

**TALLYGAROPNA PRIMARY SCHOOL**  
**ANNUAL CONFIDENTIAL STUDENT INFORMATION – 2019**

*This information will be used for school-purposes only and will not be shared with others.*

**FAMILY NAME:** \_\_\_\_\_ HOME NO: \_\_\_\_\_

MOBILE PHONE NO: \_\_\_\_\_

FAMILY ADDRESS: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**CHILDREN:**

Given Name	Date of Birth	Grade	Medical Condition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- a medical plan is required by school if the condition is asthma, severe allergy or anaphylaxis.

**FATHER OR MALE GUARDIAN DETAILS:**

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Parent Occupation Group Letter: \_\_\_\_\_

Work Phone No: \_\_\_\_\_ Employer's Name & Address: \_\_\_\_\_ (see attached information)

**MOTHER OR FEMALE GUARDIAN DETAILS:**

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Parent Occupation Group Letter: \_\_\_\_\_

Work Phone No: \_\_\_\_\_ Employer's Name & Address: \_\_\_\_\_ (see attached information)

**METHODS OF TRAVEL TO SCHOOL:** Walk, Car, Bus, Cycle

**EMERGENCY CONTACT PERSONS:** (Other than parent or guardian - Must live locally and have a telephone)

Name: \_\_\_\_\_ Relationship to Child/ren \_\_\_\_\_ Phone No: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Child/ren \_\_\_\_\_ Phone No: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Child/ren \_\_\_\_\_ Phone No: \_\_\_\_\_

**Are there any custody restrictions applicable to your children?** YES / NO

*Please give details (and provide school with a photocopy of details)*

**Name of your Doctor:** \_\_\_\_\_ Phone No: \_\_\_\_\_

**Ambulance Subscriber:** YES / NO (Please circle)

**Please complete Page 2**

# ANNUAL CONSENT FORM 2019

## **CONSENT FORM FOR LOCAL EXCURSIONS:**

During the year, children are involved in excursions and sporting activities within the town boundaries. Children attend these activities by walking. Parents are notified of the details of each excursion through the Newsletter, or by separate notes. School Council and the Principal approves all excursions and activities prior to them taking place.

I hereby give my permission for my child to attend all local excursions within the town boundaries, for all curriculum purposes whilst being enrolled at this school.

**Signature of Parent or Guardian** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **SCHOOL MEDIA:**

I hereby give permission for my child/ren whose name/s appears above, to participate in any appropriate school media activities. These media activities would be used to publicise or promote the school and its programs or events and may include:

- Published work.
- Published photographs (ie: newsletter, website, facebook)
- Work and/or photographs may have students name mentioned (depending on the purpose and the media involved),
- Voice recordings
- Class activities using iPods or the internet (ie. Skype)

Typical uses would be- School webpage, newsletter or other school publications, local radio, local newspapers, local TV, Department of Education publication.

**Signature of Parent or Guardian** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **INTERNET PROTOCOL:**

I have read and discussed the school's ESmart protocol with my child/ren and I understand that internet access is used for educational purposes at Tallygaroopna Primary School I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material, through school monitoring and Education Department filtering procedures. Policy can be found here:

[http://www.tally-ps-3067.vic.edu.au/uploaded\\_files/media/e\\_smart\\_policy\\_it\\_acceptable\\_use\\_agreement\\_2018.pdf](http://www.tally-ps-3067.vic.edu.au/uploaded_files/media/e_smart_policy_it_acceptable_use_agreement_2018.pdf)

I understand that breaches of the rules will see my child/ren lose internet/email access rights for a period of time determined by class teacher and the Principal. Anything not covered by guidelines below will first have permission sought from parents.

**I give permission for my child/ren:**

Please indicate with a **Yes (Y)** or **No (N)** in the box provided.

Access the internet for information within his/her classroom programs	
Publish written work on the internet with or without names. (eg on our school website)	
Publish artwork on the internet with or without names (eg on our school website)	
Send and receive external email from other school students (as organised by class teachers).	
Send and receive external email from other people and organisations as approved by the school staff.	
I undertake to inform my child that I have restricted their School Internet Access as indicated above.	

**Signature of Parent or Guardian** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **STUDENT ENGAGEMENT POLICY:**

I have read and discussed the School's Engagement Policy located at

[http://www.tally-ps-3067.vic.edu.au/uploaded\\_files/media/tallygaroopna\\_ps\\_sep\\_2018.pdf](http://www.tally-ps-3067.vic.edu.au/uploaded_files/media/tallygaroopna_ps_sep_2018.pdf)

with my child/ren and I understand that this is an important component in relation to student engagement, wellbeing and safety. Student, Teacher and Parent rights and responsibilities are made clear in this document along with specific expectations.

**Signature of Parent or Guardian** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **CHAPLAIN PROGRAM:**

Please fill out, sign and return the attached Consent form. Frequently Asked Questions and an Introduction letter about the Chaplain Program can be found here.

<http://www.tally-ps-3067.vic.edu.au/page/196/Chaplain-Program>

## **Grade Expert:**

**Signature of Parent or Guardian** \_\_\_\_\_ **Date:** \_\_\_\_\_

Dear Parents,

Keeping up-to-date with family information and consent is vital for efficient school organisation and for appropriate Education Department funding. Attached to this letter is this year's Information and Consent Form. Please read the information below carefully, fill out all areas of the form and return to school as soon as possible. All Information will be checked against the school's CASES21 database and updated accordingly. All information will be kept confidential.

#### Confidential Student Information Details

This page brings the school up-to-date with any changes in the medical conditions, addresses, phone numbers, work arrangements, emergency contacts, etc, which may be needed by the school during the year. If circumstances change, please let the school know asap.

The family occupation group letter is used to work out whole-school funding. The following table on the next page is to be used to help with this:

### **CONSENT INFORMATION**

This page involves annual consent for various activities at school. Several issues to be aware of:

- Local Excursions: may involve quick walking trips to the Post Office, Fire Station, Town Hall, Kinder, Footy Oval, etc and these will be notified to you via newsletter or separate classnote.
- School Media Activities: These often relate to the promotion of school activities and events, and if it involves "outside" media such as the Shepp News, Win TV, 3SR or StarFM they may require full names of students.
- Internet consent relates to students using the computer for school-agreed activities. More information is published in the School's ESmart Policy.
- The Student Engagement Policy is available on the School website
- The Chaplain Program information is available on the School website

**Please return the attached Confidential Student Information & Consent Form  
by 8/02/2019**

## **PARENT OCCUPATION GROUP**

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 admin.
- **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)

### **Group N**

#### **Not in paid work**

- If the person has not been in **paid** work in the last 12 months, enter 'N'

### **OTHER**

- If a 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 the person's last occupation