

# ST MARY'S CATHOLIC PRIMARY SCHOOL ASCOT VALE

## SCHOOL ENROLMENT POLICY



July 2016

### **RATIONALE:**

St Mary's School has a strong commitment to child safety as is reflected in our Vision Statement: *"Each child has the right to feel happy, safe and valued"*. We continually strive to ensure that every child is safe from harm including all forms of abuse. We exercise zero tolerance to abuse.

*"Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. The Australian bishops established Catholic schools in the 1860s as a key instrument of catechesis and sacramental preparation for Catholic children. Catholic schools continue to offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church."* CEOM Policy (2009)

In accordance with CEOM Enrolment Policy St Mary's Catholic Primary School has established that: -

- The first priority of St Mary's Catholic Primary School is the provision of a Catholic education for Catholic children. This reflects the historical context of Catholic education in Australia, as well as confirming the participation of the Catholic school in the Church's mission. As a result, formation and education in St Mary's Catholic Primary School must be based on the principles of Catholic doctrine.
- St Mary's Catholic Primary School will maintain the highest possible level of Catholic enrolment.
- St Mary's Catholic Primary School is accessible for all Catholic families in the Parish of Ascot Vale.
- As a school, we support the special relationship that continues to exist between the Catholic Church and the non-Catholic Eastern Churches, based on a belief in the

same sacraments and a close nexus in understanding about theology and sacraments.

- When enrolling students, St Mary's Catholic Primary School is compliant with relevant Victorian and Australian Government legislation.

## **PRINCIPLES:**

### **Inclusiveness**

St Mary's Catholic Primary School was established primarily for Catholic children in the area of Ascot Vale and strives to be open and welcoming to all Catholic students, regardless of their background and needs.

### **Partnership between parents and school**

Parents, as the first educators of their children, enter into a partnership with the St Mary's Catholic Primary School to promote and support their child's education, in particular their education in faith. Therefore parents should also assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.

### **Exercise of pastoral discretion in enrolment decisions**

Local pastoral discretion is an important element of decision-making with regard to enrolment in St Mary's Catholic Primary School. Therefore, while bearing in mind that their first priority is to Catholic parents, the Parish Priests and the Principal exercise some flexibility with respect to enrolment decisions where pastoral discretion may be deemed necessary.

### **Access to information about enrolment in a Catholic school**

Summary information concerning the St Mary's Catholic Primary School enrolment policy, enrolment criteria and processes is publicly available and easily accessible by current and prospective parents on the school website. [www.smascotvale.catholic.edu.au](http://www.smascotvale.catholic.edu.au)

### **In accordance with the Enrolment Policy Guidelines for the Archdiocese of Melbourne, the following criteria for accepting enrolments have been implemented:**

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1. Catholic children who are residents of the parish.
2. Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest.
3. Catholic children from other parishes (for pastoral reasons).
4. Children from non-Catholic Eastern churches who reside in the parish.
5. Children from non-Catholic Eastern churches who reside outside the parish.
6. Other Christian children who reside in the parish.
7. Other Christian children who reside outside the parish.
8. Non-Christian children who reside in the parish.
9. Non-Christian children who reside outside the parish.

**Note:** Siblings of children already enrolled in the school will be given priority.

The enrolment of non - Christian children will be considered should places be available following discussion with parents about the Catholic nature of the school. Parents of non-Christian children will be expected to support the Catholic Ethos of the school.

Enrolment will be capped in accordance with the Victorian Catholic Education Multi Employer Agreement 2013, Part 3 56.2. pg 42.

## **ENROLMENT PROCEDURES FOR THE FOUNDATION YEAR**

- Enrolments open at the commencement of the school year and close at the conclusion of April.
- Enrolment Application Forms (which are available on the school website) are to be lodged within this period and must include the non-refundable application fee of \$70.00.
- All new families who meet the enrolment criteria will be contacted, notified of their success and invited to participate in the Foundation year Transition Programme.
- Applicants who do not meet the enrolment criteria who are unsuccessful will have the option of being placed on a waiting list.

## **ENROLMENT PROCEDURES FOR CHILDREN IN CLASSES OTHER THAN THE FOUNDATION YEAR**

Where places exist in classes OTHER THAN the Foundation Year, enrolment will be accepted at any time in accordance with the enrolment policy guidelines.

New families applying to enrol will be required to lodge the appropriate application form including all required documentation and invited to participate in a Transition Programme.

## **ENROLMENT OF NON-CATHOLIC FAMILIES**

Applications on behalf of non-Catholic children will be considered if there are vacancies in that particular year level. In enrolling a non-Catholic child, parents need to demonstrate a commitment to the Catholic Vision of the school and be willing to establish a close partnership with the Parish School. All non-Catholic children will be expected to participate in the Religious Education Programme and the focus on the Catholic liturgy.

## **TRANSITION PROGRAMMES OTHER THAN THE FOUNDATION YEAR**

Children entering St Mary's Catholic Primary School other than the first foundation year will be invited to attend the school on several occasions, prior to beginning school. These visits will provide the opportunity for children to become familiar with the school and to begin forming relationships with their future classmates and teacher

- This policy will be reviewed as part of the school's three year review cycle.

# ST MARY'S CATHOLIC PRIMARY SCHOOL ENROLMENT FORM

ST MARY'S CATHOLIC PRIMARY SCHOOL  
 Address: 74 ROSEBERRY STREET, ASCOT VALE 3032  
 Email: [principal@smascotvale.catholic.edu.au](mailto:principal@smascotvale.catholic.edu.au)  
 Website: [www.smascotvale.catholic.edu.au](http://www.smascotvale.catholic.edu.au)  
 Tel: 03 93701194 Fax: 03 93801068



Office use only	Date received:	
	Enrolment date:	English second language: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Start date:	House colour:
	Student/family code:	VSN:

## STUDENT DETAILS

Surname:		Entry year (YYYY)	Entry level:
First name/s:			
Preferred first name:			
Date of birth:	Religion:		
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>		

## HOME ADDRESS OF STUDENT

Street number & name:	
Suburb:	Post Code:
Home phone:	

## EMERGENCY CONTACTS – OTHER THAN PARENT

1. Name:		2. Name:	
Relationship to child:		Relationship to child:	
Home phone:		Home phone:	
Mobile:		Mobile:	

## SACRAMENTAL INFORMATION

Baptism:	Date:	Parish:
Reconciliation:	Date:	Parish:
Communion:	Date:	Parish:
Confirmation:	Date:	Parish:
Current Parish:		

## PREVIOUS SCHOOL/PRE-SCHOOL PERMISSION

Name of previous school/pre-school:	Kindergarten Group
I/We give permission for school to contact previous school or pre-school: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signature:	Signature:

## NATIONALITY

<b>GOVERNMENT REQUIREMENT</b>	Nationality:	
In which country was the student born:	Australia <input type="checkbox"/>	Other – please specify:
Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin mark 'Yes' to both)		
No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/>		

Does the student or their mother/guardian or their father/guardian speak a language other than English at home? (if more than one language, indicate the one that is spoken most often)

		Student	Mother/guardian	Father/guardian
No	English Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Other – please specify			

**IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS REQUIRED – Government requirement Please tick the relevant category below and record the Visa Subclass number:** (original documents to be sighted and copies to be retained by the school)

**Australian Citizen not born in Australia**

<input type="checkbox"/>	Australian citizen (Naturalisation Certificate or Australian Passport number/ Document of Travel if Country of Birth is not Australia)	
<input type="checkbox"/>	Australian Passport Number: (If applicable)	Passport No:
<input type="checkbox"/>	Naturalisation Certificate Number :	Certificate No:
	Visa Subclass recorded on entry to Australia	Visa Subclass No:
	Date of Arrival into Australia	Date:

**Not currently an Australian Citizen please provide further details as appropriate below:**

<input type="checkbox"/>	Permanent resident, (if ticked, record the Visa Subclass Number)	Visa Subclass No:
<input type="checkbox"/>	Temporary resident, (if ticked, record the Visa Subclass Number)	Visa Subclass No:
<input type="checkbox"/>	Other/Visitor/Overseas Student, (if ticked, record the Visa Subclass Number)	Visa Subclass No:

**\*Please attach Visa/document of travel/letter of notification and passport photo page.**

**MEDICAL INFORMATION**

Doctor's name:	
Street number and name:	
Suburb:	Post Code:
Medicare No.:	Ref No:
Private Health: Yes <input type="checkbox"/> No <input type="checkbox"/>	Fund: Expiry:
Ambulance: Yes <input type="checkbox"/> No <input type="checkbox"/>	Number:
Medical Condition:	<i>Please specify any medical conditions the student suffers from eg. asthma, diabetes and/or any prescribed medications taken by the student. A Medication Action Plan will be sent home for you to complete.</i>
Allergies:	<i>Please list any known allergies the student has eg. allergy to nuts, penicillin, bee stings including specific details.</i>
Has the student been diagnosed as being at risk of anaphylaxis?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, does the student have an EpiPen or Anapen?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**IMMUNISATION (please indicate if the student has been immunized against the following)**

	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date
Diphtheria/Tetanus/Whooping Cough	<input type="checkbox"/>	<input type="checkbox"/>		Hepatitis B	<input type="checkbox"/>	<input type="checkbox"/>	
Haemophilus Influenza type B (Hib)	<input type="checkbox"/>	<input type="checkbox"/>		Polio	<input type="checkbox"/>	<input type="checkbox"/>	
Measles-Mumps-Rubella	<input type="checkbox"/>	<input type="checkbox"/>		Rotavirus	<input type="checkbox"/>	<input type="checkbox"/>	
Meningococcal C disease	<input type="checkbox"/>	<input type="checkbox"/>		Chicken Pox	<input type="checkbox"/>	<input type="checkbox"/>	
Human Papillomavirus (HPV) (12- 18yrs)	<input type="checkbox"/>	<input type="checkbox"/>		Pneumococcal disease	<input type="checkbox"/>	<input type="checkbox"/>	

This application gives you the opportunity to provide information that will facilitate the smooth transition of your child into our school. It will assist the school to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete or misleading, any decision made as to this enrolment may be revised.

**ADDITIONAL NEEDS**

**Does your child have:**

autism	<input type="checkbox"/>	behaviour disorders	<input type="checkbox"/>	hearing impairment	<input type="checkbox"/>
intellectual disability	<input type="checkbox"/>	language disorder	<input type="checkbox"/>	mental health issues	<input type="checkbox"/>
ADD/ADHD	<input type="checkbox"/>	vision impairment	<input type="checkbox"/>	acquired brain injury	<input type="checkbox"/>
giftedness	<input type="checkbox"/>	other (please specify)	<input type="checkbox"/>		

**Has your child ever seen a:**

behavioural optometrist	<input type="checkbox"/>	audiologist	<input type="checkbox"/>	speech pathologist	<input type="checkbox"/>
educational psychologist	<input type="checkbox"/>	paediatrician	<input type="checkbox"/>	occupational therapist	<input type="checkbox"/>
psychologist	<input type="checkbox"/>	other specialist	<input type="checkbox"/>		

<b>If your child does have a special need, please can you assist us by providing the following information:</b>		
	Yes	No
Details of additional learning needs/additional needs provided (please provide all relevant information)	<input type="checkbox"/>	<input type="checkbox"/>
Medical/allied health professional reports attached (please provide all relevant information)	<input type="checkbox"/>	<input type="checkbox"/>

### FAMILY DETAILS

Who will be responsible for the payment of the school fees and levies? Please tick a box

Both Parents    
 Mother Only    
 Father Only    
 Guardian    
 Other:

### MOTHER/GUARDIAN

Surname:		Title: (e.g. Mrs/Ms)		First Name:	
Address:					
Home Phone:		Work Phone:		Mobile:	
Would you like to receive SMS Messaging: (for emergency & reminder purposes)				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email:					
<b>Government Requirement</b>	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family)			
Religion:		Nationality:			
Country of Birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):			
<b>What is the highest year of primary or secondary school the mother/guardian has completed:</b> (Persons who have never attended secondary school, mark 'Year 9 or below')					
Year 9 or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>		
<b>What is the level of the highest qualification the mother/guardian has completed:</b>					
No post school qualification <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Advanced diploma/Diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>		

### FATHER/GUARDIAN

Surname:		Title:		First Name:	
Address:					
Home Phone:		Work Phone:		Mobile:	
SMS Messaging: (for emergency & reminder purposes)				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email:					
<b>Government Requirement</b>	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family)			
Religion:		Nationality:			
Country of Birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):			
<b>What is the highest year of primary or secondary school the father/guardian has completed:</b> (Persons who have never attended secondary school, mark 'Year 9 or below')					
Year 9 or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>		
<b>What is the level of the highest qualification the father/guardian has completed:</b>					
No post school qualification <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Advanced diploma/Diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>		

**SIBLINGS ATTENDING A SCHOOL/PRE-SCHOOL**

List all children in your family attending school or preschool (oldest to youngest) – include applicant

Name	School/Pre-school	Year level	Date of Birth

**PLEASE INDICATE THE HOME CARE ARRANGEMENTS FOR THIS STUDENT:**

<input type="checkbox"/> Living with Mother & Father	<input type="checkbox"/> Single parent: Mother / Father (please circle)
<input type="checkbox"/> Living in a step family	<input type="checkbox"/> Shared parenting eg. One week with mother , next with father FTE with Mother: _____ FTE with Father: _____
<input type="checkbox"/> Guardian	<input type="checkbox"/> Out-Of-Home Care

**COURT ORDERS (IF APPLICABLE)**Are there any current court orders relating to the student? Yes  No *If yes, copies of these court orders e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders must be provided.*

Is there any other information you wish the school to be aware of?

**PERMISSION FOR HEAD LICE INSPECTION**

- I give permission for my child's hair to be checked for head lice in the event of an outbreak or when required.
- I understand that this permission is valid for the period of my child's primary school years at the school and will only need to be renewed if the school's policy changes.



## Agreement

**Please tick the following boxes and sign below**

1. I/We have read and agree to the conditions outlined in the following documents (please tick all boxes as read): -

Schedule of Fees and Charges as of 2016 understanding there will be a cost of living adjustment for 2017.

2. I/we have included copies of the following documents with this application for enrolment (please tick appropriate boxes):

Birth Certificate

Baptismal Certificate

Citizenship documentation (where applicable)

Most recent previous school reports and external test results (where applicable)

Relevant Family Court Orders (where applicable)

Relevant medical and/or special needs information including clinical/educational assessments (where applicable)

Immunisation Certificate

3. I/we understand that if this application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment.

4. If this enrolment is accepted I/we agree to support our child's participation in the religious life of the school (e.g. school liturgies, retreat programmes).

5. If this enrolment application is successful I agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges

6. I/we are not aware of any outstanding fees or charges, in relation to the student applying to enrol, that I/we are responsible for at another Catholic school.

7. **I/we have included the enrolment fee of \$70.00.** with this application for enrolment and I/we understand that this money will not be refundable if the application is unsuccessful

I/we have read all of the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful. I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

<b>MOTHER'S SIGNATURE:</b>	
<b>FATHER'S SIGNATURE:</b>	
<b>DATE</b>	

**PLEASE NOTE:**

- **Acceptance of this application for enrolment is subject to the approval of the Parish Priest**
- **Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary)**

**ST MARY'S CATHOLIC PRIMARY SCHOOL, ASCOT VALE**  
**PHOTOGRAPH/VIDEO PERMISSION FORM**



Dear Parent/Guardian

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

The Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes. Please complete the permission form below and return to the school as soon as possible.

Thank you for your continued support.

STUDENT'S FULL NAME: \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_

- I give permission for my child's photograph/video and name to be published in:
  - the school website
  - social media
  - promotional materials
  - newspapers and other media.
- I authorise the CEOM/CECV to use the photograph/video in material available free of charge to schools and education departments around Australia for the CEOM/CECV's promotional, marketing, media and educational purposes.
- I give permission for a photograph/video of my child to be used by the CEOM/CECV in the agreed publications without acknowledgment, remuneration or compensation.
- I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

**LICENSED UNDER NEALS:** The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Name of Parent/Guardian  
(please circle ) \_\_\_\_\_

Signed: Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

*Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).*

OFFICE USE Date of Photograph/Video: (month & year)	
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# SCHOOL FAMILY OCCUPATION INDEX

## PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

### GROUP N: Unemployed for more than 12 months

If you are not currently in paid work but have had a job in the last 12 months, or have retired in the last 12 months, please use your last occupation to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.

## OCCUPATION GROUP A

### SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS

#### *Senior management in large business organisations*

Senior Executive / Manager / Department Head in industry, commerce, media or other large organisation

- **Business** [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
- **Media** [e.g. newspaper editor, film/television/radio/stage producer/director/manager]

#### *Government administration*

- **Public Service Manager** (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research/facility manager, police/fire services administrator]
- **Defence Forces Commissioned officer**

**Qualified Professionals** – generally have a degree or higher qualifications and experience in applying this knowledge to:

-design, develop or operate complex systems, identify, treat and advise on problems, teach others

*Health, Education, Law, Social Welfare, Engineering, Science, Computing* professional, Business, Air/sea transport

- **Health** [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
- **Education** [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]

ST MARY'S CATHOLIC PRIMARY SCHOOL

- **Law** [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]
- **Social Welfare** [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]
- **Engineering** [e.g. architect, surveyor, chemical/ civil/electrical/mechanical/mining/other engineer]
- **Science** [e.g. scientist, geologist, meteorologist, metallurgist]
- **Computing** [e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
- **Business** [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- **Air/sea transport** [e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot]

## OCCUPATION GROUP B

### OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

#### *Business Owner / Manager*

- **Farm/business owner/manager** [e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]
- **Specialist manager** [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
- **Financial services manager** [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

#### *Arts / media / sportspersons*

- **Artist/Writer** [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- **Sports** [e.g. sportsman/woman, coach, trainer, sports official]

**Associate professionals** – generally have diploma /technical qualifications and provide support to managers and professionals

*Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration*

- **Medical, science, building, engineering, computer technician/associate professional**
- **Health/social welfare** [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]
- **Law** [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]
- **Business/administration** [e.g. recruitment/employment/industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
- **Defence Forces** [e.g. senior non-commissioned officer]
- **Other** [e.g. library technician, museum/gallery technician, research assistant, proof reader]

## OCCUPATION 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.

#### *Tradesmen/women*

- **Trades** [e.g. Electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

#### *Clerks, Skilled office, sales and service staff*

- **Clerk** [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/ payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
- **Office** [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Carer** [e.g. aged/disabled/refuge care worker,

child care assistant, nanny]

- **Service** [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

## OCCUPATION GROUP D

### **MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS**

#### *Drivers, mobile plant, production/processing machinery and other machinery operators*

- **Driver or mobile plant operator** [e.g. car, taxi, truck, bus, tram or train driver, courier/ deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
- **Production/processing machine operator** [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]
- **Machinery operator** [e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/ refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

#### *Hospitality, office staff*

- **Sales staff** [e.g. 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, sales demonstrator, shelf stacker]
- **Office staff** [e.g. typist, word processing/data entry/business machine operator, receptionist]
- **Hospitality staff** [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- **Assistant/aide** [e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

#### *Labourers and related workers*

- **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above]
- **Agriculture, horticulture, forestry, fishing, mining worker** [e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- **Other worker** [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]



# ST MARY'S CATHOLIC PRIMARY SCHOOL ASCOT VALE

74 Roseberry Street Ascot Vale Vic 3032  
Phone: 03 9370 1194 Fax: 03 9370 1068  
Email: [principal@smascotvale.catholic.edu.au](mailto:principal@smascotvale.catholic.edu.au)  
Website: [www.smascotvale.catholic.edu.au](http://www.smascotvale.catholic.edu.au)

## SCHOOL FEES 2016

**FAMILY FEE:** \$1800 per family

**Whole fee by term (for three terms)**

\$600 per Term (x3)

**BUILDING LEVY:** \$270 per family

**LEVIES:** \$350 per child (Curriculum)  
\$40 per child (Stationery)  
\$20 per child Sacramental Levy for Year 3,4,6.

**YEAR 6 CAMP:** \$300 per child

**YEAR 5 CAMP:** \$300 per child

**YEAR 4 CAMP:** \$300 per child

**SWIMMING** \$65 per child

**CAMPS, SCHOOLS, EXCURSION FUND (CSEF).** The State Government offers an amount of \$125.00 per student to cover Sport/ Camp/Excursion costs. If you hold a Veterans Affairs Gold Card, or Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC), your child will be eligible for this payment. Forms are available from the School Office or by downloading it from the following website.

<http://www.education.vic.gov.au/Documents/about/programs/health/csefapplicationform.pdf>

CSEF payments will be transferred directly to schools. Payments are expected to be finalised by the end of Term Three each year. *The money is processed by the school with money being allocated to the appropriate fee account.*

*If you wish to have your fees deducted regularly either by credit card or through your bank account please come to the office to complete the relevant forms.*

*If you wish to transfer money directly to our school account the details are as follows:*

*BSB:083-347 Account No; 45046 6078*

*Please ensure that you identify your School Fee Payer Account No. and Name.*