

Alternative Family Details – Student Enrolment Form - LILYDALE HIGH SCHOOL

Student Name							
ADULT A:				ADULT B:			
Gender (circle)	M / F	Title Ms, Mr, Dr etc		Gender (circle)	M / F	Title Ms, Mr, Dr etc	
Surname				Surname			
First Name				First Name			
Occupation				Occupation			
Employer				Employer			
Country of Birth				Country of Birth			
Native Language (Write E if English)				Native Language (Write E if English)			
Other Language (Write E if English)				Other Language (Write E if English)			
Interpreter Required? (circle)		Y / N		Interpreter Required? (circle)		Y / N	
Relationship To Student (circle)	Parent, Step-Parent, Adoptive Parent, Foster Parent, Host Family, Relative, Friend, Self or Other			Relationship To Student (circle)	Parent, Step-Parent, Adoptive Parent, Foster Parent, Host Family, Relative, Friend, Self or Other		
Language spoken at home (Write E if language is English)				Preferred Language of Notices (Write E if language is English)			
The Family Occupation Code is:				Choose from the list provided at the back of this form			
Would either adult be interested in helping out the School with school council, excursions or similar activities? (circle)				A = Adult A, B = Adult B, C = Both Adults, N = Neither Adult			

ADULT A: Contact Details				ADULT B: Contact Details			
Can we contact you at work? (circle)		Y / N		Can we contact you at work? (circle)		Y / N	
Are you usually home during business hours? (circle)		Y / N		Are you usually home during business hours? (circle)		Y / N	
Work phone no. and any other contact information				Work phone no. and any other contact information			
Are you usually home AFTER business hours (circle)		Y / N		Are you usually home AFTER business hours? (circle)		Y / N	
Home phone no. and any other contact information				Home phone no. and any other contact information			
Preferred method of contact (circle)		Mail / Email / Facsimile		Preferred method of contact (circle)		Mail / Email / Facsimile	
E-Mail Address				E-Mail Address			
Fax Number				Fax Number			

Alternative Family Home Address Details					
Postcode		No. & Street			
Suburb				State	
Telephone Number		Silent Number (circle)	Y / N	Mobile or Fax Number	

Alternative Family Mailing Address Details – Write “As Above” if the same as Home Address					
Postcode		Box Number			
Suburb				State	

Alternative Family Doctor / Medical Care Details					
Doctor's Name				Individual or Group Practice (circle)	I / G
No. & Street or Box Number					
Suburb		State		Postcode	
Telephone Number			Facsimile Number		
Ambulance Subscriber (circle)	Y / N		Medicare Number		

Alternative Family Emergency Contacts				
	Name	Relationship [Neighbour, Relative, Friend or Other]	Telephone Contact	Language Spoken If English Write "E"
1				
2				
3				
4				

Alternative Family Details				
The Student Lives With the Primary Family: (circle)	Always, Mostly, Balanced, Occasionally,	Send Correspondence Addressed to: (circle)	A = Adult A	B = Adult B
	Never		C = Both Adults	N = Neither
Is the alternative family to receive Academic Reports? (circle)				Y / N

Thank you for taking the time to complete this Alternative Family Details - Student Enrolment Form. We understand that the information you have provided is confidential and will be treated as such, but the details are required to enable staff to properly enrol your child at our school.

NB If there are changes to your child's living arrangements the school will require this in writing from the Primary Family.

Please take time to familiarise yourself with the policies that are contained in this enrolment information and the student planner. These policies can be detached from the Enrolment Form and kept for your information.

Parents
I certify that the information contained within this form is correct.
I have read the Lilydale High School Student Code of Conduct, Anti-Harassment Policy and Uniform Requirements and will fully support and co-operate with the school in relation to these policies.
Signature of Parent/Guardian: _____ Date: ____ / ____ / ____
Signature of Parent/Guardian: _____ Date: ____ / ____ / ____

Phone: 9735 5644
Fax: 9735 3552
ABN 15 520 330 948



Lilydale High School
Melba Avenue, Lilydale
Victoria 3140

August 2008

LILYDALE HIGH SCHOOL PRIVACY NOTICE

This confidential enrolment form asks for personal information about the student, family members and others that provide care for them. The main purpose for collecting this information is so that Lilydale High School can register the student and allocate staff and resources to provide for their educational and support needs.

Health information is asked for so that staff at Lilydale High School can properly care for the student. This includes information about any medical condition or disability the student may have, medication they may rely on while at school, any known allergies and contact details of the student's doctor. Lilydale High School depends on all relevant health information being provided because withholding some health information may put the student's health at risk.

Lilydale High School requires information about all parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to the school. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, Leon Bishop, if you would like to discuss, in strict confidence, any matters relating to family arrangements.

EMERGENCY CONTACTS

These are people that Lilydale High School may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to the school.

Student Background Information

This includes information about a person's country of birth, aboriginality, language spoken at home and parent occupation. This information is collected so that Lilydale High School receives appropriate resource allocations for their students. It is also used by the Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, reporting, planning and resource allocation. All of this information is kept strictly confidential and the Department will not otherwise disclose the information to others without your consent or as required by law.

Religious Affiliation

If a student wants to receive religious instruction while at Lilydale High School please complete this section. The Department of Education & Training needs to know what type of religious instruction is sought so the Department can, where possible, provide appropriate religious instruction at school.

VISA STATUS

This information is required to enable Lilydale High School to process the student's enrolment.

UPDATING YOUR SCHOOL RECORDS

Please let the school know if any information needs to be changed by sending updated information to the school office. During the student's time with Lilydale High School we will also send home copies of enrolment information held by us. Please use this opportunity to let us know of any changes.

ACCESS TO THE STUDENT RECORD HELD BY SCHOOL

In most circumstances the student can access records about them that are held by Lilydale High School. Please contact the Principal to arrange this. Sometimes access to certain information, such as information provided by someone else, may require a Freedom of Information request. We will advise you if this is required and tell you how you can do this.

If you have any concerns about the confidentiality of this information please contact the Principal. Lilydale High School can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. This form is available on request.

PARENTAL OCCUPATION GROUP CODES

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 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 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)

UNIFORM

Students are required to wear correct school uniform every day. The co-operation of parents/guardians is expected in delivering a high standard of appearance for students.

All uniform requirements including shoes are available through the on-site Uniform Shop (Room 53) at Lilydale High School operated by Doncaster Schoolwear, the school's only official uniform supplier.

Uniform Shop hours are **Tuesday 12.30 pm – 5.00 pm** and **Saturday from 9.00 am - 11.30 am**.

Girls Uniform

- LHS printed maroon windcheater or maroon jumper
- School approved college grey slacks
- Box pleated tartan skirt (knee length or below)
- Light frock – school check
- White polo shirt with school logo
- Girls white fitted business shirt with school logo
- White socks or opaque plain black tights – no pattern, logos or motifs
- **Black** polishable hard leather low-heeled lace up school shoes or girls black leather T-bar shoes as per photo in school planner
- LHS waterproof jacket or black jacket (NB no markings of any kind).

Boys Uniform

- LHS printed maroon windcheater or maroon jumper
- School approved college grey trousers
- Plain mid-grey tailored shorts
- White polo shirt with school logo
- White socks
- **Black** polishable hard leather low-heeled lace up school shoes - no logos, sneaker styles, bands, stripes etc
- LHS waterproof jacket or black jacket (NB no markings of any kind).

PHYSICAL EDUCATION UNIFORM – BOYS AND GIRLS

COMPULSORY ITEMS

- Maroon shorts
- Gold polo top with school logo (Years 7-10)
- Navy polo top with school logo (Years 11-12)
- White sports socks
- Cap/hat (excluding visors) to be worn by students in all Physical and Sport Education classes for Terms 1 and 4

OPTIONAL ITEMS

- LHS weatherproof jacket
- Plain navy/black tracksuit pants
- Students encouraged to wear mouthguards during all Physical and Sport Education classes

VCE Uniform

- The VCE uniform is as for the rest of the school except students in Years 11 and 12 may wear the dark blue polo shirt with school VCE logo instead of the white polo shirt with school logo. Students may wear the dark blue windcheater or jumper with the school VCE logo.

STUDENT CODE OF CONDUCT

Lilydale High School aims to create an environment where effective teaching and learning can occur. The school community has devised a set of guidelines to govern the standards of student behaviour. These guidelines cover student responsibilities which include learning, respect for others, property and safety. The school will ensure that the Student Code of Conduct is effectively implemented and regularly reviewed.

Approach to Discipline

The school is committed to:

- Promoting student responsibility, self-discipline, self-confidence and positive relationships.
- Encouraging tolerance and respect for differences among students and staff.
- Providing strategies with the aim of preventing problems from arising.
- Ensuring that there is a consistent enforcement of rules.
- Taking action through the involvement of relevant personnel when rules are breached.

Student Rights

Students have the right to:

- Respect from all members of the school community.
- Be treated in a fair manner.
- Be part of a safe and secure environment.
- Have access to a comprehensive curriculum, at the appropriate level, which aims to promote a sense of achievement and success.
- Open communication regarding decisions made within the school.
- Representation as appropriate through the Student Representative Council.

Student Responsibilities

These responsibilities include:

- Completion of school work to the best of their ability.
- Allowing others to work undisturbed.
- Treating all members of the school community with respect.
- Caring for the school's environment and equipment and to respect the property of others.
- Ensuring that their behaviour does not endanger the safety of others or themselves.
- Bringing only property that is directly related to their studies.
- Ensuring that their behaviour does not bring disrepute to the good name of the school.

Sanctions

There are a variety of sanctions that apply for breaches of the Student Code of Conduct.

- These sanctions are detailed in the school's Student Welfare and Discipline Policy.
- These sanctions will be applied fairly and consistently according to the circumstances.
- Where necessary external sanctions may apply to serious breaches of the Code.
- Where there is a dispute about the sanctions, there are appropriate avenues for resolution.

ANTI-HARASSMENT POLICY

Rationale

Students have the right to be treated in a fair manner and be part of a safe and secure environment free from harassment and intimidation. All forms of bullying and harassment result in a sense of powerlessness and have a negative effect on individuals and can adversely affect one's workplace or learning environment. Harassment may be experienced by anyone. Under The Equal Opportunity Act 1995 many forms of harassment are unlawful and are forms of discrimination.

Purpose

- Lilydale High School is committed to promoting positive relationships and encouraging tolerance among staff, students and all school community members.
- Lilydale High School does not tolerate harassment or bullying in any form.
- Lilydale High School will act on all reported instances of harassment

What is Harrassment?

Harassment is any behaviour which embarrasses, upsets or hurts another person. Harassment can include bullying, racial harassment and sexual harassment.

1. **Bullying** is a deliberate act of aggression causing embarrassment, pain or discomfort to another and includes:
 - pushing hitting, spitting, damaging the property of others, written and verbal bullying, e.g. repeated "put downs", calling names.
 - ridiculing, threatening or spreading rumours, offensive pictures or notes.
 - making rude or threatening signs.
 - forcing others to act against their will
 - demanding money, food or other belongings
 - hurtfully excluding others from a group
 - publishing, exchanging or uploading multi media content that is either hurtful or malicious or demeaning to any member of the school community.
2. **Racial Harassment** is making comments, gestures, or any other conduct which hurts people, based on their nationality or culture, country of origin, colour of skin, ancestry or any related beliefs or behaviours.
3. **Sexual Harassment** is sexual behaviour which is deliberate, uninvited, unwelcome and usually repeated and which is perceived by the recipient to be embarrassing, offensive, demeaning or compromising. Sexual harassment does not refer to occasional compliments or common courtesies, such as assisting people with heavy loads or opening doors for them. Forms of sexual harassment could include:
 - inappropriate staring.
 - suggestive comments about a person's physical appearance or sexual preference.
 - smutty or "put down" jokes.
 - persistent comments about a person's private life.
 - questions about another's sexual preference
 - negative comments which 'put down' another person based on their gender.
 - offensive remarks of a sexual nature.
 - repeated requests for dates, especially after refusal.
 - inappropriate displays of material with a sexual content.
 - sending obscene letters or making obscene phone calls including electronic communication.
 - physical contact, e.g. purposefully brushing up against another's body.
 - pinching, patting, touching, embracing.
 - indecent exposure.
 - attempted or actual rape.

There are grievance procedures in relation to harassment.