

Orelia Primary School STUDENT ENROLMENT FORM

Year of enrolment:		
Year level:		
Room No:		

STUDENT DETAILS			
Surname:	Legal Surname (if different):		
1 st Name:	2 nd Name:	3 rd Name:	
Preferred 1 st Name:			
Date of Birth:/		Sex: Male	☐ Female
Residential Address:			
		Postcode:	
Telephone (Home):			
Full Name/s of brothers and sisters attend	ing this school:		
Student lives with:			
Both Parents Parent/Guardian/Carer 1 Parent/Guardian/Carer 2	Name	Relationsh	ip to student
Emergency Contacts (Indicate contacts Name Pho		e No. Relations	hip to student
1			
2.			
3			
STUDENT DETAILS – ADDITIONAL INF	ORMATION		
Nationality:	Country of B	irth:	
Religion: Is the stu	dent to be withdrawn fro	m religious instruction?	YES NO
Student's First Language:			
Is the student's descent:	Torres	Strait Islander (TSI)	YES NO YES NO YES NO
Does the student speak a language other Does the student mainly speak English at (If more than one language, indicate the one to spoken most often.)	home?hat is		YES NO
Australian Citizenship/Permanent Resider			
Date of Arrival in Australia: V	isa Sub-class No:	_ Visa Sub-class No Expiry Da	te:
Previous School:			
Reason for change of school:			

If YES, please specify the name of the CPFS Case Manager, their CPFS District and their contact phonon number. STUDENT DETAILS - MEDICAL / HEALTH	· · · · · · · · · · · · · · · · · · ·	court orders in respect of their care, welfare and
In addition to the information below, a separate form (student health care summary) available from the school, is to be completed for all students. Note: For students identified as having health conditions requiring support at school, additional form/s wiprovided by the school. Does the student have a disability?	If YES, please specify the name of the CPFS Cas	
Please indicate where you have documentation about your child's disability in any of the following areas. Copies of this documentation will be required for school records Autism Spectrum Disorder	In addition to the information below, a separate for school, is to be completed for all students. Note: For students identified as having health con	•
Copies of this documentation will be required for school records Autism Spectrum Disorder	Does the student have a disability?	NO If YES, please specify the disability/s:
Allergy – Other	Copies of this documentation will be required for Autism Spectrum Disorder Deaf or Hard of Hearing Specific Speech Language Impairment Intellectual Disability Does the student have a medical condition or intellects, please specify.	Severe Mental Disorder Global Developmental Delay (prior to age 6) Vision Impairment Physical Disability ensive health care need? YES NO
Doctor's Name: Telephone:	Allergy – Other Asthma Diabetes Diagnosed migraine/headaches	 Mental health or behavioural (eg depression, ADD/ADHD) Intensive Health Care Need (eg tube feeding) Other:
Doctor's Name: Telephone:	Medical Practice (Name and Address):	
Medicare No: Valid to:/		
	Medicare No:	Valid to: /
Health Care Card (if applicable): YES NO. If Yes, please provide no Expiry Date:	Health Care Card (if applicable): YES NO. If Yes, ple	ase provide no Expiry Date:

PARENT / GUARDIAN DETAILS					
Parent/Guardian 1 Details					
Title: First Name:	Surname:				
Please indicate relationship to the student:					
Postal Address (if different from studer	nt residential address):				
Telephone (Home):	Email Address:				
Occupation/Workplace location:					
Telephone (Work):	Mobile No:				
Do you mainly speak English at home?	?				
Do you speak a language other than E	English at home? NO, English only YES, other				
group from the list provided in ATTACHME	completed? Bachelor degree or above Advanced diploma/Diploma Certificate I to IV (including trade certificate) No non-school qualification				
Parent/Guardian 2 Details					
	Surname:				
Please indicate relationship to the stud	dent:				
Postal Address (if different from studer	nt residential address):				
Telephone (Home):	Email Address:				
Occupation/Workplace location:					
Telephone (Work):	Mobile No:				
	?				
group from the list provided in ATTACHME	completed? Bachelor degree or above Advanced diploma/Diploma Certificate I to IV (including trade certificate) No non-school qualification				

OTHE	ER CONTACT(S) DETAILS
Title:	First Name: Surname:
	e indicate relationship to the student:
	al Address (if different from student residential address):
Telep	hone (Home):
Occup	pation/Workplace location:
Telep	hone (Work): Mobile No:
	Please advise the school if there are any other contacts you would like recorded.
SIGN	ATURE
Name	e of person enrolling student:
Title:	First Name: Surname:
Relati	ionship to the student:
If this	is an enrolment for Kindergarten, I declare this to be the only enrolment made.
O:	Pate.
Olgric	ature:Date:
	OFFICE USE ONLY
	Student's official documentation all sighted (Date):
	☐ Birth certificate ☐ Passport ☐ Travel document/s
	Student's Residency status: Local Permanent Resident
	Entry Date to Orelia PS:
	Former Roll Checked: YES NO ESL Status:
	Previous School: Records received: YES NO
	Publications/Internet Permission Form completed: YES NO
	Immunisation records provided:
	Entered on School Information system by: on (Date):
	Email to Deputy Principal if student needs a health care plan (Date):
	Student leaves school: (Date) Date Transfer Note Sent:
	Destination:
	Records received from transferring school: \(\sum \text{NO} \text{VFS on (Date)} \)

FORM 1 – STUDENT HEALTH CARE SUMMARY					
SECTION A					
School:		Year:	Form:	Teacher:	
Student's Name:		Date of Birth:	Famala		
Address:		Gender: Male/	remaie		
FAMILY CONTACT DETAIL		MEDICAL DETA	ILS		
Name:		Medical Practice:		Talanhana	
Relationship to student:		Doctor 1: Doctor 2:		Telephone: Telephone:	
, , , , , , , , , , , , , , , , , , ,		Dental Practice:			
A.d.L.		Name of Dentist:	£	Telephone Company of the Company of	
Address:			or the school es □ No □	to seek medical/dental attention for my child	
Telephone: (W)		Do you have amb	ulance insuran	nce? Yes 🗆 No 🗖 Insurance Provider:	
(H) (M)		If there is a med ambulance.	ical emergend	cy, parents/carers are expected to meet the cost of an	
Name:			information that	at could affect your child in an emergency e.g. allergy to	
D. I		penicillin.		3 3 5 6 6	
Relationship to student: Address:		Health care card:	Ves 🗆 No 🗖	Expiry Date	
Addicss.		Card Number	103 L 110 L	Expiry Date	
Telephone: (W)			equired – for c	children requiring regular emergency care):	
(H) (M)		Card Number:		Expiry Date:	
ADMINISTRATION OF MEDIC	ATION				
Written authorisation must b	e provided for staff to	administer any fo	orm of medica	ation at school.	
Long term medication – Co	mplete the <i>Medicati</i>	<i>on</i> section of the r	elevant health	h care plan – see below.	
			form to comp	plete and return to the principal or class teacher.	
Note: All medication require	ea must be suppliea l	by parents/carers			
	mation will be shared	d with staff on a "n	eed to know"	basis unless otherwise stated.	
Do you give permission for the					
3	Note: If your child is enrolled in a TAFE, PEAC or an alternative education program, this includes the transfer of their health care				
information to the principal of If no, and the information is t			f your child's	health care information?	
	o be restricted, who	can be inionned o	i your crilla's		
Does your child have one or	more health condition	n(s) that will <i>requ</i>	<i>ire support</i> fi	rom school staff?	
				ur child's requirements change, please notify the	
school.			D-1-		
Signature:	ainder of this form an		Date:	ou will be given additional forms to complete.	
List your child's health condi	tion(s):			·	
SECTION B – IN THE FOLLOWIN	G TABLE, PLEASE IND			S) WHICH REQUIRE THE SUPPORT OF SCHOOL STAFF	
(In response to the information below, you will be given further forms for specific health conditions to complete)					
Health Conditions	Tick health con	dition	Action Plan Include	will school staff require specific ed training to support your child?	
Source Allergy/Apaphylavic				YES NO	
Severe Allergy/Anaphylaxis Minor & Moderate Allergies				YES NO T	
Diabetes				YES NO	
Seizures				YES NO	
Asthma				YES NO N	
Activities Of Daily Living				YES NO	
Other Conditions or Needs				YES NO	
(Please specify)				YES NO NO	
Has your child's Medical Pra	ctitioner provided a h	nealth		YES NO	
care plan to assist the school				If yes, advise the Principal	
•	pecific staff training,	please discuss th	e type of train	ning needed with the Principal.	
Revised T3/2013				Form 1. Page 1 of 2	

Name:	Date of Birth:	Sc	hool:	
SECTION C: CONSENT FOR PHOTO IDENTIFIC	ATION ON YOUR CHILD'S HEA	LTH CARE PL	AN	
If your child has a condition where an emergency medical details and photo on view to provide imm	may occur, please indicate who nediate identification.	ether you give o	consent for staff to place your child's	
I give permission for my child's "medical details	s and photo" to be on view for	staff. Yes	□ No □	
If yes, please attach photo to the relevant heal	th care plan(s).			
SECTION D: MEDIC ALERT INFORMATION				
Does your child have a Medic Alert bracelet or If yes, provide details:				
Signature:				
Parent/Carer Signature:	Date:			
Parent/Care Name:				
ON COMPLETION OF THIS FORM, PL	EASE REQUEST AND COMI	PLETE THE R	ELEVANT HEALTH CARE PLANS	
Note: Where appropriate students should be encouraged to participate in their health care planning.				
Office Use Only				
Does the child have an allergy that needs to be	e flagged on SIS? Yes	□ No □	Date:	
Have relevant health care plans been issued to	the parent? Yes	□ No □	Date:	
Has the Principal been informed if: • specific training is required to support the	student? Yes	□ No □	! !	
• the student's health care information is to	be restricted? Yes	□ No □		
Date Student Health Care Summary was comp	oleted and uploaded on SIS:	<i> </i>	, 	

FORM 1 PAGE 2 OF 2



Orelia Primary School

PO Box 641 Kwinana WA 6966

Phone: (08) 9419 1111 Fax: (08) 9419 5955 Email: orelia.ps@education.wa.edu.au



Dear Parent/Guardians,

Signed_

As part of our technology and enterprise and STEAM program this year at Orelia PS we are investigating using technologies to enhance and reflect our learning programs. Classes will be using a variety of online programs and/or apps to create, interpret, publish and present a variety of written and visual texts. These online programs allow students to create and publish work as well as share and reflect on their ideas.

Attached is a list of apps that teachers in different phases of learning may use that require online permissions. The school is supporting the development of information, communication and technologies through the purchase of devices (iPads, computers, interactive whiteboards etc) and programs such as Mathletics and Spelling City (school subscription \$4000.00 per year). These two programs used extensively at school in every classroom can be accessed at home on a variety of devices to support learning at school. This is homework that is meaningful and relevant to class programs.

Every endeavor is undertaken to protect the identity of your child. Teachers will assign user names and passwords. School administration will also have access to monitor program usage.

- Teachers have administrative control over all student accounts.
- A class email account may be required to enrol students in various programs however, will be password protected and managed by the teacher (students will not have access unless supervised by the classroom teacher).
- Students are given a unique user name and password that does not identify their surname to the public. For example John Smith may be JS2319 or John123
- Photos that identify your child will not be posted to any website without written consent of the parent.

Please feel free to contact your child's classroom teacher with any issues or concerns you may have. It is important to note the students will be able to publish their work creating a digital portfolio using the apps attached, however they will not have their surname name visible. Each child will have a unique username. As they are publishing work online (in a very secure environment) we do need parental permission for the child to do so.

Kind Regards	
Classroom Teacher	
%	×
<u>Oı</u>	nline Student Permissions
•	in Room to create and publish work (with Teacher and apps mentioned specific to their phases of learning.

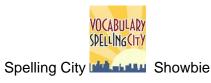
Date

<u>List Of Suggested Apps In Phases Of Learning Requiring Online Permissions</u>

Below is a list of apps and/or programs we are trialling at Orelia PS that require internet access to utilise.

School Wide













Kahoot



Seesaw





Early Childhood







Scratch Jnr



Starfall



Junior School

Write About This



Class Dojo



Senior School

Aurasma



CoSpaces



Floors















Student Internet and Online Permission Letter

Responsible Student Internet Use

- When using school devices (computers, tablets), I will use the school devices only with the permission of a teacher, and I will follow all instructions from teachers when using school devices.
- I will ask permission before entering any Web site or Tablet App, unless my teacher has already approved that Site or App, or it is directly related to my appropriate search criteria or classroom work.
- On a network, I will use only my own login and password, which I will keep secret, and not share with others. I will not look at or delete other people's files, or access other peoples' accounts. I will not use another student's log-on username or password.
- I know that I am responsible for anything that happens when my online account is used by somebody other than myself, and that I will tell my teacher if I think someone is using my online account.

I understand that

- The school and the Department of Education may see anything or any actions that I do on the devices, and that I will be held responsible for my actions while using online and offline services.
- The misuse of online and offline services will result in the withdrawal of access to services and other consequences (Blue, Green or Pink behaviour management procedures) and I will be held accountable for anything committed using online or offline services.

Student Personal Safety

- I will not damage, vandalise, or disable the computers, tablets, computer systems or computer networks of the school or the Department of Education.
- If I see anything I am unhappy with or I receive popup messages I do not like, I will tell a teacher immediately.
- I will not access any e-mail account (Hotmail, Yahoo Mail, etc) including private home, family or friends accounts whilst accessing the school devices, or the part of a Web site that requires me to log-on, or use my membership details, or complete online forms that require personal information (yours or others), unless authorised by the classroom teacher.
- I will not access any Internet chat, Messenger (MSN), or social media sites (Facebook, MySpace, Bibo etc).
- I will not download or view any video unless I have permission from the teacher.

Illegal Activities

• I will not attempt to gain unauthorised access to any computer system through or go beyond the school authorised access account. This includes attempting to log in through another person's account or access another person's files, and my actions will not be tolerated, even if only for the purposes of "browsing".

Inappropriate Language

- I am aware that restrictions against Inappropriate Language apply to public messages, private messages, material posted on Web pages, typed on the computer or saved in documents.
- I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language whilst using the devices.
- I will not post information that could cause damage or danger or disruption to others.
- I will not engage in personal attacks, including discriminatory attacks and bullying.
- I will not harass another person. Harassment is acting in a manner that distresses or annoys another person.
- If I am told by a person to stop doing something because of my inappropriate actions, I must stop immediately.

Plagiarism and Copyright Infringement

- I will not download or save information from the Internet and claim the information as my own.
- I will only download and save materials from the Internet that my teacher has allowed me to download.
- I will use material from Internet sites or other sources only if I have permission to do so.
- If I use material in my work that I have found on the Internet, I will say where it comes from, and acknowledge the creator or author of any material published
- Gain permission before electronically publishing users' works or drawings.



Build Knowledge, Build Future



Student Internet, Device (Computer, Tablet), Online and App Permission Letter

STEP 1:	
TO BE SIGNED BY THE STUDENT	
I have understood the School Internet Policy (incleaning explained on the back of the page.	Social Media Policy) as fully
I understand that any breach (breaking the rules) of Device (Computer, Tablet) will result in Loss of Priviled disciplinary action determined by the School in <i>Behaviour Management'</i> Policy as well as the <i>Communication and Technology'</i> Policy.	ge (not allowed to use), and or accordance with the 'School's
Student :	Date:
STEP 2:	
TO BE SIGNED BY PARENT / CAREGIVER	
Parent/Caregiver:	Date:

Orelia Primary School

Build Knowledge, Build Future



PERMISSION TO PUBLISH STUDENTS' WORK OR IMAGES OF STUDENT ON WEB SITES

Dear parent or responsible person,

I request your permission for video or photographic images of your child to be taken during school activities. If such images are captured, they would be used for the purpose of educating students, promoting the school, or promoting public education. I am also seeking your permission for the school to publish images and/or samples of your child's work.

If you give your permission, the school may publish images of your child and/or samples of work done by your child in a variety of ways, including, but not limited to, online and hard copy school newsletters, Department of Education Internet web sites or intranet web sites, school annual magazines and local newspapers. If published, third parties would be able to view the photographs and work.

If you sign the attached form it means that you agree to the following:

- The school is able to publish images of your child and samples of your child's work as many times as it requires in the ways mentioned above.
- Your child's image may be reproduced either in colour or in black and white.
- The school will not use your child's image or samples of your child's work for any purpose other than for the education of students or for the general promotion of public education and the school.
- The school will only publish the first name of the student. Family names will not be revealed.

Any images captured by the school will be kept for no longer than is necessary for the above-mentioned purposes and will be stored and disposed of securely. Whilst every effort will be made to protect the identity of your child, the Department of Education cannot guarantee that your child will not be able to be identified from the image or work.

If you agree to permit the school to capture images of your child, and to publish images of your child, or samples of your child's work, in the manner detailed above, please complete the consent form below and return it to the school as soon as possible. This consent, if signed, will remain effective until such time as you advise the school otherwise.

CONSENT FORM

I agree to the videoing or photographing of my child during school activities for use by the school in educating students and promoting the school and public education. I also agree to the publication of images or samples of work from my child in ways including, but not limited to, web sites or intranet web sites of the Department of Education, school newsletters (print and online), magazines and the local newspaper, subject to the conditions set out above. I will notify the school if I decide to withdraw this consent.

Name of student:	Form / Class:
Signature of parent/responsible person:	Date:

ATTACHMENT 1

Parent Occupation Groups

Relates to questions in Parent 1 and Parent 2 sections of the Application for Enrolment form

Relates to questions in Parei	nt 1 and Parent 2 sections of the	Application for Enrolment form	7
GROUP 1	GROUP 2	GROUP 3	GROUP 4
Senior management in large business organisation government administration & defence, and qualified professionals	Other business managers, arts/media/sportspersons and associate professionals	Tradesmen/women, clerks and skilled office, sales and service staff	Machine operators, hospitality staff, assistants, labourers and related workers
Senior executive/ manager/ department head in industry, commerce, media or other large organisation.	Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.	Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are	Drivers, mobile plant, production/ processing machinery and other machinery operators Hospitality staff [hotel service
Public service manager (section head or above), regional director, health/education/police/ fire	Specialist manager [finance/engineering/production/ n/ personnel/ industrial relations/ sales/marketing].	included in this group. Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk,	supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper].
Other administrator [school Principal, faculty head/dean,	Financial services manager [bank branch manager, finance/ investment/insurance broker,	accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/ inventory clerk, purchasing/order clerk,	Office assistants, sales assistants and other assistants Office [typist, word
library/museum/gallery director, research facility director]. Defence Forces	credit/loans officer]. Retail sales/services manager [shop, petrol station, restaurant,	freight/transport/shipping clerk, bond clerk, customs agent/customer services clerk, admissions clerk].	processing/data entry/business machine operator, receptionist, office assistant].
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	club, hotel/motel, cinema, theatre, agency]. Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author].	Skilled office, sales and service staff Office [secretary, personal assistant, desktop publishing operator, switchboard	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].
problems; and teach others. Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.	media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official]. Associate professionals generally have	operator]. Sales [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher]. Service	Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].
Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].	diploma/technical qualifications and support managers and professionals. Health, Education, Law,	[aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight	Labourers and related workers Defence Forces ranks below senior NCO not included in other
Air/sea transport [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller].	Social Welfare, Engineering, Science, Computing technician/associate professional.	attendant, fitness instructor, casino dealer/supervisor].	groups. Agriculture, horticulture, forestry, fishing, mining worker
	Business/administration [recruitment/employment/indus trial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer,		[farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand].
Thomas a few winds	office/project manager]. Defence Forces senior Non- Commissioned Officer.	a designed as broad occumeti	Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.