- LHS waterproof jacket (Year 7, 8, 9 & 10 students).

PHYSICAL EDUCATION UNIFORM – BOYS AND GIRLS

COMPULSORY ITEMS

- The Physical Education sports top is navy blue with white logo and piping. Shorts are navy blue with white LHS logo.
- The yellow Physical Education sports top and maroon shorts will still be accepted as uniform items for students in Year 9 – 12.

OPTIONAL ITEMS

- Plain navy tracksuit pants with logo.
- Students encouraged to wear mouthguards during all Physical and Sport Education classes

VCE Uniform

- The VCE uniform is as for the rest of the school except students in Years 11 and 12 may wear the dark blue polo shirt with school VCE logo instead of the white polo shirt with school logo. Students may wear the dark blue windcheater or jumper with the school VCE logo.

Students, Parents and Guardians should be aware the uniform policy states **no article or item of facial adornment or paraphernalia may be worn by students at school, or while participating in school activities.**

Earrings are not considered facial jewellery. The school allows students to wear a stud or sleeper in the ear provided it does not infringe or breach School and Department of Education, Health and Safety Guidelines.

Phone: 9735 5644
Fax: 9735 3552
ABN 15 520 330 948



Lilydale High School
Melba Avenue, Lilydale
Victoria 3140

August 2014

LILYDALE HIGH SCHOOL PRIVACY NOTICE

Information about the Enrolment Form.

Please read this notice before completing the Enrolment Form. To ensure the accuracy of the Enrolment Form it is important that ALL pages are fully completed by a parent, guardian or carer.
PLEASE ALSO ENSURE THE FORM IS SIGNED ON THE LAST PAGE BY BOTH STUDENT AND PARENT, GUARDIAN OR CARER.

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 Lilydale High School can register the student and allocate staff and resources to provide for their educational and support needs.

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

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

EMERGENCY CONTACTS

These are people that Lilydale High School may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to the 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 Lilydale High School receives appropriate resource allocations for their students. It is also used by the Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, 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.

Religious Affiliation

If a student wants to receive religious instruction while at Lilydale High School please complete this section. The Department of Education & Training needs to know what type of religious instruction is sought so the Department can, where possible, provide appropriate religious instruction at school.

VISA STATUS

This information is required to enable Lilydale High School to process the student's enrolment.

UPDATING YOUR SCHOOL RECORDS

Please let the school know if any information needs to be changed by sending updated information to the school office. During the student's time with Lilydale High School we will also send home copies of enrolment information held by us. Please use this opportunity to let us know of any changes.

ACCESS TO THE STUDENT RECORD HELD BY SCHOOL

In most circumstances the student can access records about them that are held by Lilydale High 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. Lilydale High School can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. This form is available on request.