

ENROLMENT APPLICATION FORM

Form A



PLEASE **ONLY** COMPLETE THIS FORM IN RELATION TO STEP PARENTS, DEFACTO RELATIONSHIPS, AND/OR OTHER GUARDIANS THAT ARE ASSOCIATED WITH THE STUDENT.

STEP MOTHER/GUARDIAN

Surname.....
First Name.....
Preferred First Name

Mobile..... Home

Email Address.....

Relationship to child

Residential Address.....
Suburb..... Postcode

Martial Status.....

Occupation.....

Place of Work.....

Business contact Number

I/We give permission for information to be passed on to the Step Mother/Guardian for the student and give permission for them to be able to collect the child in case of emergency, sickness, or unforeseen circumstances.

Sign Here

Mother/Guardian

Surname..... First Name.....
Signature.....

Father/Guardian

Surname..... First Name.....
Signature.....

STEP FATHER/GUARDIAN

Surname

First Name

Preferred First Name

Mobile Home

Email Address

Relationship to child

Residential Address

Suburb Postcode

Martial Status

Occupation

Place of Work

Business contact Number.....

I/We give permission for information to be passed on to the Step Father/Guardian for the student and give permission for them to be able to collect the child in case of emergency, sickness, or unforeseen circumstances.

Sign Here

Mother/Guardian

Surname First Name

Signature

Father/Guardian

Surname First Name

Signature

EMERGENCY CONTACT / CHILD COLLECTION (Photo identification required)

If either parent/guardian is unable to be contacted in an emergency, I/We give permission for the following person/s to be contacted and give information about the circumstances and if necessary to collect them from the College:

Contact 1 Surname..... First Name
Contact Number Relationship to Child.....

Contact 2 Surname..... First Name
Contact Number Relationship to Child.....

I/We hereby authorise the nominee to be an emergency contact.

Sign Here

Mother/Guardian

Surname..... First Name Signature

Father/Guardian

Surname..... First Name Signature

NOMINATION OF CONSENT

PLEASE TICK IF SAME AS ABOVE

In the event you or other parent/guardian are unavailable to give consent (including and not limited to excursion forms), I/We give authorisation to:

Contact 1 Surname..... First Name
Contact Number Relationship to Child.....

Contact 2 Surname..... First Name
Contact Number Relationship to Child.....

DUTY OF CARE

Due to updated Privacy Laws and the commitment of Hope Christian College's duty of care to all students, their families and our staff, please read the following information.

- College Commence at 8.35am and finishes at 3.30pm everyday. (Junior School 3.20pm)
- College access is through the main gates. These gates are open at 8.20am and locked at 8.45am. After these hours we do not allow any visitors or parents beyond the front office other than parents needing to visit the uniform shop, who are required to sign in.
- The gates are once again opened at 3.15pm in the afternoon when parents and guardians can collect their children.
- Please be reminded that the College grounds are not staffed to look after children before 8.20am and after 3.45pm. Therefore as a matter of duty of care we do not allow students to be on the property outside of these hours. Any students found on the property outside of these hours will be taken to the College Out of School Hours Care facility (OSHC) where they will be supervised until they have been collected. Please note that you will be charged for this care.
- If you need to collect your child early on any given day please write a diary note, email or phone the College Office with this request.
- All students leaving the College must be signed out by a parent/guardian or person listed on the emergency Contact/Child Collection list. Students are not allowed to sign themselves out at anytime. If someone other than a parent or guardian is to collect a student this must be communicated by a phone call or a diary note before this person arrives to collect the student. The person collecting the student will need to provide photo identification on arrival to the College Office.
- If you have students attending basketball training, homework club, choir or any other after school activities please remember that siblings not attending these sessions must be collected as normal by 3.45pm. Students remaining on site will be taken to our OSHC unit and you will be charged for this care. Children are not allowed to wait or play on the College property after College hours.

List of Parental Occupation Groups

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health/education/police/fire services administrator

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

Defence Forces Commissioned Officer

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

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2: 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 3: 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/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4: 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, kitchenhand, 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]