



# MARGARET RIVER SENIOR HIGH SCHOOL

## STUDENT APPLICATION FOR ENROLMENT

### YEAR 11 - 2020

Filling in this form does not entitle this student to attend Margaret River Senior High School.

This document becomes an enrolment form when the student is offered a place at Margaret River Senior High School.

**When you enrol your child at MRSHS, please check that you have included copies of the following:**

- Birth certificate
- Immunisation certificate
- Proof of address
- Identity documents (if applicable)
- Court order (if applicable)

\*\*\*\*If your child was NOT born in Australia, you must provide:  
Evidence of the date of entry into Australia;  
Passport or travel documents; and  
Current visa and previous visas (if applicable).

#### STUDENT DETAILS

<b>Surname:</b> _____	<b>Address:</b> _____
<b>Legal Surname:</b> _____	<b>Suburb:</b> _____
<b>1<sup>st</sup> Name:</b> _____	<b>Postcode:</b> _____
<b>2<sup>nd</sup> Name:</b> _____	<b>Home Phone:</b> _____
<b>Preferred Name:</b> _____	<b>Gender:</b> Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Date of birth:</b> ____ / ____ / ____	<b>Religion:</b> _____
<b>Country of birth:</b> _____	<b>Main Language:</b> _____
<b>Previous School:</b> _____	
<b>Names of brothers and sisters attending MRSHS in 2020:</b> _____	

Has the student ever been excluded from another school? YES  NO

If "Yes", name of school: \_\_\_\_\_

Is the student of Aboriginal or Torres Strait Islander origin?: YES  NO  If YES, please indicate below:

Aboriginal

Torres Strait Islander

Both Aboriginal and Torres Strait Islander

**Citizenship:**  Australian  Other – please specify: \_\_\_\_\_

**Permanent Resident:** YES  NO  If No, please provide student's Visa Sub-Class No: \_\_\_\_\_

Date entered Australia: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Is this student in the care of the Department for Child Protection (DCP) Chief Executive Officer?

YES  NO

If YES, please specify the name of the DCP Case Manager, their DCP District and their contact phone number.

Is this student subject to any court orders in respect of their care, welfare and development:

YES - please attach details and copies of Court Orders  NO

#### PERSON RESPONSIBLE FOR ACCOUNTS

Person responsible for paying 100% of the student's Contributions & Charges, this is the person who will receive all correspondence regarding Contributions and Charges and statements.

**This can only be one person.**

Parent/Guardian 1

OR

Parent/Guardian 2

## PARENT/RESPONSIBLE PERSON DETAILS

Student lives with:

Both Parents at same residence

- Mother OR  Father  
 Shared custody – please attach supporting documents  
 Neither Parent – other guardian, please specify

## FAMILY MAIL MARKER

The person to whom **all mail will be sent** (If addresses are different you can choose to have mail sent to both parents)

Parent/Guardian 1     Parent/Guardian 2     Send copy to both parents

## PARENT/GUARDIAN 1 *Parent/Guardian 1 is the main contact.*

Mother (please tick):     Father (please tick):     Other (please specify relationship):

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Mailing address (if different from student residential address):

Mobile Ph: \_\_\_\_\_ Home Ph: \_\_\_\_\_

Occupation/Workplace: \_\_\_\_\_ Work Ph: \_\_\_\_\_

Email address:  
*PLEASE PRINT  
CLEARLY*

@

*Please provide email address as this is the main form of contact used by the school.*

Do you mainly speak English at home?     YES     NO \_\_\_\_\_

If **NO** please specify which language (if more than one language, indicate the one that is spoken most often).

What is the highest year of primary or secondary school you have completed?  
If you did not attend school mark 'Year 9 or equivalent or below'.

- Year 12 or equivalent.  
 Year 11 or equivalent.  
 Year 10 or equivalent.  
 Year 9 or equivalent or below

What is the level of the highest qualification you have completed?

- Bachelor degree or above  
 Advanced Diploma or Diploma  
 Certificate I to IV (indicating trade certificate)  
\_\_\_\_\_  
 Nil

What is your occupation group? (Please select the appropriate parental occupational group from the list provided on the back page)

Group 1     Group 2     Group 3     Group 4     N/A

If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation.

If you have not been in paid work in the last 12 months, tick 'N/A'.

## PARENT/GUARDIAN 2

Mother (please tick)     Father (please tick)     Other (please specify relationship):

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Mailing address (if different from student residential address):

Mobile Ph: \_\_\_\_\_ Home Ph: \_\_\_\_\_

Occupation/Workplace: \_\_\_\_\_ Work Ph: \_\_\_\_\_

Email address:

*Please print clearly.    Please provide email address as teachers use email to contact parents in relation to student program.*

Do you mainly speak English at home?     YES     NO \_\_\_\_\_

If **NO** please specify which language (if more than one language, indicate the one that is spoken most often).

What is the highest year of primary or secondary school you have completed?  
If you did not attend school mark 'Year 9 or equivalent or below'.

- Year 12 or equivalent.  
 Year 11 or equivalent.  
 Year 10 or equivalent.  
 Year 9 or equivalent or below

What is the level of the highest qualification you have completed?

- Bachelor degree or above  
 Advanced Diploma or Diploma  
 Certificate I to IV (indicating trade certificate)  
\_\_\_\_\_  
 Nil

What is your occupation group? (Please select the appropriate parental occupational group from the list provided on the back page)

Group 1     Group 2     Group 3     Group 4     N/A

If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation.

If you have not been in paid work in the last 12 months, tick 'N/A'.

**ADDITIONAL EMERGENCY CONTACT (If PG1 and PG2 cannot be contacted.)**

Title:	First Name:	Surname:
Please indicate relationship to student: e.g. Grandparent/Aunt/Friend:		
Address:		
Mobile Ph:	Work Ph:	Home Ph:

**MEDICAL DETAILS - Please attach a copy of your child's current immunisation records****STUDENT NAME**

Medical Practice (Name and Address):

Doctor's Name:

Phone:

Medicare Number

Expiry Date

Valid Health Care Card

 YES NO

Expiry Date

Permission to administer First Aid if the need arises:

 YES NO

Permission to call Doctor if the need arises:

 YES NO

Do you have ambulance cover?

 YES NO*(If there is a medical emergency parents/guardians are expected to meet the cost of the ambulance)*

Does the student have any disability

 YES – if yes please specify NO

Disability: \_\_\_\_\_

Please indicate where you have documentation about your child's disability in any of the following areas. Copies of this documentation will be required for school records.

 Autism Spectrum Disorder Severe Mental Disorder Deaf or Hard of Hearing Global Development Delay (prior to age 6) Specific Speech Language Impairment Vision Impairment Intellectual Disability Physical Disability**HEALTH CARE CONDITIONS/NEEDS**Does the student have a medical condition or intensive health care need?  YES  NO

If YES please specify.

 Allergy – Anaphylaxis Seizure disorder (e.g. epilepsy) Allergy – Other \_\_\_\_\_ Hearing condition (e.g. otitis media) Asthma Mental health or behavioural (e.g. depression, ADD/ADHD) Diabetes Intensive Health Care Need (e.g. tube feeding) Diagnosed migraine/headaches Other: \_\_\_\_\_**If the student has a medical condition or intensive health care need you will also need to complete a separate Health Care Authorization and discuss with the School Nurse, contact number is 9757 0719.****DENTAL DETAILS**

Dental Practice (Name and Address):

Dentist's Name:

Phone:

Permission to call Dentist if the need arises:  YES  NO**ADDITIONAL MEDICAL INFORMATION**

## 2020 OFF SITE PHYSICAL EDUCATION LESSONS

Due to the nature of our general and specialised Physical Education, Outdoor Education and Dance Programs at MRSHS, many of our classes are conducted off-site. These sites will vary depending on the specific course that you child is enrolled in. There is a general list of sites below, but it is recommended that you contact the Physical Education Learning Area at school if you have any concerns regarding these activities and their locations.

Students will be provided with a level of supervised suitable to their year level to and from the venues by staff, and these staff will be in contact with the school if any medical emergencies should arise. The PE uniform is available from the MRSHS Uniform Shop and it is **compulsory** for all Physical Education lessons. The uniform is also a very effective means of identifying our students at offsite venues.

***This signed permission also allows students to be off-site for School Carnivals and Assemblies and must be renewed annually.***

Students will not be able to participate in off-site activities if consent form is not completed.

Activities	Off-Site Venues
Year 7,8,9,10 General Physical Education	Margaret River Recreation Centre Margaret River Tennis Club Margaret River Sporting Grounds
All Years Dance	Outloud Dance Studio Margaret River Cultural Hall
Year 7 Physical Recreation	Margaret River Recreation Centre Margaret River Sporting Grounds
Year 9 Physical Recreation	Margaret River Recreation Centre Margaret River Sporting Grounds
Year 9 Aquatics	Margaret River Recreation Centre Margaret River Swimming Pool Safe suitable ocean breaks
Year 9 Outdoor Education – Roping	Margaret River Recreation Centre Margaret River Cultural Hall Margaret River Sporting Grounds
Year 10 Volleyball	Margaret River Recreation Centre Margaret River Sporting Grounds
Year 10 Physical Recreation	Margaret River Recreation Centre Margaret River Sporting Grounds

Activities	Off-Site Venues
Year 10 Aquatics	Margaret River Recreation Centre Margaret River Swimming Pool Safe suitable ocean breaks
Year 10 Fitness	Margaret River Recreation Centre Gym Rotary Park Wallcliffe Road Cycle Path
Year 10 Outdoor Education – Canoeing	Margaret River Recreation Centre Margaret River Swimming Pool Local Weirs – Barrett & Rendall
Year 11 & 12 Upper-School Sport	Margaret River Recreation Centre Margaret River Tennis Club Margaret River Sporting Grounds
Year 11 & 12 Physical Education Studies	Margaret River Recreation Centre Margaret River Tennis Club Margaret River Sporting Grounds
Year 11/12 Outdoor Recreation	Margaret River Recreation Centre Margaret River Swimming Pool Margaret River Cultural Hall
All Years Surf Academy	Margaret River Swimming Pool Safe suitable ocean breaks

### NOTE:

Staff accompanying students on excursions will take all reasonable care while the students are in their care to protect them from injury and to control and supervise their behaviour and activities. Where it is considered necessary, school staff will arrange medical assessment and treatment for students. Parents/guardians should be aware that staff members are not responsible for injuries or damage to property that may occur on an excursion where, in all circumstances, staff have not been negligent.

***Any day excursions or overnight excursions will be treated separately to this letter, and relevant permission slips***

**Special considerations regarding health, diet or exercise:**

## UNIFORM POLICY

Under section 128c of the Education Act the School Board determines, in consultation with the school community, a dress code for students at Margaret River Senior High School. The school uniform is the expected standard dress for all students at the school. School uniform is a very important part of the school's ethos and tradition.

Upon enrolling their children at Margaret River Senior High School parents agree to support wearing school uniform by their children. Approved school uniform items are available through the uniform shop.

### THE MRSHS UNIFORM

#### School Tops

Students have the option of two styles of shirts. One has a straight line whilst a second style is slightly tailored and has shorter sleeves.

The green and black shirts are for Years 7 to 10 and the black and white shirts are for Year 11 and 12 students.

Both the green jumper and the black jacket are available for all students.

#### Bottoms

Black track pants, skirts and shorts with the school logo are to be worn.

Skirts and dresses are to be no more than 10cm above the knee.

Black stockings under skirts and pants or socks to tone in with the uniform are allowed.

#### Footwear

Black shoes with closed in toes, top and heel are appropriate footwear.

## PERMISSION TO PUBLISH STUDENT IMAGES AND WORK FOR SCHOOL PURPOSES

Your permission is sought for the school to publish video or photographic images of your child and/or samples of your child's school work to be used by the school and the Department of Education. The purpose of using the images or work will be activities such as promoting the school, school events and student achievements.

Your child's image and/or school work may be published for the above purposes in a range of formats such as hardcopy and digital, including audio and video file formats, and published to a range of media including but not limited to school newsletters, email, school and Department of Education intranet and internet sites including social media websites (e.g. Facebook, YouTube etc.), any third party applications and local newspapers in hardcopy and digital formats, which may enable viewers/readers to identify your child.

The school will endeavour to limit identifying information that accompanies images of your child or child's work; however there will be occasions when your child's name, class and school may be published along with images.

If you agree to this use of your child's image and school work please complete the consent below. Once signed, the consent will remain effective until such time as you advise the school otherwise.

### PERMISSION

I agree to the videoing or photographing of my child and my child's school work during school activities for use by the school and the Department of Education in the ways stated above.

**IMPORTANT:** *I understand that while the school and Department of Education will only publish my child's information for the above-stated purposes, the internet is accessible by any person worldwide. I understand that my child's information can be accessed, copied and used by any other person using the internet (e.g. shared through social media such as Facebook, YouTube, etc.). I understand that once my child's information has been published on the internet the school and Department of Education have no control over its subsequent use and disclosure. I understand that I can withdraw this permission at any time by contacting the school or Department in writing; however this will not affect materials that have already been published and disseminated.*

## STUDENT/ PARENT MEMORANDUM OF UNDERSTANDING

### CONNECTION AND USE OF STUDENT OWNED DEVICE ON THE MARGARET RIVER SHS NETWORK

**Student owned devices includes iPads, tablets, laptops or any electronic device that can access the MRSHS wireless network.**

This memorandum relates to the connection and use of a student owned device at Margaret River SHS and describes the terms of the provisions including level of service and scope of services agreed to by Margaret River SHS, the student and the student's parent/guardian(s).

#### Conditions

1. The student must take all reasonable care to prevent against any form of damage and loss of the student owned device.
2. The student will abide by all conditions outlined in the Students Online – Acceptable Usage Policy.
3. The student and their parent will be solely responsible and legally accountable for any data stored or installed on the student owned device.
4. The student owned device and any software installed will be provided by the Parent and or Student.
5. Student owned devices can only be connected to the school's wireless network.
6. The Department strongly recommends that
  - a. Student owned devices are installed with Anti-Virus protection which is either current or the version immediately prior to the current version:
  - b. Student owned devices are installed with the recent release of the anti-virus definitions files (one of the most recent four (4) released definitions).
  - c. Student owned devices have Operating System patches which are within seven (7) days of the vendor's release date.
  - d. Student owned devices are enabled to receive auto-updates from the software vendor.

## ONLINE SERVICES ACCEPTABLE USE AGREEMENT (YEARS 7 – 12)

If you use the online services of the Department of Education you must agree to the following rules:

- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not give anyone my password.
- I will not let others use my online services account unless it is with the teacher's permission.
- I will not access other people's online services accounts.
- I understand that I am responsible for all activity in my online services account.
- I will tell my teacher if I think someone has interfered with or is using my online services account.
- I understand that the school and the Department of Education may monitor any information sent or received and can trace activity to the online services accounts of specific users.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not attempt to access inappropriate material online or try to access Internet sites that have been blocked by the school or the Department of Education.
- I will not use or distribute material from another source unless authorised to do so by the copyright owner.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will follow the instructions of teachers and only use online services for purposes which support my learning and educational research.
- I will be courteous and use appropriate language in all Internet communications.
- I will not use the Department's online services for personal gain or illegal activity, to bully, offend or intimidate others or send inappropriate materials including software that may damage computers, data or networks.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
- I will be mindful of the possible problems caused by sharing or transmitting large files online

I understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- the misuse of online services may result in the withdrawal of access to services and other consequences dictated in the School's policy; and
- I may be held legally liable for offences committed using online services

### *Students Online in Public Schools Procedures*

*All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Education employees.*

## PERMISSION FOR STUDENTS TO HAVE AN ONLINE SERVICES ACCOUNT

- I give permission for my child to have an online services account.
- I DO NOT give permission for my child to have an online services account.

I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the Acceptable Use Agreement for school students.

I also understand that if my child breaks any of the rules in the agreement that the principal may take disciplinary action in accordance with the Department's *Student Behaviour Policy and Procedures*.

**Name of parent:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: While every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter internet content accessed by your child from home or from other locations away from the school. The Department recommends the use of appropriate internet filtering software at home.*

## SIGNATURE OF STUDENT

I understand that signing this enrolment form (Please tick)

- I accept and will adhere to the school uniform policy
- I agree to the conditions of the Memorandum of Understanding for Student owned devices
- I agree to the Uniform Policy
- I agree to abide by the Online Services Acceptable Use Agreement
- I understand that if I am given an online service account and break any of the rules in the agreement; it may result in disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in Schools* policy.

Name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Date: \_\_\_\_\_

## SIGNATURE OF PARENT/GUARDIAN ENROLLING STUDENT

By signing this enrolment form you are giving permission and/or agreeing to the policies as below (Please tick)

- Consent for supervised offsite Physical Education lessons and whole School activities
- Uniform Policy
- Permission to publish students images and work for school purposes
- Memorandum of Understanding for Student owned devices
- Online Services Acceptable Use Agreement
- Permission for students to have an online services account
- I understand that if an ambulance is required for my child **the cost will be my responsibility**

*The Education Act requires the provision of FULL and ACCURATE disclosure of information at the time of enrolment. Failure to do so may lead to the cancellation of the enrolment.*

***I declare that the information provided on this form is true.***

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date:                    /   / \_\_\_\_\_

Alternatively, name of person enrolling student (if not parent or guardian)

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Signature: \_\_\_\_\_

Date:                    /   / \_\_\_\_\_

# PARENTAL OCCUPATION GROUPS

(Relates to questions in Parent/Responsible Person 1 and Parent/Responsible Person 2 sections)

GROUP 1	GROUP 2	GROUP 3	GROUP 4
<p><b>Senior management in large business organisation government administration &amp; defence, and qualified professionals</b></p>	<p><b>Other business managers, arts/media/sportspersons and associate professionals</b></p>	<p><b>Tradesmen/women, clerks and skilled office, sales and service staff</b></p>	<p><b>Machine operators, hospitality staff, assistants, labourers and related workers</b></p>
<p><b>Senior executive/ manager/ department head</b> in industry, commerce, media or other large organisation</p> <p><b>Public service manager</b>(section head or above), regional director, health/education/police/ fire services administrator</p> <p><b>Other administrator</b> [school principal, faculty head/dean, library/museum/gallery director, research facility director]</p> <p><b>Defence Forces</b> Commissioned Officer</p> <p><b>Professionals</b> 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</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> professional.</p> <p><b>Business</b> [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]</p> <p><b>Air/sea transport</b> [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller]</p>	<p><b>Owner/manager</b> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p><b>Specialist manager</b> [finance/engineering/production/ personnel/industrial relations/ sales/marketing]</p> <p><b>Financial services manager</b> [bank branch manager, finance/ investment/insurance broker, credit/loans officer]</p> <p><b>Retail sales/services manager</b> [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]</p> <p><b>Arts/media/sports</b> [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official]</p> <p><b>Associate professionals</b> generally have diploma/technical qualifications and support managers and professionals</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> technician/associate professional.</p> <p><b>Business/administration</b> [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]</p> <p><b>Defence Forces</b> senior Non-Commissioned Officer.</p>	<p><b>Tradesmen/women</b> generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <p><b>Clerks</b> [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]</p> <p><b>Skilled office, sales and service staff</b></p> <p><b>Office</b> [secretary, personal assistant, desktop publishing operator, switchboard operator]</p> <p><b>Sales</b> [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher]</p> <p><b>Service</b> [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]</p>	<p><b>Drivers, mobile plant, production/processing machinery and other machinery operators</b></p> <p><b>Hospitality staff</b> [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]</p> <p><b>Office assistants, sales assistants and other assistants</b></p> <p><b>Office</b> [typist, word processing/data entry/business machine operator, receptionist, office assistant]</p> <p><b>Sales</b> [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]</p> <p><b>Assistant/aide</b> [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]</p> <p><b>Labourers and related workers</b></p> <p><b>Defence Forces</b> ranks below senior NCO not included in other groups</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b> [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]</p> <p><b>Other worker</b> [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</p>

These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories. This information is used as a basis for school funding. This information is confidential, no names are provided. It is important for resourcing of your child's education that this section is completed.

## SECURITY AND CONFIDENTIALITY

The information provided in the *Enrolment Package* is stored securely in local school and Departmental databases. The management of these databases is governed by State and Departmental policies to ensure security, privacy and confidentiality.

### All information must be provided.

This information is required by the Western Australian Department of Education and Training to meet legal obligations. All other information is needed to meet the purposes outlined below.

While it is not a legal requirement to provide all of the details requested in the *Enrolment Form*, the information is sought to enable the Department to:

- Undertake administrative and child/student care responsibilities including maintaining emergency contact information;
- Communicate with you about important matters;
- Provide first aid and plan for student health support requirements. For a student with a disability who has significant and complex support needs the principal will negotiate to delay the first day of attendance with the parent/carer if the necessary teaching and learning adjustments are not currently available at the school;
- Collect necessary statistical information and undertake analysis of the composition and performance of the student population; and
- Meet State and National reporting requirements.

**It is compulsory to advise of change of details in relation to student's name, usual place of residence and/or name and usual place of residence of Parent/responsible person.**