



Emerald Secondary College

Principal's Welcome

On behalf of the College and College Community I would like to offer you a warm welcome to Emerald Secondary College

Emerald Secondary College opened its doors as Emerald Post Primary School in 1985. In 1987 the name changed to Emerald Secondary College as students numbers grew, and we established a vibrant learning community where thousands of students, including second generations of families have experienced their secondary education with us.

Emerald Secondary College believes that every student can achieve their personal best and as such we offer an impressive number of pathways including VCE, VCAL, VET, TAFE, Apprenticeship opportunities and first year University units whilst completing Year 12. Students receive significant support and counselling in choosing a pathway which suits their level of ability and career aspirations.

Our State Select Entry Accelerated learning Program (SEAL) caters for gifted and talented students, while applied learning programs cater for students who wish to follow a more 'hands-on' pathway. We have a comprehensive Sports program with excellent facilities including, netball courts, basketball courts, an oval and a double stadium. For students wishing to go into the Arts we have wonderful opportunities available including choirs and vocal groups, ensembles, bands and a full instrumental music program. This is complemented by our drama and theatre facilities where we see many students performing in small productions to full musical productions in our beautiful theatre.

At Emerald Secondary College we aim to provide a learning community through our vision and values. We believe that we should provide our students with the opportunities to be part of a global learning community. We are committed to achieving excellence through positive relationships and personalized learning and have five key values:

- Achieving your potential
- Building positive relationships
- Catering for individual differences
- Developing optimism
- Encouraging endeavor

Nurturing the whole child is important to us, and we have a very strong pastoral system supported by our Home Groups. Home Group teachers support and guide our students from year 7 onwards throughout the week in Home group. The "best interests" of our students is our guiding principle and we work closely with our families to get the best possible outcomes.

Our first day transition program sees our Year 7's and Year 12's at school allowing them to begin the academic year with the full support of our staff

A real benefit of the First Day Conferences is that it strengthens the partnership between parents and the College. They also foster communication between families and Home Group Teachers who are the first point of contact because they get to know the students throughout their six years at Emerald Secondary College.

We are proud of our reputation as an excellent school and the breadth of learning opportunities provided to our students. The College Council and staff continue to work together to further develop and consolidate the many pathways and programs on offer here at Emerald Secondary College.

Our doors are always open, and we look forwards to inviting you in and working with you through the secondary years of your child's education.

Jodie Doble
College Principal

Emerald Secondary College

Secondary School Privacy Notice



Information About The Enrolment Form.

**Please Read This Notice Before Completing The Enrolment Form.
For Accuracy And Completeness Both The Student Seeking Enrolment
And A Parent/Carer Should Complete The Form.**

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 Emerald Secondary College 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 Emerald Secondary College 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. Emerald Secondary College depends on all relevant health information being provided because withholding some health information may put the student's health at risk.

Emerald Secondary College 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 College. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal if you would like to discuss, in strict confidence, any matters relating to family arrangements.

EMERGENCY CONTACTS

These are people that the College 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 College.

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 Emerald Secondary College 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

Emerald Secondary College does not provide religious education.

VISA STATUS

This information is required to enable the College to process the student's enrolment.

UPDATING YOUR SCHOOL RECORDS

Please let the College know if any information needs to be changed, by sending updated information to the school office. During the student's time with Emerald Secondary College 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 the College. 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. The Department can also provide you with more detailed information about privacy policies that governs the collection and use of information requested on this form. Please call the Department's Privacy Manager on (03) 9637 3601 if you would like this information.



EMERALD SECONDARY COLLEGE

STUDENT ENROLMENT INFORMATION 2019

Computer Generated Student ID:

STUDENT DETAILS

PERSONAL DETAILS OF STUDENT

Surname:	Title: (Miss Ms Mr)		
First Given Name:			
Second Given Name:			
Preferred Name (if applicable):			
❖ Sex (tick):	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Birth Date: (dd-mm-yyyy) _____ / _____ / _____
Student Mobile Number:			

PRIMARY FAMILY HOME ADDRESS:

No. & Street: or PO	
Box details	
Suburb:	
State:	Postcode:
Telephone Number	Silent Number: (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
Parent Mobile Number for SMS notifications (1 only)	

OFFICE USE ONLY

Child's Name and Birth Date proof sighted (tick)		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Enrolment Date:	
Year Level	Home Group	Timetabling Group	House	Campus	
Student Email Address:					
Immunisation Certificate received?: (tick)		<input type="checkbox"/> Complete	<input type="checkbox"/> Not sighted		
Is there a Medical Alert for the student? (tick)		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Does the student have a Disability ID Number? (tick)		<input type="checkbox"/> No	<input type="checkbox"/> Yes	Disability ID No.:	
Has a Transition Statement been provided (either by the Early Childhood Educator or parents)? (tick) For prep students only		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Pending	

FAMILY DETAILS

List any other family members attending this school:

❖ This question is asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information.

PRIMARY FAMILY DETAILS

NOTE: The 'PRIMARY' Family is: "the family or parent the student mostly lives with". An Alternative family form is attached if required.

ADULT A DETAILS (PRIMARY CARER):

Sex (tick):	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Title: (Ms, Mrs, Mr, Dr etc)		
Legal Surname:		
Legal First Name:		
What is Adult A's occupation?		
Who is Adult A's employer?		
In which country was Adult A born?		
<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):	
❖ Does Adult A speak a language other than English at home? (If more than one language is spoken at home, indicate the one that is spoken most often.) (tick)		
<input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify):		
Please indicate any additional languages spoken by Adult A:		
Is an interpreter required? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
❖ What is the highest year of primary or secondary school Adult A has completed? (tick one) <i>(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)</i>		
<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below		
❖ What is the level of the <i>highest</i> qualification the Adult A has completed? (tick one)		
<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification		
❖ What is the occupation group of Adult A? Please select the appropriate parental occupation group from the attached list.		
<ul style="list-style-type: none"> 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 their last occupation to select from the attached occupation group list. If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'. 		

ADULT B DETAILS:

Sex (tick):	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Title: (Ms, Mrs, Mr, Dr etc)		
Legal Surname:		
Legal First Name:		
What is Adult B's occupation?		
Who is Adult B's employer?		
In which country was Adult B born?		
<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):	
❖ Does Adult B speak a language other than English at home? (If more than one language is spoken at home, indicate the one that is spoken most often.) (tick)		
<input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify):		
Please indicate any additional languages spoken by Adult B:		
Is an interpreter required? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
❖ What is the highest year of primary or secondary school Adult B has completed? (tick one) <i>(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)</i>		
<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below		
❖ What is the level of the <i>highest</i> qualification the Adult B has completed? (tick one)		
<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification		
❖ What is the occupation group of Adult B? Please select the appropriate parental occupation group from the attached list.		
<ul style="list-style-type: none"> 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 their last occupation to select from the attached occupation group list. If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'. 		

❖ These questions are asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information

Main language spoken at home:	Preferred language of notices:
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PRIMARY FAMILY CONTACT DETAILS

ADULT A CONTACT DETAILS:

Business Hours:

Can we contact Adult A at work? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is Adult A usually home during business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Work Telephone No:		
Other Work Contact information:		

After Hours:

Is Adult A usually home AFTER business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Home Telephone No:		
Other After Hours Contact Information:		
Mobile No:		
SMS Notifications:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adult A's preferred method of contact: (tick one) (If Phone is selected, Email shall be used for communication that cannot be sent via phone.)		
<input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Facsimile		
Email address:		
Email Notifications:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fax Number:		

ADULT B CONTACT DETAILS:

Business Hours:

Can we contact Adult B at work? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is Adult B usually home during business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Work Telephone No:		
Other Work Contact information:		

After Hours:

Is Adult B usually home AFTER business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Home Telephone No:		
Other After Hours Contact Information:		
Mobile No:		
SMS Notifications:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adult B's preferred method of contact: (tick one) (If Phone is selected, Email shall be used for communication that cannot be sent via phone.)		
<input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Facsimile		
Email address:		
Email Notifications:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fax Number:		

PRIMARY FAMILY MAILING ADDRESS:

Write "As Above" if the same as Family Home Address

No. & Street or PO Box			
Suburb:			
State:		Postcode:	

Primary Family Doctor Details:

Doctor's Name		Individual or Group Practice: (tick)		<input type="checkbox"/> Individual	<input type="checkbox"/> Group
Group Practice Name					
No. & Street or PO Box No.:					
Suburb:					
State:			Postcode:		
Telephone Number			Fax Number		
Current Ambulance Subscription: (tick)			<input type="checkbox"/> Yes	<input type="checkbox"/> No	Medicare Number:

STUDENT EMERGENCY CONTACTS:

AT LEAST ONE EMERGENCY CONTACT MUST BE LISTED

***Do not add Adult A or B to this section**

	Name	Relationship (Neighbour, Relative, Friend or Other)	Telephone Contact	Language Spoken (If English Write "E")
1				
2				
3				
4				

PRIMARY FAMILY BILLING ADDRESS:

Write "As Above" if the same as Family Home Address

No. & Street or PO Box	
Suburb:	
State:	Postcode:

PRIMARY FAMILY DETAILS

Relationship of Adult A to Student: (tick one)	<input type="checkbox"/> Parent	<input type="checkbox"/> Step-Parent	<input type="checkbox"/> Adoptive Parent
	<input type="checkbox"/> Foster Parent	<input type="checkbox"/> Host Family	<input type="checkbox"/> Relative
	<input type="checkbox"/> Friend	<input type="checkbox"/> Self	<input type="checkbox"/> Other
Relationship of Adult B to Student: (tick one)	<input type="checkbox"/> Parent	<input type="checkbox"/> Step-Parent	<input type="checkbox"/> Adoptive Parent
	<input type="checkbox"/> Foster Parent	<input type="checkbox"/> Host Family	<input type="checkbox"/> Relative
	<input type="checkbox"/> Friend	<input type="checkbox"/> Self	<input type="checkbox"/> Other

The student lives with the Primary Family: (tick one)				
<input type="checkbox"/> Always	<input type="checkbox"/> Mostly	<input type="checkbox"/> Balanced	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Never

Send Correspondence addressed to: (tick one)	<input type="checkbox"/> Adult A	<input type="checkbox"/> Adult B	<input type="checkbox"/> Both Adults	<input type="checkbox"/> Neither
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ALTERNATIVE FAMILY DETAILS

TO BE COMPLETED ONLY IF THE STUDENT HAS AN ALTERNATIVE PARENT OR GUARDIAN THAT DOES NOT LIVE AT THE STUDENTS ADDRESS LISTED ON THE FIRST PAGE.

ALTERNATIVE FAMILY: ADULT A

Sex (tick):	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Title: (Ms, Mrs, Mr, Dr etc)		
Legal Surname:		
Legal First Name:		
No. & Street: or PO Box details:		
Suburb:		
State:	Postcode:	
Telephone Number:		
Mobile Number:		
Email Address:		
Does Adult A speak a language other than English? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ALTERNATIVE FAMILY: ADULT B

Sex (tick):	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Title: (Ms, Mrs, Mr, Dr etc)		
Legal Surname:		
Legal First Name:		
No. & Street: or PO Box details:		
Suburb:		
State:	Postcode:	
Telephone Number:		
Mobile Number:		
Email Address:		
Does Adult A speak a language other than English? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Relationship of Adult A of Alternative Family to Student: (tick one)	<input type="checkbox"/> Parent	<input type="checkbox"/> Step-Parent	<input type="checkbox"/> Adoptive Parent
	<input type="checkbox"/> Foster Parent	<input type="checkbox"/> Host Family	<input type="checkbox"/> Relative
	<input type="checkbox"/> Friend	<input type="checkbox"/> Self	<input type="checkbox"/> Other
Relationship of Adult B of Alternative Family to Student: (tick one)	<input type="checkbox"/> Parent	<input type="checkbox"/> Step-Parent	<input type="checkbox"/> Adoptive Parent
	<input type="checkbox"/> Foster Parent	<input type="checkbox"/> Host Family	<input type="checkbox"/> Relative
	<input type="checkbox"/> Friend	<input type="checkbox"/> Self	<input type="checkbox"/> Other

DEMOGRAPHIC DETAILS OF STUDENT

❖ In which country was the student born?				
<input type="checkbox"/> Australia		<input type="checkbox"/> Other (please specify): _____		
Date of arrival in Australia OR Date of return to Australia: (dd-mm-yyyy) ____ / ____ / ____				
What is the Residential Status of the student? (tick)		<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary		
Basis of Australian Residency:				
<input type="checkbox"/> Eligible for Australian Passport		<input type="checkbox"/> Holds Australian Passport		
<input type="checkbox"/> Holds Permanent Residency Visa				
Visa Sub Class:		Visa Expiry Date: (dd-mm-yyyy) ____ / ____ / ____		
Visa Statistical Code: (Required for some sub-classes)				
International Student ID : (Not required for exchange students)				
❖ Does the student speak a language other than English at home? (tick) (If more than one language is spoken at home, indicate the one that is spoken most often)				
<input type="checkbox"/> No, English only		<input type="checkbox"/> Yes (please specify): _____		
Does the student speak English? (tick)				<input type="checkbox"/> Yes <input type="checkbox"/> No
❖Is the student of Aboriginal or Torres Strait Islander origin? (tick one)				
<input type="checkbox"/> No		<input type="checkbox"/> Yes, Aboriginal		
<input type="checkbox"/> Yes, Torres Strait Islander		<input type="checkbox"/> Yes, Both Aboriginal & Torres Strait Islander		
What is the student's living arrangements? (tick one):				
<input type="checkbox"/> At home with TWO Parents/ Guardians		<input type="checkbox"/> State Arranged Out of Home Care # (See Note)		
<input type="checkbox"/> At home with ONE Parent/ Guardian		<input type="checkbox"/> Homeless Youth		
<input type="checkbox"/> Independent				

State Arranged Out of Home Care - Students who have been subject to protective intervention by the Department of Human Services and live in alternative care arrangements away from their parents. These DHS-facilitated care arrangements include living with relatives or friends (kith and kin), living with non-relative families (foster families or adolescent community placements) and living in residential care units with rostered care staff.

Note: Special Schools – please go to section “Travel Details for Special Schools” to enter transport details.

Beginning of journey to school:		Map Type			Melway / VicRoads / Country Fire Authority / Other	
Map Number		X Reference		Y Reference		
Usual mode of transport to school: (tick)						
<input type="checkbox"/> Walking	<input type="checkbox"/> School Bus	<input type="checkbox"/> Train	<input type="checkbox"/> Driven	<input type="checkbox"/> Taxi		
<input type="checkbox"/> Bicycle	<input type="checkbox"/> Public Bus	<input type="checkbox"/> Tram	<input type="checkbox"/> Self Driven	<input type="checkbox"/> Other		
If student drives themselves to school:	Car Reg. No.		Distance to School in kilometres:			

Student's Religion:	
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❖ These questions are asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information.

SCHOOL DETAILS

Date of first enrolment in an Australian School:		____ / ____ / ____	
Name of previous School:			
Years of previous education:		What was the language of the student's previous education?	
Does the student have a Victorian Student Number (VSN)?			
<input type="checkbox"/> Yes. Please specify: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
		<input type="checkbox"/> Yes, but the VSN is unknown	<input type="checkbox"/> No. The student has never been issued a VSN.
Years of interruption to education:		Is the student repeating a year? (tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the student be attending this school full time? (tick)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No , what will be the time fraction that the student will be attending this school? (i.e: 0.8 = 4 days/week)			
Other school Name:		Time fraction:	0. Enrolled: <input type="checkbox"/> Yes <input type="checkbox"/> No
Other school Name:		Time fraction:	0. Enrolled: <input type="checkbox"/> Yes <input type="checkbox"/> No

CONDITIONAL ENROLMENT DETAILS

In some circumstances a child may be enrolled conditionally, particularly if the required enrolment documentation to determine the shared parental responsibility arrangements for a child is not provided. Please refer to the School Policy & Advisory Guide's Admission page for more information

(<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>).

Enrolment conditions
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OFFICE USE ONLY

Has the documentation been provided and retained on school records?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have the conditions been met to complete the enrolment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

STUDENT ACCESS OR ACTIVITY RESTRICTIONS DETAILS

Is the student at risk?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there an Access Alert for the student? (tick)	<input type="checkbox"/> Yes (If Yes, then complete the following questions and present a current copy of the document to the school.)	<input type="checkbox"/> No (If No, move to the immunisation / medical condition details questions.)
Access Type: (tick)	<input type="checkbox"/> Parenting Order <input type="checkbox"/> Informal Carer Stat Dec	<input type="checkbox"/> Parenting Plan <input type="checkbox"/> DHHS Authorisation <input type="checkbox"/> Intervention Order <input type="checkbox"/> Witness Protection Program Order <input type="checkbox"/> Protection Order <input type="checkbox"/> Other
Describe any Access Restriction:		
Is there an Activity Alert for the student? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, then describe the Activity Restriction:		

OFFICE USE ONLY

Current custody document placed on student file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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In the event of illness or injury to my child whilst at school, on an excursion, or travelling to or from school; I authorise the Principal or teacher-in-charge of my child, where the Principal or teacher-in-charge is unable to contact me, or it is otherwise impracticable to contact me to: (cross out any unacceptable statement)

- consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner,
- administer such first aid as the Principal or staff member may judge to be reasonably necessary.

Signature of Parent/Guardian: _____ **Date:** ____ / ____ / ____

STUDENT MEDICAL DETAILS

MEDICAL CONDITION DETAILS:

Does the student suffer from any of the following impairments? (tick)	Hearing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Vision	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Speech:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Mobility:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the student suffer from Asthma? (tick) If No, please go to the Other Medical Conditions section					<input type="checkbox"/> Yes	<input type="checkbox"/> No

ASTHMA MEDICAL CONDITION DETAILS:

Answer the following questions **ONLY** if the student suffers from any asthma medical conditions.

Please indicate if the student suffers from any of the following symptoms: (tick)		If my child displays any of these symptoms please: (tick)	
<input type="checkbox"/> Cough		Inform Doctor	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Difficulty Breathing		Inform Emergency Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Wheeze		Administer Medication	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Exhibits symptoms after exertion		Other Medical Action	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Tight Chest		If yes, please specify:	
Has an Asthma Management Plan been provided to School?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the student take medication? (tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of medication taken:	
Is the medication taken regularly by the student (preventive) or only in response to symptoms? (tick)		<input type="checkbox"/> Preventative <input type="checkbox"/> Response	
Indicate the usual dosage of medication taken:		Indicate how frequently the medication is taken:	
Medication is usually administered by: (tick)		<input type="checkbox"/> Student <input type="checkbox"/> Nurse <input type="checkbox"/> Teacher <input type="checkbox"/> Other	
Medication is stored: (tick)		<input type="checkbox"/> with Student <input type="checkbox"/> with Nurse <input type="checkbox"/> Fridge in Staff Room <input type="checkbox"/> Elsewhere	
Dosage time	Reminder required? (tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Poison Rating

OTHER MEDICAL CONDITIONS

(More copies of the other medical condition forms are available on request from the school.)

Does the student have any other medical condition? (tick)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please specify:			
Symptoms:			
If my child displays any of the symptoms above please: (tick)			
Inform Doctor	<input type="checkbox"/> Yes <input type="checkbox"/> No	Inform Emergency Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Administer Medication	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other Medical Action	<input type="checkbox"/> Yes <input type="checkbox"/> No
		If yes, please specify:	
Does the student take medication? (tick)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of medication taken:			
Is the medication taken regularly by the student (preventive) or only in response to symptoms? (tick)		<input type="checkbox"/> Preventative <input type="checkbox"/> Response	
Indicate the usual dosage of medication taken:		Indicate how frequently the medication is taken:	
Medication is usually administered by: (tick)		<input type="checkbox"/> Student <input type="checkbox"/> Nurse <input type="checkbox"/> Teacher <input type="checkbox"/> Other	
Medication is stored: (tick)		<input type="checkbox"/> with Student <input type="checkbox"/> with Nurse <input type="checkbox"/> Fridge in Staff Room <input type="checkbox"/> Elsewhere	
Dosage time	Reminder required? (tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Poison Rating

TRAVEL DETAILS FOR SPECIAL SCHOOLS

How will the student travel to school? (tick)			
<input type="checkbox"/> Walk	<input type="checkbox"/> Bicycle	<input type="checkbox"/> Train	<input type="checkbox"/> Tram
<input type="checkbox"/> School Bus	<input type="checkbox"/> Public Bus	<input type="checkbox"/> Public Taxi	<input type="checkbox"/> Driven by parent/carer
First date of travel? (tick)	<input type="checkbox"/> Next school year	Alternate date: (dd-mm-yyyy) ____ / ____ / ____	
Is the student applying to travel on a school bus or for other travel assistance? (tick)			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Type of travel assistance requested? (completion of additional form required)			
<input type="checkbox"/> Access to School Bus		<input type="checkbox"/> Conveyance Allowance	
If by School Bus, please advise local bus stop if known:			
Landmark:	Map Type:	X ____	Y ____
Assisted Mobility (if applicable):			
If applicable, specify the student's mode of assisted mobility. <input type="checkbox"/> Wheelchair <input type="checkbox"/> Walker			
Comments relevant to travel:			
Office Use Only:			
Can the student Individual Learning Plan (ILP) include travel training?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the student attending their nearest school?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the student reside in Designated Transport Area (DTA) (if attending special school)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can the student be accommodated on existing route (if applicable)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pick-up Point:	Map Ref:	Time AM:	
Set Down Point:	Map Ref:	Time PM:	
NOTE: Students residing in Rural/Regional Victoria or attending special schools may be entitled to receive transport assistance. The Department may give access to a school bus service or pay a conveyance allowance to assist with the cost of travel. Information on eligibility and the application process can be obtained from the school.			

Thank you for taking the time to complete this 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.

I certify that the information contained within this form is correct.

Signature of Parent/Guardian: _____ Date: ____ / ____ / ____

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)



Emerald Secondary College

PERMISSION TO TAKE AND USE PHOTOGRAPHS & DISPLAY STUDENT WORK

Please read this form carefully before completing and signing.

The consent may be withdrawn or amended at any time, by writing a letter to the Principal. If you have any queries please contact your students' College Principal.

1. Student Details *(please print clearly)*

Student's Full Name: _____

Student's Address: _____

Home Group: _____

2. Consent *(please print clearly)*

I, _____ (name of parent/guardian) give consent:

If you agree to the outlined uses of personal information, please tick the box below.

☐ I DO give permission for Emerald Secondary College to use my son/daughter's work and/or photograph with given name only, in school publications, such as the annual Magazine, School Brochures, Prospectus and Newsletters. Also within the wider community, for publicity purposes, including the College Facebook page, College Website and Newspapers.

☐ I DO NOT give permission for my son/daughter's photo to be used in any school publications.

PARENT/GUARDIAN NAME: _____

SIGNATURE OF PARENT/GUARDIAN: _____ DATE: _____



Emerald Secondary College

425 Belgrave Gembrook Road

ABN 13 574 509 615

Email: emerald.sc@edumail.vic.gov.au

Website: www.emeraldsc.vic.edu.au

Emerald

PO Box 264 Emerald Vic 3782

Tel: 5968 5388

Fax: 5968 5322

Dear Year 7 Parents/Carers,

Chaplaincy Support Consent Form - 2019

At Emerald Secondary College we have many avenues where students can receive support and pastoral care. We provide various support programs as well as having access to camps and activities provided by the Shire and local community organisations.

Throughout the week students have access to Wellbeing support provided by our School Counsellor, Chaplain, Youth Worker, Social Worker and Psychologist, each with differing processes for access.

To access the school Counsellor or youth worker students require a referral from a teacher or Year Level Coordinator and they can do this by speaking to any of our staff. To see our Psychologist students require a Mental Health Care Plan, which is obtained from your local GP – following discussions with our Wellbeing Team.

To access the school Chaplain, parents are required to sign the consent form on reverse side of this notice. By signing this form it satisfy's requirements set by the Victorian Department of Education and Training National School Chaplaincy Program. **The College Chaplain is non-denominational and their role is in pastoral care.**

In order to continue provide this service to each of your children who attend the College this year we are requesting that you complete and sign the reverse of this form. This ensures that they have the benefit of the support they need.

Kind regards

Felicity Wooden

Wellbeing & Inclusion

Jonathon Rogers

Assistant Principal

Your Authority and Consent

I authorise and consent to a chaplain providing services to my child. As outlined in the letter above provided by Emerald Secondary College

I confirm that I have read this Consent Form and understand:

- how my child's personal and health information will be collected and managed by the chaplain
- that my consent will continue while my child is enrolled in a Victorian Government school
- that I may withdraw my consent at any time
- that if the chaplain determines that the chaplaincy services are no longer required for me or my child, they will cease.

PLEASE NOTE: Upon signing this form this will provide permission for your child to utilise the listed school chaplain for their duration of their time at this school.

Name of Student(s) Surname, First Name	Student 1. _____ Student 2. _____
Student signature (Optional)	
Date	____ / ____ / 2018
Name of Person 1 providing consent	
Relationship to Student	
Signature of Person 1 providing consent	
Date	____ / ____ / 2018
Name of Person 2 (Optional) providing consent	
Relationship to Student	
Signature of Person 2 providing consent	
Date	____ / ____ / ____
If you are an adult student or you have been classified as a mature minor you may sign this form. For more information about who may sign this form see: Decision Making Responsibilities for Students: (http://www.education.vic.gov.au/school/principals/spag/safety/Pages/parentalresponsibility.aspx)	

CALCULATORS - Order Form 2019

The calculators can be ordered and paid for at the General Office

All Calculators MUST be paid for when placing order

☐ TI-30XB

YR. 7 - 9 MATHS

YR. 10 MATHS

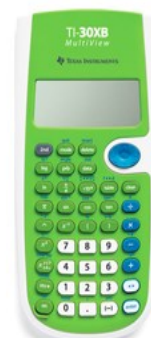
YR. 11 FOUNDATION MATHS

The calculator has several functions that are similar to the calculator used in the senior school, including data and probability functions, allowing students to become accustomed to the same commands.

The calculator deals with fractions in a more logical way than other calculators. The display for fractions mirrors the way they are written.

There are limited algebra functions which allow the teachers to introduce algebra functions in a more interesting way.

It is important that as far as possible ALL students have the same calculator. This enables teachers to give Instructions which are consistent.



Cost: **\$25.00**

☐ TI Nspire CX CAS

YR. 10 ENRICHMENT MATHS

YR. 11 GENERAL MATHS FURTHER / SPECIALIST MATHS / MATHS METHODS

YR. 12 FURTHER MATHS / MATHS METHODS / SPECIALIST MATHS

If purchasing a second-hand calculator, please ensure that you are given the cables and original software.

All VCE classes (except Foundation Maths) must have access to a CAS calculator.

It is a condition of enrolling in these subjects for the students to have a CAS calculator.

Introducing the CAS calculator in Year 10 allows the students to become confident with the calculator prior to the challenges of VCE.



Cost: **\$215.00**

Payments - Please bring this form with you when ordering and making payment

Student Name/s :H/group.....

Quantity : **\$25.00** Texas Instruments TI-30xB Multiview

Quantity : **\$215.00** TI Nspire CAS

Total Amount : ☐Cash ☐Cheque ☐Credit Card

Name on Card:.....

Card No. _____ Exp Date: ____/____/____

Card Holders Signature:.....Date:.....

Student to sign when Calculator taken

Sign.....

Date____/____/____



Emerald Secondary College

Student Internet and Laptop Use Agreement

User Agreement

All students and parents are required to sign an Acceptable Use Agreement for students to be able to access and connect to the School's network. This agreement applies to use of ICT within the school and the use of laptops. Students and parents/guardians are asked to read and agree to abide by the conditions of the agreement and the policies detailed in the Laptop Policy and Information Booklet by returning a signed copy of the Agreement to the school. Access to the school's ICT network, resources, software and facilities will be granted once the agreement is signed. Parents/guardians are also encouraged to implement similar guidelines at home. Resources for parents are available at:

Cybersmart <http://www.cybersmart.gov.au/Parents.aspx> Net Alert <http://www.netalert.gov.au>

Acceptable User Agreement – Possible Consequences for Breaches

Adherence to the agreement will help ensure a positive, supportive and productive learning environment for all students. Students must follow the directions of teachers and school staff at all times. Students should not run any applications unless directed by a teacher. Students are to advise the teacher of any ICT problem immediately.

Depending on the seriousness of a particular breach of the Acceptable Use Agreement, an appropriate response will be made by the school. Possible responses could include one or more of the following:

- A discussion with the student
- Informing parents/legal guardian
- Loss or suspension of student access to school ICT network, resources or facilities
- Taking disciplinary action (e.g. Detention, Suspension, etc.)
- ESC retains possession of all the equipment until collected by a parent/guardian
- Recovery of any incurred costs

If illegal material or activities are involved, it may be necessary for the school to inform the police.

Standard Operating System

All laptops must conform to and operate the schools Standard Operating System and software suite. The Standard Operating System and software suite must not be modified by the students. Where BYOD device is used – again it must meet the College's outlined specifications.

Device Working Order

All laptops are expected to be brought to school each day in a state that allows them to be used as intended for learning purposes. This includes being free of physical damage that prevents them from accessing the network or completing other functions.

Accessing Inappropriate or Illegal Material – Your Responsibilities

When using School's ICT equipment or student laptops, on-site or at any school related activity, users must not:

- initiate access to inappropriate or illegal material
- save or distribute such material by means such as copying, storing, emailing or printing
- access or attempt to access web proxy sites

In the event of accidental access of such material, the user has a responsibility to:

- not show others
- close or minimise the window
- report the incident to a teacher or IT support staff immediately

Please note - If students bring inappropriate or illegal material (including downloaded music, movies, games, pornography, etc.) stored on their laptop to school (this includes having sites already open from home when starting up their device here at school), access to the school network will be removed. For access to be reinstated the laptop may be re-imaged to its original state to ensure the integrity of our ICT network and facilities. Students will also be dealt with via the appropriate student management processes and may receive additional consequences.

Copyright Matters

Students must adhere to the laws concerning copyright, other intellectual property rights and licensing agreements. All software, music, games, images and material on a student's laptop must not be in violation of copyright laws, hence downloading, storing,

playing or sharing illegal or pirated material is prohibited. Any illegal material will result in network access being removed and the laptop being reimaged prior to reconnection. Refer to the following for resources.

- The Smart Copying website <http://www.smartcopying.edu.au/> provides a comprehensive guide to copyright issues affecting Australian schools.

Music, Games, Media and Non-School Files

The primary purpose of students having a laptop is to allow around the clock access to learning, with a computer that replicates the world that students will live and work in. Students should feel free to utilise various multimedia to individualise their laptop. However, the Installation of additional software should be done with care ensuring the software is licensed and from a reliable source.

Software, including music, movies and games will be allowed for academic and recreational reasons, provided copyright obligations are met. Students and families can store personal MP3 and other music files on the device. Downloading music, games and videos from the Internet during school hours is prohibited except when directed by a staff member. It is the student's responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements. The more that is stored on the device, the slower the device will operate for learning purposes. Games, music or other unauthorised files (e.g. videos) cannot be played in class. Students found playing any games during class time may have network access removed and face disciplinary action from their teacher or Year Level Coordinator.

At no time are online games to be played on the College network. Games and media files are also more likely to cause software issues and hardware malfunction of the device. These may also contain viruses that are downloaded onto laptops, potentially affecting both the laptop and College network.

Internet Use and Monitoring by the School

Students must not seek to find any information that could harm, embarrass or offend other members of the Emerald school community. If students should accidentally come across sensitive or offensive information they must exit that screen immediately.

Accessing, viewing or sharing of any material that is sexually explicit, obscene, violent or offensive via the College network is strictly prohibited. The school has the right to monitor, access and review all computer use whilst students are accessing the College network. This includes personal e-mails sent and received whilst accessing the College network facilities. The College Internet filtering and monitoring software endeavours to restrict access to inappropriate sites and data, including e-mail where appropriate.

Personal Safety and Online Behaviour

- Students should not share any personal information electronically about themselves or others, including home addresses, telephone numbers, EFTPOS or Credit Card Numbers.
- Students must not attempt to invade the privacy of others, send anonymous, offensive or threatening messages.
- At school, students should not have access to Web-based Mail (mail other than ESCMail) or Chat Groups unless approved by their teacher.
- Students should promptly disclose to a teacher or parent/guardian any message he/she receives that is inappropriate or makes him/her feel uncomfortable.
- Students will not agree to meet with someone they have met online without their parent/guardian's approval.
- In all communications online students are to be respectful, accurate and use appropriate written expression.
- Students will not use inappropriate communications including obscene, profane, inflammatory, threatening or disrespectful language. Personal attacks and harassment are also not permitted.

System Security

- Students are responsible for the contents stored on their laptop, College network folders and email account. They should take all reasonable precautions to prevent others from being able to use their account.
- Students must not provide their password to another person under any circumstances.
- Each student's network directory is restricted in size and students should minimise the material stored there, routinely deleting out of date or unneeded files and thereby not overtaxing the school's facilities.
- Students cannot hold the school responsible for any viruses that are transferred from the school network to home computers.
- Students are responsible for exercising due care in this regard. Students should check their Email frequently and delete unwanted messages promptly.



Emerald Secondary College

2019 Student Internet and Laptop Use Agreement Form

I (Student Name) of (Year Level.HmGp)

And (Parent / Guardian Name)

have read and understand the conditions of use detailed in the Student Internet and Acceptable Use Agreement This signed Agreement will apply for 6 school years following the date of signing. I am also aware that it is up to us to also have referenced the Student Laptop Program Information Laptop Policy & Acceptable Use Policy Information Booklet.

We also understand that while Emerald Secondary College will make every effort to ensure that students comply with these conditions, we will not hold Emerald Secondary College or its staff responsible or legally liable for material distributed to or acquired from the school Internet connection. We also agree to report any misuse of the Internet or Computer System to a member of staff. We also agree to changes that might occur to the *Student Computer/Laptop Acceptable Use Agreement* and the *Student Laptop Program Information Laptop Policy and Acceptable Use Policy Information Booklet* and that any such changes are made in the best interests of students and families. Any significant change to the policy document would either require a new Acceptable Use Agreement to be signed or be advertised to parents in a range of formats i.e. school newsletter, website (of which the most current version of the Laptop Program Policy is present).

We understand that any violation of the *Student Internet and Acceptable Use Agreement* may result in disciplinary action. It may also be necessary for appropriate legal action to be taken.

Student

As a student at Emerald Secondary College I accept and will follow the conditions of use detailed in the *Student Internet and Acceptable Use Agreement* and understand that there the Student Laptop Program Information Laptop Policy & Acceptable Use Policy Information Booklet also establishes clear information and guidelines in relation to College Laptop use.

Student First Name (Print) Student Family Name (Print)

Student Signature Student Yr level & Home Group

Date

Student Code (Leave blank if you don't know)

Parent/Guardian

As parent/guardian of (print child's name),

I accept the conditions of use detailed in the *Student Internet and Acceptable Use Agreement* and understand that there the Student Laptop Program Information Laptop Policy & Acceptable Use Policy Information Booklet also establishes clear information and guidelines in relation to College Laptop use.

Parent Name (Print)

Signature

Date.....

This form is required to be completed by parent / guardian and student prior to your BOYD device is connected to the internet



Emerald Secondary College

ABN 13 574 509 615

Email: emerald.sc@edumail.vic.gov.au

www.emeraldsc.vic.edu.au

Emerald Vic 3782

Tel: 5968-5388

Fax: 5968-5322

Dear Families,

Welcome to Emerald Secondary College.

At Emerald Secondary College we pride ourselves on working as a strong community to support all our students learning. Part of this community is our parents and families.

Secondary Schools are run differently to Primary Schools, but the need for continued parent and family support to help each child learn is still vitally important.

We have a number of ways we are working on to nurture the inclusion of our parents and families and hope that you will consider any of these option below, or suggest other options.

All our parent and friends groups require individuals to have a valid working with children check to keep our students safe and meet the expectations of the Department of Education's Child Safety Policy.

I thank you for your time in reading this and hope to meet you and work with you to see the continued success of our College and your child's education.

Parent Opportunity	If you are interested please tick the box
School Council. Our School Council has a strong voice in all we do and parents on the committee hear about our continued improvement work as well as offer suggestions and supports for fundraising, grounds and buildings, social events, community links and the governance of the school.	
Library and Literacy Assistance This is a voluntary opportunity for our parents and families to help in the library's day to day operations as well as support students with their reading as part of our whole school literacy program	
Homework/Tutoring Club We recognise that many of our parents and families have expertise in subject areas. Tutoring specific subjects or offering help in our homework club to our students further enhances students understanding and knowledge.	
Working Bees	

<p>We are proud of our environment for our students and community and organise four working bees each year to help maintain and enhance our learning environments and groups. As well as helping to maintain our grounds and buildings through building, planting, mulching etc this is a great way for parents to meet not only each other but also staff and the College Leadership team.</p>	
<p>Emerald Parents and Friends Association This is a new initiative for 2018, and one that we have been planning for a while. It is important that our parents and families have a way to connect and be part of our College. Led by staff and School Council members, this is a voluntary way to get involved with ways to support our College and students.</p>	
<p>If you have any other suggestions to enhance our parent and family connections and community please let us know here.</p>	
<p>Childs Name</p> <p>Parent/Family Name</p> <p>Contact Address, email and phone number</p>	

Can you please return the information to the College ticking the boxes you are interested in to take part of our Learning Community, or offering any suggestion about how we can enhance our home school relationships.

Kind Regards



Jodie Doble
College Principal