



**St Paul's
School**

EARLY LEARNING CENTRE

Student Information Booklet Pre-Prep

Student Name:

Entry Year:

Full and frank disclosure of particular needs will allow the School to determine the appropriate level of support required for your child.

Before returning this form please ensure that you have checked the following:

- Have you completed all details on the form? (Incomplete forms will be returned)
- Copy of student's birth certificate
- Proof of residency/citizenship (if applicable)
- Copy of student's immunisation records
- Copy of Parenting Court Orders/Parental Agreement (if applicable)
- Copy of any reports/assessments from Specialists (if applicable)
- Has the Privacy Policy been read, signed and dated by parent(s)/guardian(s)
- Have you completed the Medical Form?
- Have you completed the Student Profile Form?
- Have you completed 'Help us get to know your child'?

For office use only	MCEECDYA/TASS	Medical Information/TASS	Court orders/TASS

create your own story!

Student Information

Student Details			
Full Name of Student	Family Name	Given Name(s)	
Home Address of Student			
Date of Birth (dd/mm/yyyy)	Year of Entry	Year Level	Sex (please tick) <input type="checkbox"/> M <input type="checkbox"/> F
Country of Birth	Citizenship <input type="checkbox"/> Australian Citizen <input type="checkbox"/> Australian Permanent Resident		
Languages spoken at home other than English	Religion <input type="checkbox"/> Baptist <input type="checkbox"/> Confirmed		
Is the student of Aboriginal or Torres Strait Islander origin?	For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes. <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander		
Do you hold a Health Care Card?	<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, then please attach a copy of the card to this form.		
Are you in Australia on a Visa?	<input type="checkbox"/> No <input type="checkbox"/> Yes If you answered "Yes" please state the type of Visa: <input type="checkbox"/> 457 <input type="checkbox"/> 163 <input type="checkbox"/> 461 <input type="checkbox"/> 856 <input type="checkbox"/> 857 <input type="checkbox"/> 571 <input type="checkbox"/> Other: _____ You MUST attach a copy of the Visa to this form		

Detailed Applicant Information	
Has a specialist ever assessed the child for exceptional developmental, learning or behavioural characteristics?	If yes, please specify: <input type="checkbox"/> Early Intervention Centre <input type="checkbox"/> Guidance Officer <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Paediatrician <input type="checkbox"/> Psychiatrist <input type="checkbox"/> Child Psychologist <input type="checkbox"/> Speech Therapist <input type="checkbox"/> Developmental Optometrist <input type="checkbox"/> Other (please describe):
Does the applicant have a special need?	If yes, please identify what type: <input type="checkbox"/> Intellectual <input type="checkbox"/> Autism/Aspergers <input type="checkbox"/> Vision <input type="checkbox"/> Physical <input type="checkbox"/> Learning Difficulty <input type="checkbox"/> Social/Emotional <input type="checkbox"/> Hearing <input type="checkbox"/> ADD/ADHD <input type="checkbox"/> Non Verbal Learning Disorder <input type="checkbox"/> Other (please describe): If the applicant has one of the above special needs, how does it impact on the child as a learner? Please describe:
Do you have a report from the above specialist?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you must provide the report/s to the School?
Has the applicant participated in enrichment programs?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:
Has the applicant ever received funded Assistance? (Ongoing Assistance for the child and/or teacher provided by a psychologist, specialist teacher or other trained professional practitioner).	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify: If yes, for how many years?

Early Childhood Education History

Does/has your child attended a daycare/ childcare program	<input type="checkbox"/> Yes	If yes, please provide details How long? Name of provider	Contact details
	<input type="checkbox"/> No		

Previous / Other Associations with St Paul's School

Do you have children currently studying at our School?	<input type="checkbox"/> Yes	Name(s)	Year level(s)
	<input type="checkbox"/> No		

Do you have children currently enrolled to attend our School?	<input type="checkbox"/> Yes	Name(s)	Year level(s)
	<input type="checkbox"/> No		

Are any of the family former students of St Paul's School?	<input type="checkbox"/> Yes	Name(s)	Relationship	Year attended	House
	<input type="checkbox"/> No				

Do you know any current students at St Paul's School who will be in the same year as the student?	<input type="checkbox"/> Yes	Name(s)
	<input type="checkbox"/> No	

How did you hear about St Paul's School?	<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Radio	<input type="checkbox"/> Newspapers	<input type="checkbox"/> Website	<input type="checkbox"/> Friends	<input type="checkbox"/> Local knowledge
	<input type="checkbox"/> Other (please describe):					

What are your main reasons for seeking enrolment at St Paul's School?	<input type="checkbox"/> Co-education	<input type="checkbox"/> Academic Program	<input type="checkbox"/> Co-curricular	<input type="checkbox"/> Broad Curriculum	
	<input type="checkbox"/> Discipline	<input type="checkbox"/> Proximity	<input type="checkbox"/> Christian Ethos	<input type="checkbox"/> Traditions	<input type="checkbox"/> Cost
	<input type="checkbox"/> Other Factors (please describe):				

Personal / Social

Have you/carer had any concerns regarding your child's social development?	<input type="checkbox"/> Yes	If yes, please specify:
	<input type="checkbox"/> No	

Can your child accurately say his/her full name?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child separate easily from you in new situations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child take turns with other children and adults?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can your child dress/undress himself/herself without assistance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child use the toilet independently?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child identify different emotions or feelings of others?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child assist in cleaning up at home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child clean up spontaneously or by request?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child talk, put on little performances, act, etc for others?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child make eye contact during conversations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child respond well to routines and patterns?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child become agitated or distressed when a routine changes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Fine Motor	
Can your child cut with scissors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can your child fold a piece of paper in half?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can your child draw a person with a head, trunk, and legs without prompting?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Gross Motor	
Can your child kick a ball?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can your child hop on one foot?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can your child walk along a straight line on the floor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can your child catch a ball?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Language	
Does your child ask questions using Why, Where, When, Who and How?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your child name and recognise at least four colours?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your child's speech easy for people not familiar with them to understand?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can your child follow directions with two components? (Eg. Please give me the toy and put your shoes on.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Parent/Guardian Details					
Mother/Parent1/Guardian1			Father/Parent2/Guardian2		
Title	Given Names		Title	Given Names	
Family Name			Family Name		
Citizenship			Citizenship		
Occupation			Occupation		
Home Phone			Home Phone		
Work Phone			Work Phone		
Mobile			Mobile		
Facsimile			Facsimile		
Email			Email		
Marital Status	<input type="checkbox"/> S	<input type="checkbox"/> M	<input type="checkbox"/> DF	<input type="checkbox"/> D	<input type="checkbox"/> W
Postal Address			Postal Address		
Residential Address			Residential Address		
Emergency Contact			Emergency Contact		
Emergency Phone			Emergency Phone		

Occupation		
Please select the appropriate parental occupation group from the back page.	If the person is not currently in <u>paid</u> 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 <u>paid</u> work in the last 12 months, enter '8'.	
	Mother/Parent1 /Guardian1	Father/Parent2 /Guardian2
	Please enter the occupation group	

Student Work and/or Photographs

Student work and student photos are used from time for information and marketing purposes. For example: photographs of your student's work and/or the student themselves may appear in the St Paul's School Gazette, Year Book, Newsletters and other printed and digital media. These publications are made available to the public. St Paul's School will not use photographs of students for any other reason without your consent unless it is required or authorised to do by law. If you have any questions as to how the School will use the photograph please write to: The Headmaster, St Paul's School, 34 Strathpine Road, BALD HILLS, QLD 4036.

If you **do not** wish you child's work or photographs to be used please complete the section below.

I/we do not want student work and photographs to be used by St Paul's School.

Full name of student	Family Name	Given Names
Note: All parents/guardians must sign		
Mother/Parent1/ Guardian1	Name	Signature Date
Father/Parent2/ Guardian2	Name	Signature Date

Privacy Policy

St Paul's School Collection Notice

- The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
- Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
- Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
- Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
- The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Anglican Schools Office, your local diocese and the parish, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.
- If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
- Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in School newsletters, Yearbooks, the St Paul's Gazette and on our website.
- Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
- As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School'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.
- We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.
- If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

Privacy Policy

Note: All parents/guardians to sign

Full name of student	Family Name	Given Names	
By signing this form you consent to St Paul's School and the Past Students Association (PSA) collecting and using the above named student's personal information for the purposes contained in the above Collection Notices and the school's Privacy Policy. You acknowledge having received and read the Collection Notices and Privacy Policy and agree to their condition. The School and the Association will not disclose the student's personal information to any third party for purposes other than those contained in the Privacy Policy, without prior consent, unless required or authorised by law. If you have any questions as to how the School or the PSA use the information collected, or if you would like to change the student's details, please contact the School in writing at: St Paul's School, 34 Strathpine Road, BALD HILLS, QLD 4036			
Mother/Parent1/ Guardian1	Name	Signature	Date
Father/Parent2/ Guardian2	Name	Signature	Date

Conditions of Entry

- The parent(s) or person responsible for payment of fees shall pay St Paul's School such fees and charges for the education and maintenance of, and for the supply of goods and services to, the student as shall be determined by the School Council from time to time.
- Fees shall be payable prior to the first day of term to which they relate. Other charges are payable on demand and may be subject to alternation from time to time without notice. The Headmaster may refuse permission for a student to re-enter the School if any fees or charges for any preceding term have not been paid.
- The Headmaster must be given one term's notice in writing prior to the withdrawal of a student, or a term's fees will be charged.
- The School reserves the right to discipline, suspend or expel any student at any time, whose behaviour is considered by the Headmaster to be unacceptable, or the Headmaster considers that the student is not benefiting from the academic courses the School provides.
- Parents will make good any damage to school property or apparatus caused by their child.
- Parents are held personally responsible for the punctual attendance of their child at the beginning of each term and for their punctual return after leave.
- Students are not to be absent from school without leave of absence being granted by the School. Unless the Headmaster deems otherwise, students absent from school will not receive credit for assessments missed during their absence.
- Students must wear the appropriate school uniform in good and clean condition and in such a way as to show pride in being identified with the School.
- The Headmaster and Staff of the School will exercise all due care in the conduct of the School in all its activities, and will supervise to a reasonable extent all pupils' activities. Neither the School nor the School Council nor the Headmaster or any member of the Staff will be liable in damages for the loss of any personal property belonging to a student.
- All students are bound by all rules and regulations as may from time to time be issued by the Headmaster for the conduct of the School. Parents agree to ensure that their child obeys the School Rules.
- The parent(s) or guardian have read, and agree to, the School's Privacy Policy and Collection Notices.
- The School requires the provision of "details of any condition of the enrollee that may call for special steps to be taken for the benefit or protection of the enrollee or other persons in the school". To assist the School to respond to individual requirements which may affect a student's learning, participation or welfare during school hours, please be prepared to provide relevant information which may assist us in caring for the applicant (Medical/Health Care; Physiological/ Cognitive; Sensory e.g. Vision/Hearing, Behavioural/Safety; Communication) should the School request it. Details of special funding or services, which the applicant may receive from an external agency, should also be noted.
- It is the responsibility of the parent(s) or guardian to advise the School of any changes in the applicant's health or development, or changes in family circumstances, which may affect the student's life at St Paul's School.

Declaration Statement

Note: All parents/guardians to sign

I/We	Name Mother/Parent1/Guardian1	Name Father/Parent2/Guardian2	
Acknowledge that I/we have made a full and frank disclosure of all required and relevant information in this Application. I/we are aware that failure to make full and frank disclosure may result in the cancellation of a student's enrolment. I/we also acknowledge that I am liable/we are jointly and severally liable for all fees, interest and charges stated in each School account relation to the student above. I/we also acknowledge having read and understood the State of Condition of Entry above and agree to be bound by the provisions. I/We also acknowledge I am/we are jointly and severally liable for any expenses, costs of disbursements incurred by St Paul's School in recovering any outstanding monies, including debt collection agency fees and solicitor's costs providing that those fees do not exceed the scale of charges as charged by the debt collection agency/solicitor and in any event the commission is not to exceed 18% if the debt value plus out of pocket expenses.			
Signature Mother/Parent1/Guardian1	Date	Signature Father/Parent2/Guardian2	Date

List of Parental Occupation Groups (see page 3)

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]