

PRIVACY NOTICE

Please Read This Notice Before Completing The Enrolment Form:

Mt Hira College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the school. The primary purpose of collecting this information is to enable Mt Hira College to provide schooling for that student, including satisfying the needs of parents and guardians and the needs of the student throughout the whole period he/she is enrolled. It is also to satisfy Mt Hira College's legal obligations, particularly to facilitate duty of care. Certain laws governing or relating to the operation of schools requires that certain information is collected.

Health information about a student is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We require medical reports about students from time to time. If you do not consent to us obtaining this information, you must advise us. Mt Hira College from time to time also has to disclose certain details and sensitive information to others. This includes other schools, government departments, medical practitioners, publications and people providing services to the school, including special visiting teachers, outdoor education professionals, coaches and volunteers.

If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your child.

Personal information collected from students is regularly disclosed to their parents and guardians. On occasions relevant information may be published in school newsletters and magazines. Parents may seek access to personal information collected about them and their son/daughter by contacting the school. However, there will be occasions when access is denied. Such occasions would include the release of information that would have an unreasonable impact on the privacy of others or where the release may result in a breach of Mt Hira College's duty of care to the student.

Mt Hira College on occasion, uses photographs and information in publications of current or past students, including in newsletters, newspapers, school website and promotional material, such as, the college prospectus and school brochures.

If you provide the school with the personal information of others, such as, doctors or emergency contacts, you should inform them that you are disclosing that information to the school and why.

BUSINESS NOTICE

FEES:

Fees comprise of a Tuition Fee and Administration Fee and are set annually by Mt Hira College. They are subject to change at any time. Parents will be notified when fees are altered. The fee scale is set as an annual amount charged in four installments. Parents are welcome to pay annual fees up front at the commencement of the school year. Other fees, such as Music Tuition and special purpose fees are also part of the fees payable to Mt Hira College.

Students are accepted on the condition that all fees are paid by the payable due date. Students may not be accepted into school if the fees are outstanding.

The Finance Manager is authorized by the School Board of Directors to take such steps necessary by civil processes or otherwise, to recover any unpaid fees from one or both parents/ guardians.

CONDITIONS OF ENTRY:

Acceptance of the application for enrolment implies that a place has been reserved for the student. Parents or guardians will be notified. Admission is conditional upon:-

- i. The parents/guardians and the students attending an interview with the Principal or Vice Principal.
- ii. Mt Hira College is satisfied that it can offer the student the appropriate educational pathway.
- iii. A full payment of a term's fee upon enrolment.

TERMINATION:

If, in the opinion of the Principal, it is desirable for a student to no longer continue at Mt Hira College, the Principal may notify either parent or guardian of this and remove the student from the Roll and prevent the student from further attendance of classes. The parents or guardian will be liable for all fees and charges up to the date of notification.

If the parent or guardian desires to withdraw a student from Mt Hira College, a term's notice in writing, addressed to the Principal, is required before the withdrawal of the student. One fee instalment is payable in lieu of notice.

LIABILITY:

No responsibility of liability is accepted for the loss or damage belonging to parents or students.

ACCEPTANCE OF POLICIES AND RULES:

It is a condition of this agreement that students and their parents accept and support Mt Hira College's Policies and Rules as published in the school diary, website and elsewhere, and that all students meet all academic and co-curricular obligations during their time at school.

APPLICATION FEES:

An Application Fee of \$100.00 is to be paid by parents on behalf of every new student when lodging this form.

I / We have read the Business and Privacy Notices and we jointly agree to be bound by them.
Name and Signature of both parents/ guardians required:

Name

Signature

____/____/____
Date

Name

Signature

____/____/____
Date

MT HIRA COLLEGE
CONFIDENTIAL STUDENT ENROLMENT FORM

All sections of this form must be filled in order for enrolment to be accepted

Student Personal Details

Surname:	
First Given Name:	
Second Given Name:	
Date of Birth:	
Gender:	Male / Female

Australian Residency Status

Permanent Australian / New Zealand Citizen

Temporary or Bridging Visa _____ other Visa _____
(Visa Number) (Visa Number)

Country of Birth: _____ Religion: _____

If not Australia, date of initial arrival into Australia _____

Nationality of student: _____

Family Residential Details

Street No. and Name: _____

Suburb: _____ Postcode: _____

Mail to be sent to home address:	YES / NO
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Specify other e.g. PO Box

Previously enrolled School/Preschool

Year level to be enrolled

For Further Information Please Contact:

Mt Hira College, 185 Perry Road, Keysborough VIC 3173

Telephone: 9709 0100 **Fax:** 9709 0133

Email: enrolments@mthira.vic.edu.au

Medical Details

Does the student have a disability?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please specify) _____
What type of impairment does the student have?	<input type="checkbox"/> Hearing <input type="checkbox"/> Speech <input type="checkbox"/> Vision <input type="checkbox"/> Mobility
What is the immunization status of the student	<input type="checkbox"/> Complete <input type="checkbox"/> Partial <input type="checkbox"/> Not immunized
Does the student suffer from Asthma?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please continue)
Please indicate if the student suffers from any of the following symptoms	<input type="checkbox"/> Cough <input type="checkbox"/> Wheezing <input type="checkbox"/> Tight Chest <input type="checkbox"/> Difficulty in breathing <input type="checkbox"/> Exhibits symptoms after exertion
If my child displays any of the above symptoms please	<input type="checkbox"/> Inform Doctor <input type="checkbox"/> Inform Parents <input type="checkbox"/> Inform Emergency Contact <input type="checkbox"/> Administer Medication
Has the Asthma Management plan been provided to the school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student take medication for asthma?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please specify) _____
Is the medication taken regularly by the student (preventative or only in response to symptoms?)	<input type="checkbox"/> preventative <input type="checkbox"/> symptoms
Indicate the usual dosage of medication taken and the frequency	Dosage: _____ Frequency: _____
Medication is usually administered by:	<input type="checkbox"/> Student <input type="checkbox"/> Teacher <input type="checkbox"/> Other
Medication is stored:	<input type="checkbox"/> with student <input type="checkbox"/> with teacher <input type="checkbox"/> In the sick bay

Medical Conditions

Does the student have any other medical condition?	<input type="checkbox"/> Anaphylaxis <input type="checkbox"/> Allergies <input type="checkbox"/> Hayfever <input type="checkbox"/> Other (please specify) _____
Symptoms:	
If my child displays any of the symptoms above please	Inform Doctor <input type="checkbox"/> Yes <input type="checkbox"/> No Inform Parents <input type="checkbox"/> Yes <input type="checkbox"/> No Administer Medication <input type="checkbox"/> Yes <input type="checkbox"/> No Other Medical actions <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please specify: _____
Does the student take medication for the above medical condition	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Medication:	
Is the medication taken regularly by the student (preventative) or only in response to the symptoms?	<input type="checkbox"/> Regularly <input type="checkbox"/> Only when symptoms are present
Indicate the usual dosage of medication taken and frequency	Dosage: _____ Frequency: _____
Medication is administered by	<input type="checkbox"/> Student <input type="checkbox"/> Teacher <input type="checkbox"/> Other _____
Is a reminder required for the student to take their medication	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there an activity restriction for the student?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please specify _____

IF YOUR CHILD HAS ANY MEDICAL CONDITIONS PLEASE SEE OFFICE FOR MORE INFORMATION

Consent Form

In the event of illness or injury to my child whilst at school on excursion, or travelling to or from school; I authorize 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.
- Ambulance, if deemed necessary
- I agree to meet the full costs associated with the above medical, ambulance, surgical treatment.

Signature of Parent/Guardian _____

Date: _____

(Primary Family)

Signature of Parent/Guardian _____

Date: _____

(Primary Family)

Thank you for taking the time to complete this Student Information Form. The details are confidential but are required to enable staff to properly enroll your child at our school. Please ensure you notify the General Office of changes as they occur.

Please attach copies of the following documents

- Birth Certificate
- Copy of child's or parent's Australian Passport
- For overseas students only: A copy of Passport, Visa and Australian Citizen Certificate
- For guardians only: Authority to act as a guardian
- Immunization status certificate
- Any specialist / consultant's report which may assist Mt Hira College in working with your child
- Any relevant court orders
- Application Fee of \$100

Parental Occupational Groups

The codes outlines below are to be used when providing family occupation details for enrolled students. This information is used for determining funding allocations to schools.

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

List of Parental Occupations:

OCCUPATIONAL 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 to the large organisation
Public Service Manager (Section head or above), regional director, health / education / police / fire services administrator

Other administrator [school principal, faculty head / dean, library / museum / gallery director, research facility director]

Defence forces Commissioned Officer

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

- *Health, Education , Law, Social Welfare, Engineering, Science, Computing professional*
- *Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]*
- *Air / sea transport [aircraft / ship's captain / officer / pilot, flight officer, flying instructor, air traffic controller]*

OCCUPATION GROUP B

Other business managers, arts/media/sportspersons and associate professionals

Owner / Manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist Manager [finance / engineering / production / personnel / industrial relations / sales / marketing]

Financial Service 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]*

OCCUPATION GROUP C

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

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

Clerks [bookkeeper, bank / PO clerk, statistical, actuarial clerk, accounting / claims / audit clerk, payroll clerk, recording / registry / filing clerk, betting clerk, stores / inventory clerk, purchasing / order clerk, freight / transport / shipping clerk, bond clerk, customs agent, 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]

OCCUPATION GROUP D

Machine operators, hospitality staff, assistants, labourers and related workers

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

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

Office assistants, sales assistants and other assistants:

- Office [typist, word processing / data entry / business machine operator, receptionist, office assistant]
- Sales [sales assistant, motor vehicle / caravan / parts salesperson, checkout operator, cashier, bus / 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]