



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

Dear Sir/Madam,

Thank you for your interest in enrolling your child at Saint Bernadette's Catholic Primary School.

Saint Bernadette's was established in 1994 and prides itself in the strong sense of community and the link with the Catholic Parish of St Bernadette's.

I would ask that you take note of the following instructions for completing your application.

1. Make an appointment with the Parish Priest of St Bernadette's, Father Gavin, on 9593 4670. Father will then complete the Parish Priest Reference Form attached and return it to the school office.
2. Complete the attached application form and return it to the Administration Staff together with the non refundable \$40.00 application fee, a copy of your child's Birth certificate, immunisation records and Baptismal certificate (if applicable).
3. An appointment with the Principal will be made in due course. At the interview, the Principal will advise you on the availability of a position. Parents applying for a future calendar year will be contacted by Administration staff for an interview during the year preceding the year of desired attendance.
4. On the availability of a position, you will receive notification requesting the \$60.00 enrolment fee which is non refundable.

Once again, thank you for your interest in our school.

Yours sincerely,

Mr. Steve Gibbs
PRINCIPAL



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St Bernadette's Catholic Primary School Collection of Notice (Issued in accordance with the Privacy Act 1988 – as amended)

1. St Bernadette's Catholic Primary School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the school. The primary purpose of collecting this information is to enable the School to provide schooling for your child.
2. Some of the information we collect is to satisfy the School's legal obligation, 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 pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time. This information is requested in order to take appropriate action in various situations.
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, Catholic Education Office, the Catholic education Commission, your local Diocese and the Parish, Schools within other Dioceses, Medical Practitioners, and people providing services to the School, including Specialist Visiting Teachers, (Sports) Coaches, Volunteers and Counsellors.
6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your child.
7. Personal information collected from pupils 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 and magazines. This information may include names and photographs. If you object to any personal information about your child being disclosed in any School publication please inform the School in writing.
8. Parents may seek access to personal information collected about them and their child by contacting the School. Pupils 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 pupil, or where pupils have provided information in confidence.
9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. (It may also be disclosed to organisations 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 wish for this to occur, please inform the School in writing.
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.

APPLICATION FOR ADMISSION

STUDENT INFORMATION

Surname. _____ Male Female Name _____ D.O.B _____

Place of Birth _____ Lives with: _____ if a current Court Order is in force please attach a copy.

Birth Certificate Attached (Compulsory Legal Requirement) YES / NO

Aboriginal / Torres Strait Islander: YES / NO Group of origin if Applicable: _____

Country of Birth: _____ Nationality: _____

Australian Citizen : YES / NO If No visa No: _____ (A copy of your visa is required)

DATE SACRAMENTS RECEIVED

Religious Denomination _____

Baptism: _____ Certificate attached YES/NO: Reconciliation: _____

First Communion _____ Confirmation _____

FAMILY INFORMATION

FEMALE PARENT / GUARDIAN

Title: _____ Surname: _____ First name: _____

Address _____

Contact No's: (H) _____ (W) _____ (M) _____

Email Address: _____ @ _____

Occupation: _____ Employer: _____

Religious Denomination: _____

Country of Birth: _____ Nationality: _____

MALE PARENT / GUARDIAN

Title: _____ Surname: _____ First name: _____

Address _____

Contact No's: (H) _____ (W) _____ (M) _____

Email Address: _____ @ _____

Occupation: _____ Employer: _____

Religious Denomination: _____

Country of Birth: _____ Nationality: _____

APPLICATION FOR ADMISSION

EMERGENCY CONTACT DETAILS OTHER THEN PARENT/GUARDIAN

Name: _____ Relationship to Student _____

Contact No's: (H) _____ (W) _____ (M) _____

MEDICAL EMERGENCY AUTHORISATION

I authorize the school to seek medical/dental attention, call an ambulance or to hospitalise my son/daughter when considered necessary. I further authorise the school that if an emergency occurs requiring surgery, anesthetic, oxygen, blood transfusion, medication and I am unable to be contacted within a reasonable time, the school has the authority to agree to medically recommended treatment by an accredited medical practitioner on my behalf.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

IMMUNIZATION CERTIFICATE ATTACHED YES/ NO

The school *Education Act 1999* requires the provision of:

“details of any condition of the enrollee that may call for special steps to be taken for the benefit or protection of the enrollee or other persons in the school” (16G)

To assist the school to respond to individual requirements please detail any special needs your child has in the following area(s) that may affect his/her learning, participation or welfare during school hours.

Medical/Health Care _____

Medication _____

Physical _____

Orthoses/Prostheses _____

Psychological/Cognitive _____

Sensory (eg Vision/Hearing) _____

Behavioral or Safety _____

Communication _____

Allergies _____

If medication or medical/health care services are required during school hours please provide full details, name, contact number and signed authorization by the relevant practitioner.

APPLICATION FOR ADMISSION

EXTERNAL SERVICE PROVISION

Does your child receive any services from an external agency, which may affect educational arrangements? Yes/No

If so please detail name of Service Provider and Contact No. _____

Please detail _____

Does your child require special Transport arrangements to and from school? Yes/No

Does your child receive Respite Care on a regular basis? Yes/No

AGREEMENT

I/we understand and accept that the completion of this application/enrolment form does not guarantee an enrolment interview. Successful applicants will be determined in accordance with the school's enrolment criteria.

I/we understand and accept that attendance at an interview does not guarantee an enrolment offer being made. I/we understand that enrolment of a student in one Catholic school does not guarantee the enrolment of that student in any other Catholic school.

I/we have completed this application form fully and to the best of my/our knowledge. Further, I/we acknowledge and accept that if it can be demonstrated that I/we have withheld information relevant to the application/enrolment process, especially in relation to this student's individual needs, medical conditions, health care requirements and/or Parenting Orders, then the enrolment may be refused or terminated on this ground.

I/we have read and fully understand and agree that enrolment in a Catholic school means that we and our child will participate fully in all required aspects of the educational program of the school including the Religious Education program of the school.

I/we have read and fully understand and agree to the terms and conditions set out in the school fee collection policy

I/we agree to abide by the policies and directions of the school and the Catholic Education Commission of Western Australia as they are enacted from time to time.

SIBLINGS CURRENTLY ATTENDING SCHOOL

Name _____ year Level _____

Name _____ year Level _____

Name _____ year Level _____

Signature of Parent(s)/Guardian(s): _____ Date: _____

FEMALE PARENT OR GUARDIAN

_____ Date: _____

MALE PARENT OR GUARDIAN

_____ Date: _____

PRINCIPAL SIGNATURE

APPLICATION FOR ADMISSION

DISCLOSURE

Do you agree that the information supplied on the *Student Information* and *Family Information* sections, can be provided to the relevant Parish Priest Yes / No

As part of the school's publicity activities there may, on occasion, arise the situation whereby the School, Parish, Catholic Education Office (CEO) or local media will need to take photographs and/or video footage of your child/ren for publication in newspapers, school documents, CEO documents, training videos and/or the school/CEO website.

I give permission for the use of my son's/daughter's photo/video image in school publicity activities. Yes / No

Signature _____
Female Parent or Guardian

Date _____

Signature _____
Male Parent or Guardian

Date _____

Document Checklist Please Enclose

Birth Certificate

Immunisation Certificate

Parish Priest Reference

Baptism Certificate

Please also supply two recent school reports from your child's previous school for enrolling in Pre Primary to Year Six.

If you child was born outside of Australia we also require a copy of his/hers current passport and visa or alternatively a copy of their Australian Citizenship Certificate.

St Bernadette's CPS Data Collection Form

Information required for assessment and reporting purposes



[Note: If you need help with this form please telephone 95934066.]

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.

Name of student:

First name

Last name

Home address of student:

(No. and street name)

Suburb

Postcode

- 1 Sex** Male.....
Female.....

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

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

- No.....
Yes, Aboriginal.....
Yes, Torres Strait Islander.....

3 In which country was the student born?

- Australia
- New Zealand
- England
- South Africa
- China (excludes SARs & Taiwan)
- Philippines
- India
- United States of America
- South Korea
- Hong Kong (SAR of China)
- Other – please specify

4 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/parent1/ guardian1 | father/parent2/ guardian2 |
|-----------------------------------|--------------------------|------------------------------|------------------------------|
| No, English only | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Arabic | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Cantonese | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Italian | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Vietnamese | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Mandarin | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Greek | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Spanish | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Tagalog | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Hindi | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Other - please specify | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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

| | mother/parent1/ guardian1 | father/parent2/ guardian2 |
|------------------------------------|------------------------------|------------------------------|
| Year 12 or equivalent..... | <input type="checkbox"/> | <input type="checkbox"/> |
| Year 11 or equivalent..... | <input type="checkbox"/> | <input type="checkbox"/> |
| Year 10 or equivalent..... | <input type="checkbox"/> | <input type="checkbox"/> |
| Year 9 or equivalent or below..... | <input type="checkbox"/> | <input type="checkbox"/> |

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

Mark one box only in each column

| | mother/parent1/ guardian1 | father/parent2/ guardian2 |
|--|------------------------------|------------------------------|
| Bachelor degree or above..... | <input type="checkbox"/> | <input type="checkbox"/> |
| Advanced diploma/Diploma..... | <input type="checkbox"/> | <input type="checkbox"/> |
| Certificate I to IV (including trade certificate)..... | <input type="checkbox"/> | <input type="checkbox"/> |
| No non-school qualification..... | <input type="checkbox"/> | <input type="checkbox"/> |

6(a) What is the occupation group of the mother/parent1/guardian1?

6(b) What is the occupation group of the father/parent2/guardian2?

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 office.**

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]

PARISH PRIEST REFERENCE FORM

The Catholic Education Commission of WA Policy Statement on Student Enrolment requires the enrolling Principal to consult the parish priest.

Completion of the form and presentation to the parish priest forms part of the enrolment process for **St Bernadette's Catholic Primary School**. Please contact 9593 4670 to arrange an appointment with Fr Gavin.

To be completed by parent/guardian

To the Parish Priest at:
Name of Student:
Address:
Phone Number:
Name of Mother/Guardian:
Name of Father/Guardian:
Current School:.....
 If Government school, does child attend school scripture classes in the Parish? **YES / NO**
 In a Catholic school, the parish and the school work in close collaboration with parents in fostering the faith development of the students. How do you see yourselves as parents fitting into the life of your parish?

To be completed by Parish Priest.

Please complete the information below in reference to the family information above.
 Q1. Is the family actively involved in the life of the Church?
 Q2. Do you believe that parental attitudes towards the values, beliefs and practices of the Catholic Faith are such that the school and home would be able to work successfully in the areas of Faith Education?

 Q3. Are there any pastoral circumstances you consider need to be taken into account in the decision about this student's enrolment in our school?

 Q4. Any other comments by the priest

 Signed.

St Bernadette's Catholic Primary School



- School Fees 2013 -

| | Tuition | Amenities | P & F Levy | Maths Levy | Year 6 Camp | Swimming Lessons | Building Levy | TOTAL | TOTAL with 2.5% tuition discount | 18 <i>Fortnightly</i> payments (payable from 21/2 to 31/10) |
|---------------------|------------|------------|------------|------------|-------------|------------------|---------------|------------|-------------------------------------|--|
| Kindergarten | \$1,086.00 | \$295.00 | \$50.00 | | | | \$217.20 | \$1,648.20 | \$1,621.05 | \$91.57 |
| Health Care Card | \$230.00 | \$295.00 | \$50.00 | | | | \$217.20 | \$792.20 | n/a | \$44.01 |
| 3 Year Old Kindy | | | | | | | | | | |
| One child | | | | | | | | | | |
| Pre Primary to Yr 5 | \$1,086.00 | \$355.00 | \$50.00 | \$40.00 | | \$75.00 | \$217.20 | \$1,823.20 | \$1,796.05 | \$101.29 |
| Health Care Card | \$230.00 | \$355.00 | \$50.00 | \$40.00 | | \$75.00 | \$217.20 | \$967.20 | n/a | \$53.73 |
| One child | | | | | | | | | | |
| Year 6 | \$1,086.00 | \$355.00 | \$50.00 | \$40.00 | \$140.00 | \$75.00 | \$217.20 | \$1,963.20 | \$1,936.05 | \$109.07 |
| Health Care Card | \$1,086.00 | \$355.00 | \$50.00 | \$40.00 | \$140.00 | \$75.00 | \$217.20 | \$1,963.20 | n/a | \$109.07 |
| Two children | | | | | | | | | | |
| Pre Primary to Yr 5 | \$1,954.80 | \$710.00 | \$50.00 | \$80.00 | | \$150.00 | \$217.20 | \$3,162.00 | \$3,113.13 | \$175.67 |
| Health Care Card | \$460.00 | \$710.00 | \$50.00 | \$80.00 | | \$150.00 | \$217.20 | \$1,667.20 | n/a | \$92.62 |
| Three children | | | | | | | | | | |
| Pre Primary to Yr 5 | \$2,606.40 | \$1,065.00 | \$50.00 | \$120.00 | | \$225.00 | \$217.20 | \$4,283.60 | \$4,218.44 | \$237.98 |
| Health Care Card | \$690.00 | \$1,065.00 | \$50.00 | \$120.00 | | \$225.00 | \$217.20 | \$2,367.20 | n/a | \$131.51 |
| Four children | | | | | | | | | | |
| Pre Primary to Yr 5 | \$2,606.40 | \$1,420.00 | \$50.00 | \$160.00 | | \$300.00 | \$217.20 | \$4,753.60 | \$4,688.44 | \$264.09 |
| Health Care Card | \$690.00 | \$1,420.00 | \$50.00 | \$160.00 | | \$300.00 | \$217.20 | \$2,837.20 | n/a | \$157.62 |

Key Information re payment options:

School fees are billed once per year and will be mailed to the parent/guardian by the end of Week 2, Term 1.

Payment options are as follows:

Option A: Pay the *full* amount of school fees by March 1st and receive a 2.5% discount *off annual tuition fees only*. (Not applicable to HCC Card Holders)

Option B: Pay 1/3 of the full amount by three separate due dates:- 1st March; 1st June; 1st September. This payment may be done via cheque, cash, credit card, EFTPOS, BPay or direct debit. Reminder Statements will be send home with students during Week 1 of Terms 2 & 3.

Option C: Pay the full amount in regular instalments via Direct Debit between February and October. The instalments that are paid will need to pay off the full amount of fees no later than 31 October.

Please Note:

* It is essential for Health Care Card holders to complete the necessary forms *immediately* to be eligible for the tuition fee discounts.

* Health Care Card and Pension Cards must be current or fees will be adjusted - you must bring in new cards as they are received from Centrelink.

* Receipts will be issued for all full and 1/3 payments made at the point of payment.

*Statements for direct debit payments will be issued three times over the billing cycle [February - October], or on request.

This information is subject to change at any time.

