

Kindness, Honesty, Respect



**St Bernadette's  
Catholic Primary School**

# St. Bernadette's Catholic Primary School

Grand Ocean Boulevard, Port Kennedy, W.A., 6172

P.O. Box 8151 Warnbro WA 6169

Phone: 9593 4066 Fax: 9593 6596

Email: admin@stbernadettes.wa.edu.au

Principal: Mr Steve Gibbs

Office Use:

Calendar Year of Enrolment \_\_\_\_\_ Student Key \_\_\_\_\_ Family code \_\_\_\_\_

Birth Certificate

Immunisation

Baptism Certificate

Date Commenced \_\_\_\_\_

Application / Enrolment Fee Received: \_\_\_\_\_

## Application for Enrolment

Child' Surname	First Name
Home Address	
Male/Female	D.O.B.
Country of Birth	
Medicare No	
Language spoken at home	Religion/Parish

### Parents/Guardian Details

	Mother	Father
Surname		
Given Names		
Other/Previous Names		
Country of Birth		
Home Address		
Suburb		
Home Phone		
Religion		
Parish		
Parish Priest		
Employer		
Occupation		
Wk Phone		
Mobile Phone		
Email/Fax		

### Custodial Order YES / NO (if yes please give details below)

Date of issue	
Certificate sighted by	
Custodian	
Address	Suburb
Telephone (H)	(W) (M)
Person(s) denied access	
Person (1)	Person (2)
Name	Name
Address	Address
Description	Description
Relationships	Relationships

**I/We are aware that the person/s names here as parent/guardian will nominate who will collect the child from the Pre Kindy**

Print Name	Signed	Date
Print Name	Signed	Date

**Siblings Currently Attending St Bernadette’s Catholic Primary School**

Name	Year Level	Faction
_____	_____	_____
_____	_____	_____

**EMERGENCY CONTACTS:** The person/s listed below are authorised to collect the child from the centre and can be called in case of emergency. Emergency Contacts other than parents or guardian (must be over 18 years old)

	Person 1	Person 2
Name		
Relationship		
Address		
Phone	(H) _____ (W) _____	(H) _____ (W) _____
	Mobile _____	Mobile _____

**Medical Information: Please provide details, attach copies of reports and action plans**

Does your child have a medical condition?	Yes/No	
Is your child on regular Medication?	Yes/No	
Does your child visit a specialist?	Yes/No	
Does your child have any allergies?	Yes/No	

**Immunisations provided Yes / No**

**Medical/Dental Emergency/Accidents** We regret we are unable to care for sick children or children with contagious illnesses. Prescribed medicines will only be administered to children under the school medication policy. In the event of any accident or illness, I authorise the obtaining, on my behalf, of such medical, dental or hospital treatment as my child may require, and agree to meet any expenses attached thereto. In the case of emergency I agree for my child to be transported by ambulance. I/we agree to pay the expenses incurred for medical treatment and transport.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**I \_\_\_\_\_ agree to pay the required daily fees and application/enrolment fees set out in the conditions of enrolment.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT’S STATEMENT** The information in this enrolment form is true and correct.

Signature of Parent /Guardian \_\_\_\_\_ Date \_\_\_\_\_

Interview by: \_\_\_\_\_

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

**Notes:**

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# ST BERNADETTE'S CATHOLIC PRIMARY SCHOOL

## Data Collection Form

This information is being collected to enable nationally comparable reporting of students' outcomes against the *National Goals for Schooling in the Twenty-First Century*. This information is collected in accordance with the school's Privacy Policy.

Note: If you need help with this form please telephone  
(Schools to add contact name and phone number for school)

### Name of student:

First name	Last name	Date of Birth (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Home address of student:

(No. and street name)	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 1 Sex

- Male   
Female

### 2 Is the student of Aboriginal or Torres Strait Islander origin?

- |   |                          |                     |
|---|--------------------------|---------------------|
| No  | <input type="checkbox"/> | (office use only) 4 |
| Yes, Aboriginal                                 | <input type="checkbox"/> | 1                   |
| Yes, Torres Strait Islander                     | <input type="checkbox"/> | 2                   |
| Yes, both Aboriginal and Torres Strait Islander | <input type="checkbox"/> | 3                   |

### 3 In which country was the student born?

- |                          |                          |                        |
|--------------------------|--------------------------|------------------------|
| Australia                | <input type="checkbox"/> | (office use only) 1101 |
| England                  | <input type="checkbox"/> | 2102                   |
| South Africa             | <input type="checkbox"/> | 9225                   |
| New Zealand              | <input type="checkbox"/> | 1201                   |
| Singapore                | <input type="checkbox"/> | 5205                   |
| Malaysia                 | <input type="checkbox"/> | 5203                   |
| Scotland                 | <input type="checkbox"/> | 2105                   |
| Indonesia                | <input type="checkbox"/> | 5202                   |
| United States of America | <input type="checkbox"/> | 8104                   |
| India                    | <input type="checkbox"/> | 7103                   |
| Other – please specify   | <input type="text"/>     |                        |

**4 Does the student or their female parent/guardian or their male parent/guardian speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

	student	female parent guardian	Male parent guardian	(office use only)
No, English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1201
Yes, Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2401
Yes, Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6302
Yes, Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7101
Yes, Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7104
Yes, Arabic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4202
Yes, Afrikaans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1403
Yes, Indonesian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6504
Yes, Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2303
Yes, Malay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6505
Yes, Other - please specify	<input type="text"/>			

**5 (a) What is the highest year of primary or secondary school the parents/guardians have completed?**

*(For persons who have never attended school, mark 'Year 9 or equivalent or below.')*

Mark one box only in each column

	female parent/guardian	male parent/guardian	office use only
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	4
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	3
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	2
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>	1

**5 (b) What is the level of the highest qualification the parents/guardians have completed?**

Mark one box only in each column

	female parent/guardian	male parent/guardian	office use only
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>	7
Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>	6
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>	5
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>	8

**6 (a) What is the occupation group of the female parent/guardian?**

**6 (b) What is the occupation group of the male parent/guardian?**

*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 the person's last occupation.*
- *If the person has not been in paid work in the last 12 months, enter '8' in the box above.*

Thank you for your time.  
Please return this form to the school in the enclosed envelope.

## List of Parental Occupation Groups (for question 6)

### **Group 1: 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 2: 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 3: 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/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### **Group 4: 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, kitchenhand, 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.



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Principal: Mr Steve Gibbs

## FEE COLLECTION POLICY

The collection and setting of school fees for St Bernadette's Catholic Primary School is in keeping with CECWA policy and is seen by the Bishops of Western Australia as a necessary contribution by parents towards the costs of delivering a Catholic Education for their children.

Tuition fees, levies and amenities fees are all considered to be school fees. These are set annually and announced to parents by the School Board at the Annual General Meeting and distributed to parents prior to the start of the school year. School fees may be paid annually, by three equal payments in March, June and September or by individual payment schedules by Direct Debit. All accounts are to be paid in full before the 31<sup>st</sup> October.

Recipients of a Family Health Care Card or [means-tested] Pension Card [held in the parent's name] are entitled to claim concession only on tuition fees. An appointment with the School Finance Officer is required each year a concession is requested. Discounts for a Term will not be allowed if the card is presented after the end of the Term and the discount will be adjusted if the card is not renewed during the year. Parents experiencing financial difficulty are asked and encouraged to discuss their position with the Principal in order to negotiate a repayment schedule. Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy, the services of a recognised debt collection agency or solicitor will be engaged. Pastoral Care for school families is paramount in all decision making. Confidentiality is assured in relation to the payment of school fees and the setting of any concession or repayment schedule. This is restricted to the Principal and Administrative staff.

Payment Options		Due by
<b>Option A</b>	<b>Full Payment</b>	<b>1<sup>st</sup> March</b>
<b>Option B</b>	<b>Three Instalments</b>	<b>1<sup>st</sup> March, 1<sup>st</sup> June, 1<sup>st</sup> September</b>
<b>Option C</b>	<b>Payment Plan by Direct Debit</b>	<b>Please contact the school office should you wish to pay by this option. Payment Plans should be finalised by the 31<sup>st</sup> October each year.</b>

Procedure:

1. Annual School Fee accounts are mailed to the parent/guardian by the end of Week 2, Term 1.
2. A 2.5% early discount may be applied to annual tuition fees paid in full by the last working day in February. (The 2.5% discount does not apply to families receiving a Health Care Card or Pension Card discount).
3. For parents/guardians who choose to pay in three payments, a statement will be sent home during February, May and August for payment by 1st March, 1st June and 1st September.
4. 3 Year Old Kindergarten fees are invoiced for the year, but may be paid over 4 payments at the start of each term.
5. First Reminder School Fee Statement is sent home with the students at the end of Week 4.
6. Second Reminder School statement is sent home with students during Week 6 of each term with a letter requesting an appointment with the Principal. Follow up contact from the Principal if step 6 is not followed.
7. In order to ensure the re-enrolment of students, parents who do not complete the payment of their school fees in full by December 31st of any year, will be expected to complete a Direct Debit for payment of fees for subsequent years until the debt is cleared.

**Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy, the services of a recognised debt collection agency or solicitor will be engaged [as per CECWA guidelines] and all additional costs will be charged to the parent/guardian.**