

STUDENT / FAMILY DETAILS UPDATE

STUDENT/S NAMES

Legal Surname:		Legal First Given Name:		Grade:	
Legal Surname:		Legal First Given Name:		Grade:	
Legal Surname:		Legal First Given Name:		Grade:	

ALTERNATE FAMILY DETAILS

ADULT A DETAILS : (ENTER DETAILS OF FIRST CONTACT PARENT/GUARDIAN)

ADULT B DETAILS : (ENTER DETAILS OF SECOND CONTACT PARENT/GUARDIAN)

Sex : M / F	Title: (Ms, Mrs, Mr, Dr etc)	Sex : M / F	Title: (Ms, Mrs, Mr, Dr etc)
Legal Surname:		Legal Surname:	
Legal First Name:		Legal First Name:	
Adult A's occupation?		Adult B's occupation?	
Adult A's employer?		Adult B's employer?	
In which country was Adult A born? <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): _____		In which country was Adult B born? <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): _____	
❖ Does Adult A speak a language other than English at home? (tick) <input type="checkbox"/> No <input type="checkbox"/> Yes (please specify) _____		❖ Does Adult B speak a language other than English at home? (tick) <input type="checkbox"/> No <input type="checkbox"/> Yes (please specify) _____	
❖ What is the highest year of primary or secondary school Adult A has completed? (tick one) (For persons who have never attended school, mark 'Year 9 or equivalent or below'.) (4) <input type="checkbox"/> Year 12 or equivalent (3) <input type="checkbox"/> Year 11 or equivalent (2) <input type="checkbox"/> Year 9 or equivalent (1) <input type="checkbox"/> Year 9 or equivalent or below		❖ What is the highest year of primary or secondary school Adult B has completed? (tick one) (For persons who have never attended school, mark 'Year 9 or equivalent or below'.) (4) <input type="checkbox"/> Year 12 or equivalent (3) <input type="checkbox"/> Year 11 or equivalent (2) <input type="checkbox"/> Year 9 or equivalent (1) <input type="checkbox"/> Year 9 or equivalent or below	
❖ What is the highest qualification level Adult A has completed? (tick one) (7) <input type="checkbox"/> Bachelor Degree or above (6) <input type="checkbox"/> Advanced Diploma / Diploma (5) <input type="checkbox"/> Certificate 1 to IV (including trade certificate) (8) <input type="checkbox"/> No non-school qualification		❖ What is the highest qualification level Adult B has completed? (tick one) (7) <input type="checkbox"/> Bachelor Degree or above (6) <input type="checkbox"/> Advanced Diploma / Diploma (5) <input type="checkbox"/> Certificate 1 to IV (including trade certificate) (8) <input type="checkbox"/> No non-school qualification	
❖ What is the occupation group of Adult A?		❖ What is the occupation group of Adult B?	
<p>THESE BOXES MUST BE COMPLETED (Please select the appropriate parental occupation group from the attached list. 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 paid work for the last 12 months, enter 'N'.)</p>			

❖ 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:	Would Adult A or B be interested in helping out the school with excursions or other classroom activities? A = Adult A, B = Adult B, C = Both Adults, N = Neither Adult
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PRIMARY FAMILY CONTACT DETAILS

ADULT A CONTACT DETAILS:

Can we contact Adult A during business hours? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
Work / Mobile Telephone No/s:
Is Adult A usually home during business hours? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
Is Adult A usually home AFTER business hours? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No

ADULT B CONTACT DETAILS:

Can we contact Adult B during business hours? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
Work / Mobile Telephone No/s:
Is Adult B usually home during business hours? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
Is Adult B usually home AFTER business hours? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No

Preferred email contact for non-urgent situations	Email address: _____
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PRIMARY FAMILY HOME ADDRESS:

No. & Street: or Box details	
Suburb:	Postcode:
Telephone Number	Silent Number: (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No

PRIMARY FAMILY MAILING ADDRESS: WRITE "AS ABOVE" IF THE SAME AS FAMILY HOME ADDRESS

No. & Street or PO Box	
Suburb:	Postcode:

OTHER 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"/> 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"/> 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	

STUDENT RESTRICTIONS DETAILS

Is there an Access Alert for the student? (tick) <input type="checkbox"/> Yes Complete the following questions <input type="checkbox"/> No
Access Type: (tick) <input type="checkbox"/> Court Order * <input type="checkbox"/> Family Law Order * <input type="checkbox"/> Restraining Order * <input type="checkbox"/> Other *
*N.B. Copies <u>must</u> be provided to the school
* Other Restriction Details:

OTHER EMERGENCY CONTACTS: **N.B. OTHER THAN PARENTS/GUARDIANS**

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

PRIMARY SCHOOL PRIVACY NOTICE

Information About This Form.

This confidential information form asks for personal information about your child as well as family members and others that provide care for your child. The main purpose for collecting this information is so that Pakenham Consolidated School can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Pakenham Consolidated School and DEECD are required by law to protect the information provided by this form.

Pakenham Consolidated School requires information about all parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to Pakenham Consolidated School. 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. Please let our administration staff know if any information needs to be changed by sending updated information to the school office. During your child's time with Pakenham Consolidated School we will also send you copies of enrolment information held by us. Please use this opportunity to let us know of any changes.

ACCESS TO YOUR CHILD'S RECORD HELD BY THE SCHOOL

In most circumstances you can access your child's records. 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 govern the collection and use of information requested on this form. Please call Pakenham Consolidated School on 59411511 if you would like this information.

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)