



Newcastle Grammar

— SCHOOL —

Enrolment Record
Before, After School Care
and Vacation Care



Collection Notice

ngs.nsw.edu.au

NEWCASTLE GRAMMAR SCHOOL - Collection Notice

VERSION 1: Effective Term 1 2015

Collection Notice

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and child protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasion information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, Spectemur Agendo, The Mitre, the School's website, Schoolbox and other similar publications.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
9. From time to time the School engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organizations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

Fees Payable

Fees will be made payable at the end of each month and vacation care period.

Direct deposit to the School's bank account is available via the Newcastle Grammar School General Account

BSB: 062 815
Account: 10017340

Payments can also be made by Bpay, Cheque, Cash or Credit Card (Visa or Mastercard).



Newcastle
Grammar
— SCHOOL —



Before, After School Care and Vacation Care Enrolment Record

ngs.nsw.edu.au

NEWCASTLE GRAMMAR SCHOOL - Before, After School Care and Vacation Care Enrolment Record

VERSION 1: Effective Term 1 2015

Student Details

Student's Surname: Given Names:

Preferred Name: Calendar Year of Entry:

Sex: M F Date of Birth: Nationality:

Religious Denomination: Australian Citizen: Yes No

Aboriginal: Yes Torres Strait Islander: Yes Permanent Resident: Yes

Number of Children in Family:

Sibling's Name: Date of Birth: Currently Enrolled:

Sibling's Name: Date of Birth: Currently Enrolled:

Language other than English spoken at home:

Family Circumstances

Please Complete if Relevant:

Parents Separated: Father Deceased: Father Remarried:

Parents Divorced: Mother Deceased: Mother Remarried:

Student Living with Mother: Student Living with Father: Student Living with Guardian:

With whom should the School communication regarding day to day matters: Mother: Father: Guardian:

Who should receive copies of the School reports: Mother: Father: Guardian:

Access Restrictions:

Does the non-custodial parent have access to the Student: Yes No How often

Details of court orders affecting the custody of the Student have been provided: Yes No
(Should there be any Family Court Orders, a copy must be provided prior to entry)

The Student is denied access to:

Please Note: If court orders are not supplied then the School cannot deny access.

Name: Name:

Address: Address:

Postcode: Postcode:

Phone: Phone:



Newcastle
Grammar
— SCHOOL —



Before, After School Care and Vacation Care Enrolment Record

ngs.nsw.edu.au

Parent Details Father / Guardian

Surname: Title: Given Names:

Relationship to Student:

Residential Address: Postcode:

Postal Address (if different from above): Postcode:

Religious Denomination: Nationality:

Occupation: Type of Business:

Name of Company / Employer: Position Held:

Business Address: Postcode:

Home Phone: Work Phone: Mobile Phone:

Email: School Attended:

Parent Details Mother / Guardian

Surname: Title: Given Names:

Relationship to Student:

Residential Address: Postcode:

Postal Address (if different from above): Postcode:

Religious Denomination: Nationality:

Occupation: Type of Business:

Name of Company / Employer: Position Held:

Business Address: Postcode:

Home Phone: Work Phone: Mobile Phone:

Email: School Attended:

If Newcastle Grammar School ex-student: Former Name: Alumni Year:

Accounts

Please give the name and address of whom the accounts are to be sent:

Name:

Relationship to Student:

Address (if different from above):

Postcode:



Newcastle
Grammar
— SCHOOL —



Before, After School Care and Vacation Care Enrolment Record

ngs.nsw.edu.au

Medical Information

Medicare Number: Ambulance Cover: Yes: No:

Private Health Insurance: Membership Number:

Doctors Name: Phone:

Doctors Address: Postcode:

Emergency Contact: Relationship:
(of person other than Parent/Guardian)

Home Phone: Work Phone: Mobile Phone:

Emergency Contact: Relationship:
(of person other than Parent/Guardian)

Home Phone: Work Phone: Mobile Phone:

Does the Student suffer from any of the following: Asthma: Mild: Severe: Seasonal:
Diabetes: Type 1: Type 2:
Epilepsy: Other:

Allergies or Dietary Requirements:

Anaphylactic: Yes: No: Epipen: Yes: No:

Does the Student have any special needs: Copies of additional reports sighted: Yes:

ADHD: Vision Impairment: Intellectual Disability: Behaviour Disorder:
Aspergers: Language Disorder: Mental Health Issues: A Physical Disability:
Autism: Hearing Impairment: Acquired Brain injury: Difficulty in the Basic Area of Learning:

Has the Student seen a specialist / Paediatrician: Yes: No: Ongoing Medication: Yes: No:

If the student has any special needs indicated, please attach additional detailed information separately including any Medical Action Plans signed by your child's doctor.

Immunisation Details (please tick): Copies of Immunisation is attached: Yes: No:

Tetanus: Diphtheria: Measles: Rubella: HIB:
Polio: Pertussis: Mumps: Meningococcal C: Hepatitis B:
Chicken Pox: Rotavirus: Pneumococcal: Other: HPV:

Collection Authority

In the event of parents being unable to collect the child from After School Care and Vacation Care, authority is hereby given to the following persons: To be able to collect your child, they must be local and over 18 years of age.

Name:

Address:

Postcode:

Phone: Relationship to Student



Newcastle
Grammar
— SCHOOL —



Before, After School Care and Vacation Care

Enrolment Record

ngs.nsw.edu.au

References

Please give the name and address of two referees who may be contacted

Name:	<input type="text"/>	Name:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
<input type="text"/>	Postcode: <input type="text"/>	<input type="text"/>	Postcode: <input type="text"/>
Phone:	<input type="text"/>	Phone:	<input type="text"/>
Occupation:	<input type="text"/>	Occupation:	<input type="text"/>

Application and Declaration

I/We hereby apply to have my child admitted to the Newcastle Grammar School as stated in the Personal Details.

I/We certify that all Personal Details supplied with this Application are true and correct.

I/We have received and read the Conditions of Enrolment and School Collection Notice and confirm that I/we agree jointly and severally to be bound by them.

In the event of an emergency or accident concerning my child, and the staff being unable to contact me or other persons named hereon, I/We consent to Newcastle Grammar School Before, After School Care and Vacation Care seeking, on my behalf, medical, dental, hospital or ambulance attention and transportation for my child.

I/We accept liability for medical/hospital/dental and ambulance expenses as may be incurred in the treatment on my child.

I/We hereby consent for the staff of Newcastle Grammar School Before, After School Care and Vacation Care to assess the need for, and to administer:

First Aid: Yes: No: Panadol: Yes: No: (Panadol only administered in the case of a rapid rising temperature and only after attempts to contact parents for permission have failed)

Sunscreen Lotion: Yes: No:

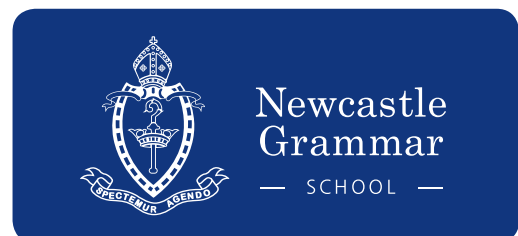
I/We hereby consent for the Before, After School Care and Vacation Care staff to photograph my child and for staff and the School to use these photos in portfolios, displays, Newcastle Grammar School publications and promotional material.

Signature of Applicants

Name:	<input type="text"/>	Name:	<input type="text"/>
	Father/Guardian		Mother/Guardian
Signature:	<input type="text"/>	Signature:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>

(Please Note: If there is more than one parent or guardian, both parents and/or guardians must sign)

Administered by Newcastle Grammar School Ltd. ABN 19 054 234 141





Conditions of Enrolment - Before, After School Care and Vacation Care

1. I/We understand and agree that:
 - (a) My child must abide by the After School Care and Vacation Care rules and policies (policy documents will be distributed upon enrolment unless previously requested) interpreted by the After School Care and Vacation Care and the continued attendance at After School Care and Vacation Care is at the absolute discretion of the Coordinator.
 - (b) These Conditions of Enrolment may be amended at any time at the discretion of the Head of the Newcastle Grammar School.
 - (c) It is the responsibility of parent/guardian to make bookings and cancellations, not the children. All bookings must be up-to-date and notice of any change needs to be made on or before the day, to ensure the safety and care of the children.
 - (d) Late booking will only be accepted if there is a place available according to the ratios Pre-school - 1:10, Kindergarten to Year 8 - 1:13, and the availability of staff.
2. I/We will support the ethos and philosophy of the After School Care and Vacation Care at all times whilst my child is enrolled.
3. I/We agree to the following conditions:
 - (a) To pay attendance fee for my child, that the School has determined as being applicable for the entry to the Before, After School Care and Vacation Care as sought.
 - (b) All After School Care and Vacation Care fees, at the scale determined and published by the After School Care and Vacation Care, will be billed to the parents at the end of each month and vacation care period. Payment should be to the Newcastle Grammar School PO Box 680, Newcastle 2300. Should unforeseen circumstances arise, then payment of fees may be discussed with the Head of Finance and Business Services of Newcastle Grammar School.
 - (c) Where any account has not been settled by the second last week of term, unless special arrangements have been made, my child may be suspended from the After School Care and Vacation Care until it is paid. Notwithstanding, such suspension or other arrangements for payment permitted by the After School Care and Vacation Care, the liability to pay the account shall not be reduced.
 - (d) 24 hours notice of cancellation is required to avoid paying full fee, will be transferred to form part payment of the Entry Fee required in the Newcastle Grammar School Conditions of Enrolment.
 - (e) Each parent, or guardian, as the case may be is liable for the payment of fees.
4. Before School Care, After School Care and Vacation Care is only available for students in Pre-school to Year 8 that are currently enrolled at Newcastle Grammar School.





Newcastle Grammar

— SCHOOL —

Park Campus

Cnr Union St & Parkway Ave
Cooks Hill NSW 2300

Phone +61 2 4925 2121
Email office@ngs.nsw.edu.au

Hill Campus

Cnr Church & Newcomen Sts
Newcastle NSW 2300

Phone +61 2 4929 5811
Email office@ngs.nsw.edu.au