Please ensure you have completed and signed all the included forms before returning this booklet to the College.
SECONDARY SCHOOL PRIVACY NOTICE

Information about the Enrolment Form.
Please read this notice before completing the enrolment form. For accuracy and completeness, both the student seeking enrolment and a parent/carer 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 Kyneton Secondary College can register the student and allocate staff and resources to provide for their educational and support needs.

Health information is collected so that staff at Kyneton Secondary College 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. Kyneton Secondary College depends on all relevant health information being provided because withholding some health information may put the student’s health at risk.

Kyneton Secondary College 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 Kyneton Secondary College. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal if you would like to discuss, in strict confidence, any matters relating to family arrangements.

Emergency Contacts
These are people that Kyneton Secondary College 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 Kyneton Secondary College

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 we receive appropriate resource allocations for our 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.

Visa status
This information is required to enable Kyneton Secondary College to process the student’s enrolment.

UPDATING YOUR SCHOOL RECORDS
Please let us know if any information needs to be changed by sending updated information to the school office. Please contact the school on 03 5421 1100 or by email: kyneton.sc@edumail.vic.gov.au to update your records. During the student’s time with us 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 us. 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 college can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. The Kyneton Secondary College privacy policy is available on www.kynsec.vic.gov.au.
## STUDENT ENROLMENT INFORMATION – 2016

### STUDENT DETAILS

#### PERSONAL DETAILS OF STUDENT

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Title: (Miss Ms Mr)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Given Name:</td>
<td></td>
</tr>
<tr>
<td>Second Given Name:</td>
<td></td>
</tr>
<tr>
<td>Preferred Name (if applicable):</td>
<td></td>
</tr>
</tbody>
</table>

- **Sex (tick):**
  - □ Male
  - □ Female

- **Birth Date:** (dd-mm-yyyy) _______ / _______ / _______

<table>
<thead>
<tr>
<th>Student Mobile Number:</th>
<th>Year Level at Enrolment:</th>
</tr>
</thead>
</table>

#### PRIMARY FAMILY HOME ADDRESS:

<table>
<thead>
<tr>
<th>No. &amp; Street: or PO Box details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suburb:</th>
<th>State:</th>
<th>Postcode:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone Number</th>
<th>Silent Number: (tick)</th>
<th>□ Yes</th>
<th>□ No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mobile Number:</th>
<th>Fax Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### OFFICE USE ONLY

- **Child’s Name and Birth Date proof sighted (tick):**
  - □ Yes
  - □ No

- **Enrolment Date:**

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Home Group</th>
<th>Timetabling Group</th>
<th>House</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Email Address:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is there a Medical Alert for the student? (tick):</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Does the student have a Disability ID Number? (tick):</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ No</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

## FAMILY DETAILS

List any other family members attending this school:

- This question is asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information.
**PRIMARY FAMILY DETAILS**

NOTE: The ‘PRIMARY’ Family is: “the family or parent the student mostly lives with”. Additional and Alternative family forms are available from the school if this is required. These additional forms are designed to cater for varying family circumstances.

<table>
<thead>
<tr>
<th>ADULT A DETAILS (PRIMARY CARER):</th>
<th>ADULT B DETAILS:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sex</strong> (tick):</td>
<td><strong>Sex</strong> (tick):</td>
</tr>
<tr>
<td>☐ Male</td>
<td>☐ Male</td>
</tr>
<tr>
<td>☐ Female</td>
<td>☐ Female</td>
</tr>
<tr>
<td><strong>Title:</strong> (Ms, Mrs, Mr, Dr etc)</td>
<td><strong>Title:</strong> (Ms, Mrs, Mr, Dr etc)</td>
</tr>
<tr>
<td><strong>Legal Surname:</strong></td>
<td><strong>Legal Surname:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Legal First Name:</strong></td>
<td><strong>Legal First Name:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>What is Adult A’s occupation?</strong></td>
<td><strong>What is Adult B’s occupation?</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Who is Adult A’s employer?</strong></td>
<td><strong>Who is Adult B’s employer?</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>In which country was Adult A born?</strong></td>
<td><strong>In which country was Adult B born?</strong></td>
</tr>
<tr>
<td>☐ Australia</td>
<td>☐ Australia</td>
</tr>
<tr>
<td>☐ Other (please specify):</td>
<td>☐ Other (please specify):</td>
</tr>
<tr>
<td>✧ 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)</td>
<td>✧ 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)</td>
</tr>
<tr>
<td>☐ No, English only</td>
<td>☐ No, English only</td>
</tr>
<tr>
<td>☐ Yes (please specify):</td>
<td>☐ Yes (please specify):</td>
</tr>
<tr>
<td>Please indicate any additional languages spoken by Adult A:</td>
<td>Please indicate any additional languages spoken by Adult B:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Is an interpreter required?</strong> (tick)</td>
<td><strong>Is an interpreter required?</strong> (tick)</td>
</tr>
<tr>
<td>☐ Yes</td>
<td>☐ Yes</td>
</tr>
<tr>
<td>☐ No</td>
<td>☐ No</td>
</tr>
<tr>
<td>✧ 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’.)</td>
<td>✧ 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’.)</td>
</tr>
<tr>
<td>☐ Year 12 or equivalent</td>
<td>☐ Year 12 or equivalent</td>
</tr>
<tr>
<td>☐ Year 11 or equivalent</td>
<td>☐ Year 11 or equivalent</td>
</tr>
<tr>
<td>☐ Year 10 or equivalent</td>
<td>☐ Year 10 or equivalent</td>
</tr>
<tr>
<td>☐ Year 9 or equivalent or below</td>
<td>☐ Year 9 or equivalent or below</td>
</tr>
<tr>
<td>✧ What is the level of the highest qualification the Adult A has completed? (tick one)</td>
<td>✧ What is the level of the highest qualification the Adult B has completed? (tick one)</td>
</tr>
<tr>
<td>☐ Bachelor degree or above</td>
<td>☐ Bachelor degree or above</td>
</tr>
<tr>
<td>☐ Advanced diploma / Diploma</td>
<td>☐ Advanced diploma / Diploma</td>
</tr>
<tr>
<td>☐ Certificate I to IV (including trade certificate)</td>
<td>☐ Certificate I to IV (including trade certificate)</td>
</tr>
<tr>
<td>☐ No non-school qualification</td>
<td>☐ No non-school qualification</td>
</tr>
<tr>
<td>✧ What is the occupation group of Adult A? Please select the appropriate parental occupation group from the attached list.</td>
<td>✧ What is the occupation group of Adult B? Please select the appropriate parental occupation group from the attached list.</td>
</tr>
<tr>
<td>✤ 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.</td>
<td>✤ 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.</td>
</tr>
<tr>
<td>✤ If the person has not been in paid work for the last 12 months, enter ‘N’.</td>
<td>✤ If the person has not been in paid work for the last 12 months, enter ‘N’.</td>
</tr>
<tr>
<td>Main language spoken at home:</td>
<td>Preferred language of notices:</td>
</tr>
<tr>
<td></td>
<td>☐ Adult A</td>
</tr>
<tr>
<td></td>
<td>☐ Adult B</td>
</tr>
<tr>
<td></td>
<td>☐ Both</td>
</tr>
<tr>
<td></td>
<td>☐ Neither</td>
</tr>
<tr>
<td>Are you interested in being involved in school group participation activities? (eg. School Council, excursions) (tick)</td>
<td></td>
</tr>
</tbody>
</table>

Last updated: May 2015
SCHOOL FAMILY OCCUPATION INDEX
PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

GROUP N: Unemployed for more than 12 months

If you are not currently in paid work but have had a job in the last 12 months, or have retired in the last 12 months, please use your last occupation to select from the list. If you have not been in paid work for the last 12 months, enter ‘N’ into the ‘occupation code’ field on the enrolment form.

OCCUPATION GROUP A
SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS

Senior management in large business organisations
Senior Executive / Manager /Department Head in industry, commerce, media or other large organisation

- Business [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
- Media [e.g. newspaper editor, film/television/radio/stage producer/director/manager]

Government administration
- Public Service Manager (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research /facility manager, police/fire services administrator]
- Defence Forces Commissioned officer

Qualified Professionals – generally have a degree or higher qualifications and experience in applying this knowledge to: design, develop or operate complex systems, identify, treat and advise on problems, teach others


- Health [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
- Education [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
- Law [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]
- Social Welfare [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]
- Engineering [e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]
- Science [e.g. scientist, geologist, meteorologist, metallurgist]
- Computing [e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
- Business [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- Air/sea transport [e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship’s captain/officer/pilot]

OCCUPATION GROUP B
OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

Business Owner / Manager
- Farm/business owner/manager [e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]
- Specialist manager [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
- Financial services manager [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
- Retail sales/services manager [e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

Arts /media / sportspersons
- Artist/Writer [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- Sports [e.g. sportsman/woman, coach, trainer, sports official]

Associate professionals – generally have diploma /technical qualifications and provide support to managers and professionals


- Medical, science, building, engineering, computer technician/associate professional
- Health/social welfare [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]
- Law [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]
- Business/administration [e.g. recruitment/employment/industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
- **Defence Forces** [e.g. senior non-commissioned officer]
- **Other** [e.g. library technician, museum/gallery technician, research assistant, proof reader]

### OCCUPATION GROUP C

**TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF**

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

- **Tradesmen/women**
  - **Trades** [e.g. Electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

- **Clerks, Skilled office, sales and service staff**
  - **Clerk** [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
  - **Office** [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
  - **Sales** [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
  - **Carer** [e.g. aged/disabled/refuge care worker, child care assistant, nanny]
  - **Service** [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

### OCCUPATION GROUP D

**MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS**

Drivers, mobile plant, production/processing machinery and other machinery operators

- **Driver or mobile plant operator** [e.g. car, taxi, truck, bus, tram or train driver, courier/delivery, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grading/excavator operator, farm/horticulture/forestry machinery operator]

- **Production/processing machine operator** [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]

- **Machinery operator** [e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

- **Hospitality, office staff**
  - **Sales staff** [e.g. 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, sales demonstrator, shelf stacker]
  - **Office staff** [e.g. typist, word processing/data entry/business machine operator, receptionist]
  - **Hospitality staff** [e.g. hotel service supervisor, receptionist, waiter, bar attendants, kitchenhand, fast food cook, usher, porter, housekeeper]
  - **Assistant/aide** [e.g. trades’ assistant, school/teacher’s aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

- **Labourers and related workers**
  - **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above]
  - **Agriculture, horticulture, forestry, fishing, mining worker** [e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
  - **Other worker** [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]
## Primary Family Contact Details

### Adult A Contact Details:

**Business Hours:**

<table>
<thead>
<tr>
<th>Can we contact Adult A at work?</th>
<th>☐ Yes ☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is Adult A usually home during business hours? (tick)</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

**Work Telephone No:**

**Other Work Contact information:**

**After Hours:**

<table>
<thead>
<tr>
<th>Is Adult A usually home AFTER business hours? (tick)</th>
<th>☐ Yes ☐ No</th>
</tr>
</thead>
</table>

**Home Telephone No:**

**Other After Hours Contact Information:**

**Adult A’s preferred method of contact:** (tick one)

| ☐ Mail ☐ Email ☐ Facsimile |

**Email address:**

**Fax Number:**

### Adult B Contact Details:

**Business Hours:**

<table>
<thead>
<tr>
<th>Can we contact Adult B at work?</th>
<th>☐ Yes ☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is Adult B usually home during business hours? (tick)</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

**Work Telephone No:**

**Other Work Contact information:**

**After Hours:**

<table>
<thead>
<tr>
<th>Is Adult B usually home AFTER business hours? (tick)</th>
<th>☐ Yes ☐ No</th>
</tr>
</thead>
</table>

**Home Telephone No:**

**Other After Hours Contact Information:**

**Adult B’s preferred method of contact:** (tick one)

| ☐ Mail ☐ Email ☐ Facsimile |

**Email address:**

**Fax Number:**

### Primary Family Mailing Address:

Write “As Above” if the same as Family Home Address

**No. & Street or PO Box**

**Suburb:**

**State:**

**Postcode:**

### Primary Family Doctor Details:

**Doctor’s Name**

**Individual or Group Practice:** (tick)

| ☐ Individual ☐ Group |

**No. & Street or PO Box No.:**

**Suburb:**

**State:**

**Postcode:**

**Telephone Number**

**Fax Number**

**Current Ambulance Subscription:** (tick)

| ☐ Yes ☐ No |

**Medicare Number:**
## PRIMARY FAMILY EMERGENCY CONTACTS:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship (Neighbour, Relative, Friend or Other)</th>
<th>Telephone Contact</th>
<th>Language Spoken (If English Write &quot;E&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## PRIMARY FAMILY BILLING ADDRESS:
Write “As Above” if the same as Family Home Address

<table>
<thead>
<tr>
<th>No. &amp; Street or PO Box</th>
<th>Suburb</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
</table>

## OTHER PRIMARY FAMILY DETAILS

### Relationship of Adult A to Student: (tick one)
- Parent
- Foster Parent
- Step-Parent
- Host Family
- Adoptive Parent
- Relative
- Other

### Relationship of Adult B to Student: (tick one)
- Parent
- Foster Parent
- Step-Parent
- Host Family
- Adoptive Parent
- Relative
- Other

### The student lives with the Primary Family: (tick one)
- Always
- Mostly
- Balanced
- Occasionally
- Never

### Send Correspondence addressed to: (tick one)
- Adult A
- Adult B
- Both Adults
- Neither
### DEMOGRAPHIC DETAILS OF STUDENT

**In which country was the student born?**
- ☐ Australia
- ☐ Other (please specify): ____________________________________________

**Date of arrival in Australia OR Date of return to Australia:** (dd-mm-yyyy) _____ / _____ / _____

**What is the Residential Status of the student? (tick)**
- ☐ Permanent
- ☐ Temporary

**Basis of Australian Residency:**
- ☐ Eligible for Australian Passport
- ☐ Holds Australian Passport
- ☐ Holds Permanent Residency Visa

**Visa Sub Class:**

**Visa Expiry Date:** (dd-mm-yyyy) _____ / _____ / _____

**Visa Statistical Code:** (Required for some sub-classes)

**International Student ID:** (Not required for exchange students)

**Does the student speak a language other than English at home? (tick)**
- ☐ No, English only
- ☐ Yes (please specify):

**Does the student speak English? (tick)**
- ☐ Yes
- ☐ No

**Is the student of Aboriginal or Torres Strait Islander origin? (tick one)**
- ☐ No
- ☐ Yes, Aboriginal
- ☐ Yes, Both Aboriginal & Torres Strait Islander

**What is the student’s living arrangements? (tick one):**
- ☐ At home with TWO Parents/ Guardians
- ☐ At home with ONE Parent/ Guardian
- ☐ Independent
- ☐ State Arranged Out of Home Care # (See Note)
- ☐ Homeless Youth

---

*# State Arranged Out of Home Care - Students who have been subject to protective intervention by the Department of Human Services and live in alternative care arrangements away from their parents. These DHS-facilitated care arrangements include living with relatives or friends (kith and kin), living with non-relative families (foster families or adolescent community placements) and living in residential care units with rostered care staff.*

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

Date of first enrolment in an Australian School: ____/_____/______

Name of previous School:

Years of previous education: What was the language of the student’s previous education?

Does the student have a Victorian Student Number (VSN)?

- □ Yes.
- □ Yes, but the VSN is unknown
- □ No. The student has never been issued a VSN.

Please specify:

<table>
<thead>
<tr>
<th>Years of interruption to education:</th>
<th>Is the student repeating a year? (tick)</th>
<th>□ Yes</th>
<th>□ No</th>
</tr>
</thead>
</table>

Will the student be attending this school full time? (tick)

- □ Yes
- □ No

If No, what will be the time fraction that the student will be attending this school? (i.e: 0.8 = 4 days/week)

<table>
<thead>
<tr>
<th>Other school Name:</th>
<th>Time fraction: 0.</th>
<th>Enrolled: □ Yes □ No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other school Name:</th>
<th>Time fraction: 0.</th>
<th>Enrolled: □ Yes □ No</th>
</tr>
</thead>
</table>

### CONDITIONAL ENROLMENT DETAILS

In some circumstances a child may be enrolled conditionally, particularly if the required enrolment documentation to determine the shared parental responsibility arrangements for a child is not provided. Please refer to the School Policy & Advisory Guide’s Admission page for more information ([http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx](http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx)).

Enrolment conditions

- 
- 

### OFFICE USE ONLY

Has the documentation been provided and retained on school records?

- □ Yes
- □ No

Have the conditions been met to complete the enrolment?

- □ Yes
- □ No
## STUDENT ACCESS OR ACTIVITY RESTRICTIONS DETAILS

<table>
<thead>
<tr>
<th>Is the student at risk?</th>
<th>□ Yes</th>
<th>□ No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Is there an Access Alert for the student? (tick)</th>
<th>□ Yes (If Yes, then complete the following questions and present a current copy of the document to the school.)</th>
<th>□ No (If No, move to the immunisation / medical condition details questions.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Access Type: (tick)</th>
<th>□ Court Order</th>
<th>□ Family Law Order</th>
<th>□ Restraining Order</th>
<th>□ Other</th>
</tr>
</thead>
</table>

Describe any Access Restriction:

<table>
<thead>
<tr>
<th>Is there an Activity Alert for the student? (tick)</th>
<th>□ Yes</th>
<th>□ No</th>
</tr>
</thead>
</table>

If Yes, then describe the Activity Restriction:

Current custody document placed on student file? □ Yes □ 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.

Signature of Parent/Guardian: ___________________________ Date: _____ / _____ / ____
### Student Medical Details

**Medical Condition Details:**

<table>
<thead>
<tr>
<th>Does the student suffer from any of the following impairments? (tick)</th>
<th>Hearing:</th>
<th>Vision:</th>
<th>Speech:</th>
<th>Mobility:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

Does the student suffer from Asthma? (tick) If No, please go to the Other Medical Conditions section

- □ Yes
- □ No

**Asthma Medical Condition Details:**

Answer the following questions ONLY if the student suffers from any asthma medical conditions.

#### Please indicate if the student suffers from any of the following symptoms: (tick)

- [ ] Cough
- [ ] Difficulty Breathing
- [ ] Wheeze
- [ ] Exhibits symptoms after exertion
- [ ] Tight Chest

#### If my child displays any of these symptoms please: (tick)

- [ ] Inform Doctor
- [ ] Inform Emergency Contact
- [ ] Administer Medication
- [ ] Other Medical Action

If yes, please specify:

<table>
<thead>
<tr>
<th>Has an Asthma Management Plan been provided to School?</th>
<th>□ Yes □ No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Does the student take medication? (tick)</th>
<th>□ Yes □ No</th>
</tr>
</thead>
</table>

#### Name of medication taken:

<table>
<thead>
<tr>
<th>Is the medication taken regularly by the student (preventive) or only in response to symptoms? (tick)</th>
<th>□ Preventative □ Response</th>
</tr>
</thead>
</table>

#### Indicate the usual dosage of medication taken:

#### Indicate how frequently the medication is taken:

<table>
<thead>
<tr>
<th>Medication is usually administered by: (tick)</th>
<th>□ Student □ Nurse □ Teacher □ Other</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Medication is stored: (tick)</th>
<th>□ with Student □ with Nurse □ Fridge in Staff Room □ Elsewhere</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dosage time Reminder required? (tick)</th>
<th>□ Yes □ No</th>
</tr>
</thead>
</table>

#### Poison Rating

**Other Medical Conditions**

(More copies of the other medical condition forms are available on request from the school.)

<table>
<thead>
<tr>
<th>Does the student have any other medical condition? (tick)</th>
<th>□ Yes □ No</th>
</tr>
</thead>
</table>

If yes, please specify:

#### Symptoms:

If my child displays any of the symptoms above please: (tick)

<table>
<thead>
<tr>
<th>Inform Doctor</th>
<th>□ Yes □ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administer Medication</td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inform Emergency Contact</th>
<th>□ Yes □ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Medical Action</td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

If yes, please specify:

<table>
<thead>
<tr>
<th>Does the student take medication? (tick)</th>
<th>□ Yes □ No</th>
</tr>
</thead>
</table>

#### Name of medication taken:

<table>
<thead>
<tr>
<th>Is the medication taken regularly by the student (preventive) or only in response to symptoms? (tick)</th>
<th>□ Preventative □ Response</th>
</tr>
</thead>
</table>

#### Indicate the usual dosage of medication taken:

#### Indicate how frequently the medication is taken:

<table>
<thead>
<tr>
<th>Medication is usually administered by: (tick)</th>
<th>□ Student □ Nurse □ Teacher □ Other</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Medication is stored: (tick)</th>
<th>□ with Student □ with Nurse □ Fridge in Staff Room □ Elsewhere</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dosage time Reminder required? (tick)</th>
<th>□ Yes □ No</th>
</tr>
</thead>
</table>

#### Poison Rating
**STUDENT DOCTOR DETAILS**

The following details should only be provided if this student has a Doctor and/or Medicare number different to the Primary Family.

<table>
<thead>
<tr>
<th>Doctor's Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Individual or Group Practice: (tick)</th>
<th>□ Individual</th>
<th>□ Group</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>No. &amp; Street or PO Box No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suburb:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State:</th>
<th>Postcode:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone Number</th>
<th>Fax Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Medicare Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**STUDENT EMERGENCY CONTACTS**

This section should ONLY be filled out if THIS student has emergency contacts other than the Prime Family Emergency Contacts.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship (Neighbour, Relative, Friend or Other)</th>
<th>Language Spoken (If English Write “E”)</th>
<th>Telephone Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Travel Details

**How will the student travel to school? (tick)**

- [ ] Walk
- [ ] Bicycle
- [ ] Train
- [ ] Driven by parent/carer
- [ ] School Bus
- [ ] Public Bus
- [ ] Public Taxi
- [ ] Self driven

**First date of travel? (tick)**

- [ ] Next school year
- **Alternate date:** (dd-mm-yyyy) ______ / _____ / ______

**Is the student applying to travel on a school bus or for other travel assistance? (tick)**

- [ ] Yes
- [ ] No

**Type of travel assistance requested?**

(completion of additional form required)

- [ ] Access to School Bus
- [ ] Conveyance Allowance

**If by School Bus, please advise local bus stop if known:**

<table>
<thead>
<tr>
<th>Landmark:</th>
<th>Map Type:</th>
<th>X _______</th>
<th>Y _______</th>
</tr>
</thead>
</table>

**Assisted Mobility (if applicable):**

If applicable, specify the student’s mode of assisted mobility.

- [ ] Wheelchair
- [ ] Walker

**Comments relevant to travel:**

---

**Office Use Only:**

- [ ] Can the student Individual Learning Plan (ILP) include travel training?  
  - [ ] Yes
  - [ ] No

- [ ] Is the student attending their nearest school?  
  - [ ] Yes
  - [ ] No

**Pick-up Point:**

<table>
<thead>
<tr>
<th>Map Ref:</th>
<th>Time AM:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Set Down Point:**

<table>
<thead>
<tr>
<th>Map Ref:</th>
<th>Time PM:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Students residing in Rural/Regional Victoria or attending special schools may be entitled to receive transport assistance. The Department may give access to a school bus service or pay a conveyance allowance to assist with the cost of travel. Information on eligibility and the application process can be obtained from the school.

---

Thank you for taking the time to complete this 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.

---

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

**Signature of Parent/Guardian:** ________________________________  
**Date:** _____ / _____ / ______
DECLARATION FOR ENROLMENT DETAILS AND AGREEMENT TO ABIDE BY KYNETON SECONDARY COLLEGE RULES AND POLICIES.

For Parents

I hereby declare that:

- I agree to support the College Wellbeing Policy and the Student Code of Conduct.
- I agree to notify the College when my child is absent and to provide an explanation for the absence.
- I agree to support the College Uniform Policy regarding the compulsory wearing of uniform. In the event that my child is out of uniform, I undertake to provide a written note of explanation. I also understand that where such a note is not provided, my child may be subject to the College’s disciplinary procedures.
- I consent to my child participating in localised Kyneton township activities that may arise from time to time throughout his/her attendance at the College. This may include the showgrounds (for sports), Town Hall or local schools and businesses. At all times appropriate “duty of care” supervision will be provided along with notification of such events via the Newsletter or special notice.
- I do/do not consent to photographs of my child being used for press related promotion of the College in the wider community.

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:
  - 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.
- I consent to the college having access to any information being held on my child at their previous school, including assessments by Student Support Services or other agencies.
- I am fully aware of the implications of my child agreeing to the Acceptable eUse and Digital Citizenship Policies for electronic communications and agree to abide by the College regulations in regard to this.
- I consent to my child using Office 365 and I am aware that this may use ‘cloud computing’ to store information.
- I certify that the information contained within this form is correct.

Signature of Parent/Guardian: Adult A ____________________________________________

Adult B ____________________________________________

Date: _____ / _____ / ______

Student declaration:

- I agree to follow the Kyneton Secondary College school rules.
- I have read and agree to follow the guidelines for safe travel on school buses for travel to/from school and for all excursions.
- I have read and will comply with Kyneton Secondary College’s Digital Citizenship and Acceptable eUse Policies for use of computers, internet, email and other electronic communications
- I have read and agree to the conditions as outlined in the Handheld Device Policy. I understand that a mobile phone cannot be used whilst at school, or on an official school function. I accept that, should I violate any of these conditions, my mobile phone will be confiscated without argument.

Student Name __________________________________ Signature ________________________________

Date _____ / _____ / ______

Thank you for taking the time to complete this 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. Please refer to the college website for details of policy guidelines.
Acceptable eUse Policy

Rationale:
Students may only use computer facilities at Kyneton Secondary College if they have read, understood and agreed to comply with the following rules:

1. All computers and associated equipment and connections must be treated with care and used in a way that minimises any potential physical damage or alteration to the correct operation of the equipment.

2. Students are not to play CDs or use USBs on the computers unless instructed to do so by their teacher.

3. Bags, food and drink must not be taken into computer rooms.

4. Students are not to enter or remain in computer rooms unless under the supervision of a teacher.

5. School computers and the Internet are only to be used for schoolwork set out by teachers or approved by teachers.

6. Personal information such as a student’s surname, address, telephone number, parents’ work address/telephone number must not be given out in emails or on the Web.

7. Students must not give out or reveal their log-on information or passwords to any other person.

8. Students must not use a computer that has been logged on under another student’s or staff member’s ID and password.

9. Students must not search for, view, create, download or send any data, text or images that are illegal or would be considered by a reasonable adult person to be offensive or unsuitable for viewing by a student at school.

10. If a student accidentally comes across any information or message that is unsuitable, they must click on the HOME button and then tell their teacher straight away.

11. Students are not to load software onto computers (This includes games and hacking programs.)

12. Students are not to change their home folder properties in any way (including giving other students permission to access to their files or by locking out teachers.)

13. No student is to download material from the Internet and claim it is his or her own work or to use downloaded material without the permission of the person or organisation that developed the material. If permission is available, the owner of the material must be acknowledged.
Digital Citizenship Policy

Digital Citizenship Procedures:
At Kyneton Secondary College, eLearning is a core element of our teaching and learning strategy. All students are expected to have access to a computer or tablet device in each of their classes. Students are expected to be aware of and abide by the College's Principles of Digital Citizenship which include:

Respect
- Principles of Copyright – including copyright law, creative commons, free-play music, and plagiarism. Students should cite or reference the owner or relevant web address, and include the access date and a bibliography or reference list for information sources.
- Students and teachers will take all necessary care of equipment.
- Permission will be gained from the individuals being videoed or photographed and respect will be given to the footage or photos that they are taking.

Rights and Responsibilities
- Publishing work online – the student
  o owns the copyright of their own artistic and literary works
  o has the right of Integrity’ ie: protection from derogatory treatment of their work
  o has the right to say 'no' to their work being published or to request its removal
  o will only be identified by first name and class or year (no School name, no personal details.) when working on the internet.
- All online accounts used for school purposes will use the student’s school email address or relevant staff edumail address.

Cybersafety
- Social networking – if cyber-bullying occurs, or uploading of images without consent - students are expected to report the incident to their teacher or co-ordinator. Students will be required to use appropriate avatars and usernames for all school related cyber activities
- If the student is uncomfortable or finds something inappropriate, they will report it immediately to their teacher or co-ordinator.

Staff
- Will act professionally as adult educators in an online environment as outlined by Teaching Service Order 199 and the agreed set of College Professional Standards and Expectations.
- Will refrain from non-educational interactions with students on sites such as Facebook, Tumblr etc.
- Will be personally responsible for any content referring to KSC that the teacher posts online, and be conscious of their digital reputation.
Bring Your Own Device (BYOD) Policy

All students are expected to bring an approved digital device to school.

The guidelines and rules for school use of devices have been planned so that students may use them in a safe and orderly environment during class time.

- BYOD digital devices are the individual student’s responsibility to look after and to maintain.
- A record of ALL approved devices, along with student details will be kept. This will include student’s name and form, device serial number, and the mac address. This record will be kept by the ICT technical staff.
- The device is for the use of the owner. Any sharing is at the owner’s discretion.
- Any updating of purchased software will be the responsibility of the owner.
- Backing up of files is the responsibility of the device’s owner.
- All devices should be insured against theft and damage
- Kyneton Secondary College accepts no responsibility or liability for damage, loss, or repair of these devices

Devices
- Acceptable
  - Netbooks
  - Laptops

Required Software
- Approved Operating systems
  - Windows 7 and above
  - OSX 10.7 and above

Applications
- Office suites – containing Word Processing, Spreadsheet & Presentation functions
  - Microsoft Office 365 Suite is available from the school – at no cost
  - Acceptable alternatives include: Apple iWork, Apache OpenOffice, LibreOffice, Google Docs, Docs2Go
- Antivirus
- Web browser – Firefox, Google Chrome, Internet Explorer, Safari
Handheld Technology Device Policy

Rationale:

Handheld Technology Devices are now common place. The way in which these Devices are being used at school is causing classroom disruption and is a potential threat to good order in the school ground. The use of such Devices for SMS messaging can interfere with hearing aids causing discomfort to the wearer. The student Code of Conduct clearly states that students are expected to “behave in a manner that is safe and respectful of the rights of all people and their property.” Disrupting the learning opportunities of other students and teacher’s rights to teach, and jeopardising school ground health and safety, is clearly unacceptable.

While it is our strong preference that Handheld Technology Devices are not brought to school, we recognise that, for a variety of reasons, some families want their children to have access to a Handheld Device before or after school.

Implementation

• Students are not to bring Handheld Technology Devices to school unless their parents sanction it on health and safety grounds, for use when travelling to and from school only.

• The Handheld Technology Devices must remain switched off while at school, “silent and invisible”

• Should parents need to make contact with their child during the day they should call the General Office on 5421 1100. Similarly, any students who need to make a call during the day should go to the General Office (emergencies only) or see the Assistant Principal

• The use of SMS text messaging to send inappropriate messages, to bully or harass other students, is strictly prohibited

• Teachers have been advised to confiscate any Handheld Technology Device that they see. If any such Device disrupts a lesson or is used inappropriately it will be immediately confiscated from the student without argument. Any argument that results will be regarded as a serious breach of the Student Code of Conduct. Confiscated Devices will be handed in to the General office who will retain it until the end of the school day in the first instance. Further breaches of the Policy will result in the Device being retained until a parent/guardian can collect it at a mutually convenient time. A third breach results in loss of the privilege of bringing a Device for the remainder of the term

• For reasons of privacy, and due to community concerns, students are not to use the photographic/video capacity of any Handheld Technology Device. A breach of this rule will result in serious consequences and may have legal ramifications

• Consent: Please ensure parent/guardian and student signs their consent on the final page of the enrolment form.

References:

Circular 397/2000 – Possible Health Effects of Mobile Phones
References: ASCIV – www.gsat.edu.au/-asciv
Schools Reference Guide: 7.10 – Asset Recording and Control

Last updated: May 2015
Conditions of Travel

To ensure the safety of all passengers on school buses, the following apply at all times.

To ensure safe travel on school buses, students must agree to the following:

- Not to play on the road at the bus stop or try to get on the bus before it has stopped.
- Make sure you and your belongings are inside the bus at all times.
- Not throw anything from a bus window or have anything hanging out a window.
- Place bags and other belongings in the allocated storage areas.
- Get on and off the bus quietly and in an orderly manner.
- Stay in your seat while the bus is moving.
- Not distract drivers with screaming, shouting or unruly behaviour.
- When you get off the bus only cross the road when the bus has left and it is safe to do so.
- No dangerous or flammable goods are allowed on the bus, for example aerosol cans.
- Travel on the bus service allocated to you, to and from your approved bus stop only. Do not change to one that will take you to a sports or social event.
- Wear a seat belt where fitted.

To ensure students are considerate to one another and their bus driver, they must agree to:

- In the morning, arrive at the bus stop 10 minutes prior to departure.
- Not eat, drink or smoke while on the school bus.
- In the morning, let the school and driver know if you will not be travelling home on the bus that day.
- Use a standard conversational tone and do not call out to others on board or to passing traffic or people.
- Listen to the bus driver and bus captain. They are responsible for maintaining school bus safety and also have the authority to report any misbehaviour or vandalism.
- Leave your bike in a safe and secure place if riding to the bus stop. Public Transport Victoria and the Department of Education and Early Childhood Development are unable to accept responsibility for the safety of your bike.

Behaving inappropriately on a school bus places the safety and wellbeing of all on board at risk.

Non-compliance with any of the above conditions may result in the following:

- The driver will stop the bus.
- The offender’s name and full details of the breach will be recorded.
- The offender will be transported to school or to their normal drop off.
- The breach will be reported to the coordinating principal.
- The coordinating principal will take disciplinary measures in accordance with the guidelines below.
- In rare and exceptional circumstances, and only as a last resort, drivers are authorised to eject passengers from a bus.

Following the report of a relevant incident, the coordinating principal may take the disciplinary action below:

- First offence – verbal warning to student.
- Second offence – written warning to parent/guardian.
- Third offence – one week suspension of student from school bus travel.
- Fourth offence – the student will not be allowed to travel on the school bus for the remainder of the year.

A serious offence that endangers other students, bus staff or property will result in immediate suspension.
<table>
<thead>
<tr>
<th>Year</th>
<th>Term</th>
<th>PLEASE ENSURE ALL PAGES ARE COMPLETED AND SIGNED</th>
</tr>
</thead>
</table>

**STUDENT DETAILS**

<table>
<thead>
<tr>
<th>Residential address</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of parent/guardian</td>
<td>Telephone</td>
</tr>
<tr>
<td>Emergency contacts</td>
<td>Name</td>
</tr>
<tr>
<td></td>
<td>Name</td>
</tr>
<tr>
<td>Exact distance (in km) by the shortest practicable route</td>
<td>From home to school</td>
</tr>
</tbody>
</table>

**Student one**

<table>
<thead>
<tr>
<th>Full name</th>
<th>Date of birth</th>
<th>Year level at time of travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>School enrolled</td>
<td>Travel start date</td>
<td></td>
</tr>
</tbody>
</table>

Any medical problems or requirements the driver should be notified of? If yes, please provide details.

Which days do you intend to use this service? (please use X to highlight)

- MON [ ]
- TUE [ ]
- WED [ ]
- THU [ ]
- FRI [ ]

**Student two**

<table>
<thead>
<tr>
<th>Full name</th>
<th>Date of birth</th>
<th>Year level at time of travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>School enrolled</td>
<td>Travel start date</td>
<td></td>
</tr>
</tbody>
</table>

Any medical problems or requirements the driver should be notified of? If yes, please provide details.

Which days do you intend to use this service? (please use X to highlight)

- MON [ ]
- TUE [ ]
- WED [ ]
- THU [ ]
- FRI [ ]

**Student three**

<table>
<thead>
<tr>
<th>Full name</th>
<th>Date of birth</th>
<th>Year level at time of travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>School enrolled</td>
<td>Travel start date</td>
<td></td>
</tr>
</tbody>
</table>

Any medical problems or requirements the driver should be notified of? If yes, please provide details.

Which days do you intend to use this service? (please use X to highlight)

- MON [ ]
- TUE [ ]
- WED [ ]
- THU [ ]
- FRI [ ]

**OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Bus route</th>
<th>Seat number</th>
<th>Bus operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pick-up bus stop</td>
<td>Drop off bus stop</td>
<td></td>
</tr>
</tbody>
</table>

Have any of these students been granted eligibility on the basis of an exemption? Yes/No

If yes, specify exemption:

- Student one
- Student two
- Student three
Responsibilities of parents/guardians

- Parents/guardians are responsible for transporting their children to and from authorised bus stops and their safety at the bus stop while waiting for the bus.
- It is most important that parents waiting for bus passengers at a roadside bus stop should wait on the same side of the road as the bus to prevent accidents.
- School bus travel is a privilege and not a right and consequences will follow a breach of these conditions. It is understood that bus travel is provided and accepted on these conditions.

I certify that:

1. All the above details are true and correct.
2. I will notify the principal in writing within 7 days of any change of address or school.
3. I agree to pay the costs of repairs or damage to the bus, or its replacement if totally destroyed, caused by the vandalism or deliberate act of my child(ren).
4. I consent to release this information to Public Transport Victoria (PTV) to assist with planning for transport services.

I accept the authority of the coordinating principal with regard to student discipline on the school bus service.

I agree to abide by the above Conditions of Travel.

I understand that if I or my child(ren) do not comply with the Conditions of Travel, it may result in my child(ren) not being permitted to travel on the school bus service.

Parent/guardian name (please print)  
Parent/guardian signature  
Date  

Student one name (please print)  
Student one signature  
Date  

Student two name (please print)  
Student two signature  
Date  

Student three name (please print)  
Student three signature  
Date  

Last updated: May 2015  
version 2.10