St Michael's School
3 James Street
PO Box 428
Bassendean WA 6934
Tel: 08 6278 9888
Email: admin@stmichaelsbass.wa.edu.au
Website: www.stmichaelsbass.wa.edu.au

St Michael's School Enrolment Application

Vision Statement

St. Michael's School community aspires to provide a secure, caring, learning environment, where commitment to Faith, Truth and personal endeavour are encouraged as a way of life.

CEWA Ltd Privacy Collection Notice

1. Catholic Education Western Australia Limited ('We') collect personal information, including sensitive information about you. This may be in writing, through technology systems or in the course of conversations. The primary purpose of collecting your information is to support the design and safe delivery of the educational programme to each student in their CEWA community of faith.
2. Some of the information we collect is to satisfy our legal obligations, particularly to enable the Principal and CEWA to discharge their duty of care.
3. The law also requires us to collect, use and disclose certain information. These include and are not limited to the School Education Act (WA) 1999, the Children and Community Services Act (WA) 2004, and common law.
4. Health information about students is sensitive information within the terms of the Privacy Act 1988. We may collect such information about students from time to time.
5. A student's enrolment may be delayed or prevented and their education adversely affected if CEWA cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.

CEWA may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:

- staff and governing bodies of Catholic, government and non-government schools;
- staff and governing bodies of order accountable schools who are CEWA members;
- government departments (including for policy and funding purposes);
- The Catholic Education Office, the parish and the Archdiocese or Dioceses, other related church agencies/entities;
- medical practitioners;
- people providing educational, support and health services to CEWA, including specialist visiting teachers, tutors, coaches, volunteers, and counsellors;
- people participating in, ancillary or incidental to, digital communication such as Teams video and chats
- providers of learning and assessment tools;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
- agencies and organisations to whom we are required to disclose personal information for education and research purposes;
- people providing administrative and financial services to CEWA;
- anyone you authorise CEWA to disclose information to; and
- anyone to whom CEWA is required or authorised to disclose the information to by law, including child protection laws.

6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. If you make an enrolment application to another CEWA or government school, personal information provided during the application stage may be used in this process. This personal information may include health information and is used for the purpose of considering and administering the enrolment.
8. CEWA uses centralised information management and storage systems ('Systems'). These Systems are provided by CEWA and third-party service providers. Personal information is stored with and accessible by those providers for the purpose of providing services to CEWA.
9. CEWA may use online or 'cloud' service providers to store personal information and to provide services that involve the use of personal information, such as services relating to email, instant messaging, online education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about CEWA's use of on online or 'cloud' service providers is contained in CEWA's Statutory Privacy Policy.
10. CEWA's Statutory Privacy Policy, accessible on CEWA's website, sets out how you may seek access and correct your personal information. However, access may be refused in certain circumstances such as where access would have an unreasonable effect on the privacy of others, where access may result in a breach of CEWA's duty of care to the student, where students have provided information in confidence or where CEWA is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
11. CEWA's Statutory Privacy Policy also sets out how you can make a complaint about a Privacy breach and how the complaint will be handled.
12. CEWA may engage in fundraising activities. Your information may be used to make an appeal to you. It may also be disclosed to organisations that assist CEWA's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
13. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, and on our website, or otherwise shared with the CEWA community. This may include photographs and videos of student activities such as sporting events, concerts and plays, school camps and school excursions. CEWA will obtain permissions from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos or other identifying material in our promotions or otherwise make this material available to the public such as on the internet.
14. If you provide CEWA with others' personal information, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why.
15. As with all decisions concerning children, the best interests of the student are a primary and overriding consideration in the management of information. A student's right to safety prevails above all other considerations, including theirs and others' right to privacy.

STUDENT DETAILS

CLASS REQUIRED _____ **YEAR OF ENROLMENT** _____

SECTION I : PERSONAL DETAILS

Student First Name _____ **Middle Name**_____

Surname _____ **Preferred Name** _____

☐ **Male** ☐ **Female** ☐ **Other** **Date of Birth** _____ /_____ /_____ *Birth Certificate is mandatory*

Medicare No _____ **Ref No** _____ **Expiry** _____

Citizenship Status: **Australian Citizen** ☐ **New Zealand Citizen** ☐
Permanent Resident ☐ **Temporary Resident** ☐ **Other** _____

Present School (if applicable) _____ **Year Level** _____

School's Address _____

SECTION II : STUDENT DEMOGRAPHICS

Aboriginal ☐ YES ☐ NO **Torres Strait Islander** ☐ YES ☐ NO

If "Yes" above, Group of Origin _____

Ethnicity _____ **Relgion**_____

Main Language spoken at home_____

Country of Birth _____ **Country of Citizenship** _____

Date of Arrival in Australia _____ **Visa Number** _____

Australian Permanent Resident ☐ **YES** ☐ **NO**

Please provide Visa, proof of Australian Citizenship and/or proof of Permanent Residency if applicable

SECTION III : RELIGION

Has child received the Sacrament of Baptism in the Catholic Church? ☐ **YES** ☐ **NO**

If "Yes" above, please complete questions on Reception of Sacraments

If "No" above, what is child's religious denomination? _____

RECEPTION OF SACRAMENTS IN THE CATHOLIC CHURCH

Date of Baptism _____ **Parish** _____*Please provide Baptism Certificate*

First Reconciliation ☐ YES ☐ NO **If "Yes", date of receiving sacrament** _____ / _____ / _____

First Eucharist ☐ YES ☐ NO **If "Yes", date of receiving sacrament** _____ / _____ / _____

Confirmation ☐ YES ☐ NO **If "Yes", date of receiving sacrament** _____ / _____ / _____

Please provide Sacramental certificates

SECTION IV : SCHOOLING

Siblings Attending St Michael's School

Name: _____ **Year** ____

Name: _____ **Year** ____

Name: _____ **Year** ____

Siblings Currently Attending Other Schools

Name: _____ **Year** ____**School** _____

Name: _____ **Year** ____**School**_____

SECTION V : IMMUNISATION

Please fill in this section, based on your child's immunisation history.
Please note, if your child has not received all their scheduled 4-year-old vaccinations, the status is "Incomplete."

F – fully immunised **N** – not immunised **I** – incomplete immunisation **P** – personal objections

Measles		Mumps		Rubella		Diphtheria		Tetanus	
Hepatitis B		Pertussis (Whooping Cough)		Polio (OPV)		Immunisation Record Attached ☐ YES ☐ NO			

Doctor's Name _____

Medical Centre _____

Address _____

Medical Centre Phone Number _____

Ambulance Cover ☐ YES ☐ NO Health Fund _____ Member Number _____

FAMILY INFORMATION

PRIMARY CARER 1 (Parent or Guardian)

TITLE: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other _____

☐ Male ☐ Female ☐ Other

First Name _____ **Surname** _____

Mobile _____ **Email** _____

Home Address _____ **Postcode** _____

Postal Address _____ **Postcode** _____

Medicare No _____ **Ref No** _____ **Expiry** _____

Occupation _____ **Employer** _____

Work _____ **Home** _____

Relationship to student: _____ *(e.g. mother, stepfather etc)*

Lives with Student ☐ Yes ☐ No **Living Arrangements** ☐ Always ☐ Balanced ☐ Other

Family Type ☐ Full ☐ Split

Religious Denomination _____

If Catholic, Parish _____ **Suburb** _____

Australian Citizen ☐ YES ☐ NO **Country of Birth** _____

If born in Australia, Town and State of Birth _____

If not Australian Citizen, Country of Citizenship _____

If born outside Australia, Date of Arrival in Australia _____

Australian Permanent Resident ☐ YES ☐ NO **Visa Number/Class** _____

If born outside Australia or Country of Citizenship is other than Australia, please provide Visa and/or Proof of Permanent Residency; Also proof of Australian Citizenship (if applicable)

FAMILY INFORMATION

PRIMARY CARER 2 (Parent or Guardian)

TITLE: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other _____

☐ Male ☐ Female ☐ Other

First Name _____ Surname _____

Mobile _____ Email _____

Home Address _____ Postcode _____

Postal Address _____ Postcode _____

Medicare No _____ Ref No _____ Expiry _____

Occupation _____ Employer _____

Work??? _____ Home _____

Relationship to student _____ *(e.g. mother, stepfather etc)*

Lives with Student ☐ Yes ☐ No Living Arrangements ☐ Always ☐ Balanced ☐ Other

Family Type ☐ Full ☐ Split

Religious Denomination _____

If Catholic, Parish _____ Suburb _____

Australian Citizen: ☐ YES ☐ NO Country of Birth _____

If born in Australia, Town and State of Birth _____

If not Australian Citizen, Country of Citizenship _____

If born outside Australia, Date of Arrival in Australia _____

Australian Permanent Resident ☐ YES ☐ NO Visa Number/Class _____

If born outside Australia or Country of Citizenship is other than Australia, please provide Visa and/or Proof of Permanent Residency; Also proof of Australian Citizenship (if applicable)

CUSTODY / GUARDIANSHIP

Name of person(s) with legal guardianship of the student _____

_____

Any other conditions enforced at law? _____

_____

_____

_____

_____

_____

If applicable, provide copies of any Parenting or Restraint Order.

LOCAL EMERGENCY CONTACTS (OTHER THAN A PARENT/GUARDIAN)

TITLE ☐ **Mr** ☐ **Mrs** ☐ **Ms** ☐ **Miss** ☐ **Dr** ☐ **Other** _____
☐ **Male** ☐ **Female** ☐ **Other**

First Name _____ **Surname** _____

Home _____ **Mobile** _____**Work** _____

Home Address _____**Postcode** _____

Relationship to student (e.g. grandparent, friend etc) _____

.....

TITLE: ☐ **Mr** ☐ **Mrs** ☐ **Ms** ☐ **Miss** ☐ **Dr** ☐ **Other** _____
☐ **Male** ☐ **Female** ☐ **Other**

First Name _____ **Surname** _____

Home _____ **Mobile** _____**Work** _____

Home Address _____**Postcode** _____

Relationship to student (e.g. grandparent, friend etc) _____

RESPONSIBILITY FOR PAYMENT OF SCHOOL FEES

NAME/S and SIGNATURE/S of the person/s who will pay the School Fees Account

I/we understand and agree that my/our obligation to pay all outstanding fees and charges is not varied despite any changes in the nature of my/our relationship, nor by any court order binding on me/us relating to fee payment, nor by rulings of the Child Support Agency, nor agreement not co-signed by the Principal. I/we understand and agree that my/our agreement to pay all outstanding fees and charges can only be varied in writing and signed by all parties to this Agreement. I/we understand and agree to address and resolve any dispute between us about fee payments with each other and not involve the school. I/we understand and agree that any arrangement by the Principal to separately invoice me/us does not amount to a variation of this agreement by me/us to pay all fees.

Signature _____ **Name** _____ **Date** _____

Signature _____ **Name** _____ **Date** _____

ACKNOWLEDGEMENTS / AUTHORISATIONS

ACKNOWLEDGEMENT

- *I/we understand an accept that the completion of this enrolment application does not guarantee an enrolment interview. Successful applicants will be determined in accordance with the School's enrolment criteria.*
- *I/we understand and accept that attendance at an interview does not guarantee an enrolment offer being made.*
- *I/we understand that completion of this application form and acceptance by the School does not guarantee the enrolment of that student in any other Catholic school.*
- *I/we have completed this application for enrolment form fully and truthfully to the best of my/our knowledge. Further, I/we acknowledge and accept that if it can be demonstrated that I/we have withheld material information relevant to the enrolment process, especially in relation to this student's Parenting Orders, then the enrolment may be refused or terminated by the Principal on this ground.*
- *I/we understand the School has a responsibility to manage its financial resources. I/we have read and fully understand and agree to the terms and conditions set out in the CEWA School Fees Directives and undertake to pay the fees by the due date. If circumstances make this impossible, I/we will make contact with the school to organise alternative arrangements. I/we understand that if the student is withdrawn from the School after enrolment, a terms notice must be given in writing to the Principal and the Principal may charge a terms fees if such notice is not given. Policies and directives are available on the School website.*
- *I/we agree to pay the Application Fee of $55 upon submission of this enrolment application.*
- *I/we agree to abide by the policies and directions of the School and CEWA as they are enacted from time to time.*
- *I/we agree that the School may obtain copies of the student's educational records and any other relevant reports or medical information given to the present school to any receiving school to which the student may transfer in the future.*

MEDICAL EMERGENCY AUTHORISATION

I authorise the school to seek medical/dental attention, call an ambulance or to hospitalise my son/daughter when considered necessary. I further authorise the school that if an emergency occurs requiring surgery, anaesthetic, oxygen, blood transfusion, medication and I am unable to be contacted within a reasonable time, the school has the authority to agree to medically recommended treatment by an accredited medical practitioner on my behalf.

ACCEPTANCE OF ACKNOWLEDGEMENTS / AUTHORISATIONS

SIGNATURE OF PARENT / GUARDIAN 1

Name _____ Signature _____ Date _____

SIGNATURE OF PARENT / GUARDIAN 2

Name _____ Signature _____ Date _____

DISCLOSURE OF PERSONAL INFORMATION

Personal information collected and stored by the School is subject to the Privacy Act and the CECWA Privacy Policy Statement.

Do you give your permission to be contacted via email by the class parent representative? ☐ YES ☐ NO

The class representative is an important liaison between P&F and the parent community in relation to P&F activities such as family events, fundraising etc. (e.g. family disco, walkathon).

REQUIRED DOCUMENTATION

A copy of each of the following details must be attached to this application, where applicable:

☐ Birth Certificate Attached

☐ Baptism Certificate Attached ☐ N/A

☐ Parish Priest Reference Attached ☐ N/A

☐ Medicare Immunisation History Statement (as at date within 2 months of application)

☐ Student Visa / Citizenship / Residency Documentation Attached ☐ N/A

☐ Parent Visa / Citizenship / Residency Documentation Attached ☐ N/A

☐ Custody Arrangements Attached ☐ N/A

☐ Previous School Report if PP -Year 6 ☐ N/A

☐ Data Collection Form Attached

☐ Publication and Use of Images Form Attached

Office Use

☐ Application Fee Paid _____ /_____/ _____

☐ Application Entered in AoS

PARISH PRIEST REFERENCE FORM

The CEWA Ltd Policy Statement on Student Enrolment requires the enrolling Principal to consult the Parish Priest.

Completion of this form and presentation to the Parish Priest forms part of the enrolment process for ***St Michael's School, Bassendean****. Contact should be made with the parish secretary to find out the process for that parish.*

TO BE COMPLETED BY PARENT

To the Parish Priest at: _____

Name of Student: _____ **Date of Birth:** _____

Address: _____

Phone No: _____ **Mobile:** _____

Mother's Name: _____ **Father's Name:** _____

Current School: _____

If Government school, does child attend school scripture classes in the Parish? **YES / NO**

In a Catholic school, the parish and the school work in close collaboration with parents in fostering the faith development of the students. How do you see yourselves as parents fitting into the life of your parish?

_____

_____

TO BE COMPLETED BY PARISH PRIEST OR HIS DELEGATE

Please complete the information below in reference to the family information above.

Q1. Is the family ***actively involved*** in the life of the Church? _____

Q2. Do you believe that parental attitudes towards the values, beliefs and practices of the Catholic Faith are such that the school and home would be able to work successfully in the areas of Faith Education?

_____

_____

Q3. Are there any pastoral circumstances you consider need to be taken into account in the decision about this student's enrolment in our school?

_____

_____

Q4. Any other comments**:** _____

_____

Signed: _____ **Name:** _____

Please stamp with the Parish stamp.

To the Parish Priest: Please send this completed form to: St Michael's School, PO Box 428, Bassendean WA 6934 or email to: admin@stmichaelsbass.wa.edu.au

ST MICHAEL'S SCHOOL
Data Collection Form

This information is being collected to enable nationally comparable reporting of students' outcomes against the *National Goals for Schooling in the Twenty-First Century.* This information is collected in accordance with the school's Privacy Policy.

Note: If you need help with this form please contact St Michael's School on 6278 9888.

Name of student:

First name	Last name	Date of Birth (dd/mm/yyyy)

Home address of student:

(No. and street name)	Suburb	Postcode

1 What is the student's gender?

Male	☐	
Female	☐	

2 Is the student of Aboriginal or Torres Strait Islander origin?

		(office use only)
No	☐	4
Yes, Aboriginal	☐	1
Yes, Torres Strait Islander	☐	2
Yes, both Aboriginal and Torres Strait Islander	☐	3

3 In which country was the student born?

		(office use only)
Australia	☐	1101
England	☐	2102
India	☐	7103
Indonesia	☐	5202
Ireland	☐	2201
Italy	☐	3104
Malaysia	☐	5203
New Zealand	☐	1201
Philippines	☐	5204
Singapore	☐	5205
South Africa	☐	9225
United States of America	☐	8104
Vietnam	☐	5105
Other – please specify		

4 Does the student or their parent/guardian/carer speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often.)

		Student	Parent 1 / Guardian 1 / Carer 1 (Female)	Parent 2 / Guardian 2 / Carer 2 (Male)	*(office use only)*
No,	English only	☐	☐	☐	1201
Yes,	Aboriginal English	☐	☐	☐	8998
Yes,	Aboriginal language Specify: _____	☐	☐	☐	
Yes,	Afrikaans	☐	☐	☐	1403
Yes,	Arabic	☐	☐	☐	4202
Yes,	Burmese	☐	☐	☐	6101
Yes,	Cantonese	☐	☐	☐	7101
Yes,	Croatian	☐	☐	☐	3503
Yes,	Dinka	☐	☐	☐	9216
Yes,	Filipino	☐	☐	☐	6512
Yes,	French	☐	☐	☐	2101
Yes,	Gaelic	☐	☐	☐	1101
Yes,	Hindi	☐	☐	☐	5203
Yes,	Indonesian	☐	☐	☐	6504
Yes,	Italian	☐	☐	☐	2401
Yes,	Japanese	☐	☐	☐	7201
Yes,	Malay	☐	☐	☐	6505
Yes,	Malayalam	☐	☐	☐	5102
Yes,	Mandarin	☐	☐	☐	7104
Yes,	Polish	☐	☐	☐	3602
Yes,	Shona	☐	☐	☐	9207
Yes,	Portuguese	☐	☐	☐	2302
Yes,	Punjabi	☐	☐	☐	5207
Yes,	Sinhalese	☐	☐	☐	5211
Yes,	Spanish	☐	☐	☐	2303
Yes,	Tagalog	☐	☐	☐	6511
Yes,	Tamil	☐	☐	☐	5103
Yes,	Vietnamese	☐	☐	☐	6302
Yes,	Other - please specify				

5 (a) What is the highest year of primary or secondary school the parents/guardians have completed?

(For persons who have never attended school, mark 'Year 9 or equivalent or below.')

	Mark one box only in each column		
	Parent 1 / Guardian 1 / Carer 1 (Female)	**Parent 2 / Guardian 2 / Carer 2 (Male)**	*office use only*
Year 12 or equivalent	☐	☐	4
Year 11 or equivalent	☐	☐	3
Year 10 or equivalent	☐	☐	2
Year 9 or equivalent or below	☐	☐	1

5 (b) What is the level of the highest qualification the parents/guardians have completed?

	Mark one box only in each column		
	Parent 1 / Guardian 1 / Carer 1 (Female)	**Parent 2 / Guardian 2 / Carer 2 (Male)**	*office use only*
Bachelor degree or above	☐	☐	7
Advanced diploma/Diploma	☐	☐	6
Certificate I to IV (including trade certificate)	☐	☐	5
No non-school qualification	☐	☐	8

6 (a) What is the occupation group of Parent 1/Guardian 1/Carer 1 (Female)? ☐

6 (b) What is the occupation group of the Parent 2/Guardian 2/Carer 2 (Male)? ☐

Please select the appropriate parental occupation group from the list on page 4-5.

- *If the 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.*
- ***If the person has not been in paid work in the last 12 months, enter '8' in the box above.***

Thank you for your time.
Please return this form to the school.

List of Parental Occupation Groups (for Question 6)

Group 1: Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals

Elected officials (mayor parliamentarian, alderperson, trade union secretary, board member)

Senior executives/general managers/department heads in industry, commerce, media or other large organisation

- **Public sector manager** (public service manager (section head or above), regional director, hospital/health services education)
- **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- **Defence forces** (Commissioned Officer)

Qualified 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** (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet, psychologist, therapy professionals, dietician, radiographer, podiatrist)
- **Education** (primary/secondary school teacher, university lecturer, professor, VET, special education)
- **Law** (lawyer, judge, barrister, coroner, solicitor, legal officer)
- **Engineering** (architect, surveyor, chemical/civil/mechanical/mining engineer)
- **ICT** (computer systems manager, designer, software and applications programmers)
- **Science** (all scientists)
- **Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
- **Social** (social/welfare/community worker, counsellor, minister of religion, urban/rural planner, librarian, archivist, interpreter/translator)
- **Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

Group 2: Other business managers/professionals and associate professionals

Other business managers/professionals

- **Farm/business owner/manager** (crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)
- **Specialist manager** (works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)
- **Finance** (bank manager, finance/investment/insurance brokers/advisors, credit/loans officer, accountant)
- **Retail sales/services manager** (shop, post office, petrol station, café/restaurant, club, hotel/motel/caravan park, cinema, theatre, travel/betting agency, sports centre, car rental, car/fleet/station manager, other hospitality, retail services managers)
- **Arts/media** (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof reader, graphic designer, web designer)
- **Sportsperson** (coach, trainer, sports official, sportsperson)

Associate professionals generally have diploma/technical qualifications and support managers and professional

- **Medical, science, architectural, building, surveying, engineering, computing, ICT support technician**
- **Health** (enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)
- **Legal** (police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer bailiff)
- **Business/administration** (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors, management and organisation analysts, contract, program)
- **Defence Forces** (senior non-Commissioned Officers [NCO])
- **Other** (library assistant, museum/gallery technician, research assistant, proof reader)

Group 3: Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff

Tradespeople generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group. (metal fitters and machinists, motor mechanics, structural steel/welding trades workers, carpenters and joiners, plumbers, painters, electricians, chefs/cooks, hairdressers)

Advanced/intermediate clerical, office, sales, carer and service staff

- **Recording clerk** (bookkeeper, bank/post office clerk, statistical/actuarial clerk, account/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply logistics/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- **Inquiry/admissions clerk** (customer inquiry/complaints/service clerk, hospital admissions clerk)
- **Office** (secretary, personal assistant, desktop publishing operator, switchboard operator)
- **Sales** (sales representative (goods and service), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate sales agent)
- **Carer** (aged/disability/refuge/child care/welfare support worker, nanny, nursing support)
- **Service** (parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor/supervisor, inspectors and regulatory officers)

Group 4: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers

Machine operators

- **Driver or mobile plant operators** (car/taxi/bus/coach/tram/truck/train driver, driving instructor, courier/deliverer, forklift driver, garbage collector, bulldozer/loader/grader/excavator/earthmoving plant operators, farm/horticulture/forestry machinery operators)
- **Production/processing machine operator** (engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/glass/clay/stone/concrete production/processing machine operators)
- **Other machine operator** (photographic developer/printer, industrial spray painter, boiler/air conditioning/refrigeration plant operators, railway signals/points, crane/hoist/lift/bulk materials handling machinery operators, driller, miner)

Sales office, hospitality staff and other assistants

- **Sales** (sales assistant, motor vehicle/caravan/parts salesperson, sales representatives, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler)
- **Office** (typist, word processing/data entry/business/keyboard/machine operator, receptionist, office assistant, general clerk)
- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchen-hand, porter, housekeeper, fast food cooks)
- **Assistant/aide** (trades assistant, school/teacher's/education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)

Defence Forces ranks below senior NCO

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, store person, guard, commercial cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)

GROUP 8 - If the person has not been in paid work in the last 12 months, enter '8'.

STANDARD COLLECTION NOTICE

PUBLICITY AND USE OF IMAGES

As part of the school's publicity activities there may, on occasion, arise the situation whereby the school, Catholic Education WA (CEWA) or local media will need to take photographs and/or video footage of your child/ren for publication in newspapers, school documents, CEWA and Catholic agency documents (e.g. Caritas, CDF, Lifelink, etc), training videos and/or the school/CEWA website. This also includes the school newsletter (which is placed on our website), the school annual, and the school social media.

If you give your consent for yourself or your child/ren to feature in such publicity, and/or have their names featured in such, please complete the reply slip below and return it the school office. This consent remains in place for the duration of your child's enrolment at St Michael's School. If your wishes change regarding the use of your child's name/image in the future, a new form will need to be returned to the office.

If we do not receive your written consent for their use, your child's name and image will not appear in the school newsletter, nor in the school annual.

Please note your child's first name and surname will be used in the school annual and the yearly official school photographs.

Michelle Christian
Principal

Please circle the response to give permission for you and/or your child's photo/video image or name to be used in school publicity activities undertaken by the school, the school newsletter and Annual, CEWA, social media and local media.

- *I give permission for my son/daughter's photo/video image to be used* YES NO
- *I give permission for my son/daughter's first name to be included.* YES NO
- *I give permission for my/our photo/video image to be used.* YES NO
- *I give permission for social media use* YES NO

Name of Child _____

Name of Parent/Guardian_____

Signature of Parent/Guardian _____Date _____