

TALLYGAROPNA PRIMARY SCHOOL
ANNUAL CONFIDENTIAL STUDENT INFORMATION – 2023

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 severe i.e. asthma or anaphylaxis.

GUARDIAN DETAILS:

Surname: _____ Given Name: _____

Occupation: _____ Parent Occupation Group Letter: _____

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

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 2023

SCHOOL MEDIA/SOCIAL MEDIA CONSENT

Consent for school media and social media is now set out in ***Photographing, Filming and Recording students at Tallygaroopna Primary School - Annual Consent Form and Collection Notice.***

Please ensure that you read the document carefully, then complete and return to the Office as soon as possible.

CONSENT 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, Class Dojo or by separate notes. The Principal approves all excursions and activities prior to them taking place.

If there is a situation or incident which requires first aid to be administered to your child, school staff will administer first aid that is reasonably necessary and appropriate to their level of training. School staff will also seek emergency medical attention for your child if it is considered reasonably necessary. In the event that your child needs medical attention during excursions, school staff will contact you as soon as practically possible.

I hereby give my permission for my child/ren whose name/s appear on this form to attend all local excursions within the town boundaries, for all curriculum purposes.

Signature of Parent or Guardian _____ **Date:** _____

STUDENT ENGAGEMENT POLICY:

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

https://www.tally-ps-3067.vic.edu.au/uploaded_files/media/tallygaroopna_ps_sep_2022.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:** _____

GRADEXPRT:

This is a cloud-based data program used at our school and includes assessment, reports, medical details, attendance, etc. All information entered is confidential. The primary purpose of collecting this personal information is to report adequately to families. I consent to my child/ren whose name/s appear on this form information being on this program for the duration of their enrolment at Tallygaroopna PS.

Signature of Parent or Guardian _____ **Date:** _____

EDUPASS/OFFICE 365:

Students have an opportunity to access Office 365. This provides students with access to such things as Microsoft Office and Minecraft. I consent to my child accessing Office 365 for the duration of their enrolment at Tallygaroopna Primary School. The terms of service can be found below:

<https://www.education.vic.gov.au/about/working/edupass/Pages/terms.aspx>

Signature of Parent or Guardian _____ **Date:** _____

PLEASE NOTE: CONSENT FOR GRADEXPERT AND EDUPASS/OFFICE 365 WILL IN FUTURE ONLY BE ON A STUDENT'S ENROLMENT FORM

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 as soon as possible.

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 items to be aware of:

- Local Excursions: may involve walking trips to the Post Office, Fire Station, Town Hall, Kinder, Footy Oval, Men's Shed, etc and these will be notified to you via newsletter, Class Dojo or separate class note.
- School Media Activities: This is now covered in the ***Photographing, Filming and Recording students at Tallygaroopna Primary School - Annual Consent Form and Collection Notice***. Outside media activities (ie. Shepparton News articles, etc) will be advised and consent sought separately.
- Social media is primarily Facebook. This is now covered in the ***Photographing, Filming and Recording students at Tallygaroopna Primary School - Annual Consent Form and Collection Notice***.
- The Student Engagement Policy is available on the school website.
- GradeXpert consent is required because it is a cloud-based application.
- Edupass/Office 365 consent is required as mandated by DET.

**Please return the attached Confidential Student Information & Consent Form
by 10/02/2023**

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