

DEPARTMENT OF EDUCATION AND TRAINING

ENROLMENT FORM - INFORMATION for PARENTS, GUARDIANS and CARERS (including privacy collection notice)

IMPORTANT: please read this notice before completing the Enrolment Form

For accuracy and completeness a Parent/Carer should complete the enrolment form.

This confidential enrolment form asks for personal information about the student enrolling, their family members and others who provide care for them. The main purpose for collecting this information is to enable Drysdale Primary School to educate your child and support your child's social and emotional wellbeing and health. Our school is required by legislation (i.e. *Education and Training Reform Act 2006*) to collect this information.

Health information is asked for so that staff at Drysdale Primary School can properly care for your child. This includes information about any medical condition or disability the student may have, medication they may rely on while at school, any known allergies and contact details of the student's doctor. Drysdale Primary School depends on all relevant health information being provided because withholding some health information may put the student's health at risk.

Drysdale Primary 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 must be made available to the 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.

Protecting your Privacy and Sharing Information

The information about your child and family collected through this Enrolment Form will only be shared with school staff who need to know information to enable our school to educate or support your child, or to fulfil legal obligations including duty of care, anti-discrimination law, and occupational health and safety law. The information collected will not be disclosed beyond the Department of Education and Training (DET) without your consent, unless such disclosure is lawful. For further reading regarding information-sharing and privacy:
www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx

Online Tools (including apps and other software) to Collect and Manage Information

Our School may use online tools, such as apps and other software to collect and manage information about your child. When our school uses these online tools, we do our best to ensure your child's information is secure in accordance with DET requirements. These online tools enable our school to efficiently and effectively manage important information about your child and also to communicate with you. If you have any concerns about the use of online tools, please contact the school.

Emergency Contacts

These are people who Drysdale Primary School may need to contact in an emergency if they are unable to get in touch with a parent or carer. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Drysdale Primary School. It is important that you inform them that their contact details may be disclosed beyond DET if lawful.

Student Background Information

This includes information about a person's country of birth, aboriginality, language spoken at home and parent occupation. This information is collected so that Drysdale Primary School receives appropriate resource allocations for their students. It is also used by the Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, reporting, planning and resource allocation. All of this information is kept strictly confidential and the Department will not otherwise disclose the information to others without your consent or as required by law.

Visa Status

This information is required to enable Drysdale Primary School to process the student's enrolment.

Updating Your School Records

Please let Drysdale Primary School know if any information needs to be changed by sending updated information in writing (e.g. email). During the student's time with Drysdale Primary School we will also send home copies of enrolment information held by us. Please use this opportunity to let us know of any changes.

Access to the Student Record Held by School

In most circumstances, you can access enrolment records about your child that are held by Drysdale Primary School. 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.

Student Transfers between Victorian Government Schools

When students transfer to another Victorian government school, our school will transfer student enrolment information to the next school. This may include copies of the student's school records, including any health information. Transferring this information to the students' next school enables them the opportunity to provide the best possible education to support your child.

If you have any concerns about the confidentiality of this information or require support in understanding this form please contact the Principal