

## **ENROLMENT INFORMATION PACK**

Clontarf Aboriginal College located in Waterford; Perth W.A. is a co-educational school for Indigenous students in Years 7 to 12.

The College has two boarding hostels for male students;  
one in North Fremantle the other in North Beach.

We currently do not offer boarding for female students and ask families to apply for boarding with the Aboriginal Student Accommodation Service (ASAS).

Attached to the College are two sporting academies;  
The Clontarf Football Academy (for boys) & The Clontarf Girls Academy (for girls)

Students need to be enrolled with the College to qualify for enrolment with either of the academies. Please contact the academies directly for more information on their programs.

Within this pack you will find the following items:

*College Enrolment Form*  
*Good Standing Agreement*

*Consent Forms*

*College Hostel Form*

*College Fees & Charges*

*College Brochure*

*College Strategic Plan*

*ASAS Application Form*

*Clontarf Football Academy brochure*

*Clontarf Girls Academy brochure*

Any questions regarding enrolment can be directed to the Enrolments Officer.

### **IMPORTANT INFORMATION**

Once you have read all the information within this pack and decide that Clontarf is the right place for your student please fill in the Enrolment form (all details must be filled in) applications will not be accepted unless we have all the details. You must also provide a copy of the student's last school report.

If you are applying for boarding with Clontarf, the process is much quicker if you have already applied for the Living Away from Home Allowance grant with Abstudy.

If you are applying for boarding with ASAS you will need to send their application form directly to them. Please ring them directly to find out if your application is successful.

Once we receive your application forms you will receive a letter that states either that your student has been placed on a waiting list or that you will be contacted for an interview.



Phone: (08) 9458 9444 Fax: (08) 9451 4988

## CLONTARF ABORIGINAL COLLEGE

### 2011 ENROLMENT FORM

# STUDENT INFORMATION

#### STUDENT FULL NAME & CONTACT DETAILS

FULL NAME: \_\_\_\_\_ Preferred First Name: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ Post code: \_\_\_\_\_

HOME PHONE N°: \_\_\_\_\_ MOBILE N°: \_\_\_\_\_

WHO DO YOU LIVE WITH? *Please circle:* PARENTS GRANDPARENTS AUNT&UNCLE GUARDIAN/OTHER

NAME & ADDRESS: \_\_\_\_\_

CONTACT PHONE OR MOBILE: \_\_\_\_\_

#### NON METROPOLITAN STUDENTS – ACCOMMODATION

Will the Student need Accommodation while schooling in Perth? Y / N

*(If yes, please fill out an Application for Accommodation form and attach it to this enrolment form)*

#### BIRTH AND NATIONALITY DETAILS

Date of Birth: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ Male / Female Aboriginal/Torres Strait Islander: Yes / No

Birthplace: \_\_\_\_\_ Language(s) spoken at home: \_\_\_\_\_

#### RELIGION DETAILS

Religion: \_\_\_\_\_ Family Parish: \_\_\_\_\_

#### PREVIOUS SCHOOL ATTENDED IN 2011

School Name: \_\_\_\_\_

Suburb/Location: \_\_\_\_\_ Year Level: 7 8 9 10 11 12

#### PREVIOUS SCHOOL ATTENDED IN 2010

School Name: \_\_\_\_\_

Suburb/Location: \_\_\_\_\_ Year Level: 6 7 8 9 10 11 12

#### PREVIOUS SCHOOL ATTENDED IN 2009

School Name: \_\_\_\_\_

Suburb/Location: \_\_\_\_\_ Year Level: 5 6 7 8 9 10 11

#### EXTERNAL SERVICE PROVISION

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

If yes please detail name of Service Provider and Contact N°:

\_\_\_\_\_

# FAMILY INFORMATION

## FEMALE GUARDIAN DETAILS

Name: Mrs / Ms / Miss \_\_\_\_\_ (Relationship to student) \_\_\_\_\_

Address: \_\_\_\_\_ Post code: \_\_\_\_\_

Home Phone N°: \_\_\_\_\_ Mobile N°: \_\_\_\_\_

Is Student Living at Your Home Address? Yes / No If No, please give details on page 1 of this form

Postal Address: \_\_\_\_\_ Post code: \_\_\_\_\_

**\*PLEASE NOTIFY THE COLLEGE IF YOUR ADDRESS DETAILS CHANGE\***

Employer: \_\_\_\_\_ Phone N°: \_\_\_\_\_

Email: \_\_\_\_\_ Religion: \_\_\_\_\_

Nationality: \_\_\_\_\_ Language spoken at home: \_\_\_\_\_

**Do You Wish to Receive College Mail? (Newsletters, School Reports, Letters, etc) YES / NO**

## MALE GUARDIAN DETAILS

Name: Mr \_\_\_\_\_ (Relationship to student) \_\_\_\_\_

Address: \_\_\_\_\_ Post code: \_\_\_\_\_

Home Phone N°: \_\_\_\_\_ Mobile N°: \_\_\_\_\_

Is Student Living at Your Home Address? Yes / No If No, please give details on page 1 of this form

Postal Address: \_\_\_\_\_ Post code: \_\_\_\_\_

**\*PLEASE NOTIFY THE COLLEGE IF YOUR ADDRESS DETAILS CHANGE\***

Employer: \_\_\_\_\_ Phone N°: \_\_\_\_\_

Email: \_\_\_\_\_ Religion: \_\_\_\_\_

Nationality: \_\_\_\_\_ Language spoken at home: \_\_\_\_\_

**Do You Wish to Receive College Mail? (Newsletters, School Reports, Letters, etc) YES / NO**

## CUSTODY / GUARDIANSHIP

Name of person(s) with legal guardianship of the student: \_\_\_\_\_

If applicable a copy of any Parenting or Restraint Order is attached. Yes / No

Any other conditions enforced at law? \_\_\_\_\_

## STUDENT MEDICAL INFORMATION – This section must be filled out in full

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.

### IMPORTANT – ENROLMENT FORMS WILL NOT BE ACCEPTED WITHOUT THE MEDICARE & HEALTHCARE CARD DETAILS & EXPIRY DATES

**MEDICARE Card Number:** \_ \_ \_ \_ \_ ( ) expiry: \_ \_ / \_ \_ \_ \_ \_

**HEALTHCARE/PENSION Card Number:** \_ \_ \_ - \_ \_ \_ - \_ \_ \_ \_ \_ expiry: \_ \_ / \_ \_ / \_ \_ \_ \_ \_

- Medication YES  NO  If Yes Please Specify \_\_\_\_\_
- Physical (Disabilities) YES  NO  If Yes Please Specify \_\_\_\_\_
- Psychological/Cognitive/ ..YES  NO  If Yes Please Specify \_\_\_\_\_
- Behavioural or Safety YES  NO  If Yes Please Specify \_\_\_\_\_
- Sensory (Vision/Hearing) YES  NO  If Yes Please Specify \_\_\_\_\_
- Communication YES  NO  If Yes Please Specify \_\_\_\_\_
- Allergies YES  NO  If Yes Please Specify \_\_\_\_\_

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

## IMMUNISATION INFORMATION - This section must be filled out in full

IMMUNISATION RECORD -	Immunisation Record Attached	Yes/No
Please Circle: <b>F</b> -fully immunised <b>N</b> - not immunised <b>I</b> - incomplete immunisation <b>P</b> - personal objections		
Measles <input type="checkbox"/>	Mumps <input type="checkbox"/>	Rubella <input type="checkbox"/>
Diphtheria <input type="checkbox"/>	Polio (OPV) <input type="checkbox"/>	Hepatitis B <input type="checkbox"/>
	Hib <input type="checkbox"/>	BCG <input type="checkbox"/>
		Pertussis (Whooping Cough) <input type="checkbox"/>
		Other <input type="checkbox"/>
Name of Family Doctor: _____		Phone N°: _____
Name of Medical Clinic: _____		Phone N°: _____
Private Health Fund: _____		Blood Group: _____

## MEDICAL EMERGENCY AUTHORISATION

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

*I authorise my child to participate in the College health program during school medical clinics and with the school nurse.*

Signature of Parent(s) / Guardian(s): \_\_\_\_\_ Date: \_\_\_\_\_

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

## EMERGENCY CONTACT DETAILS (OTHER THAN A PARENT/GUARDIAN)

Name: \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

## PRIVACY POLICY - COLLECTION

1. Clontarf College collects personal information, including sensitive information about pupils, parents or guardians before and during the course of the pupil's enrolment at the college. The primary purpose of collecting this information is to enable Clontarf Aboriginal College to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy Clontarf College's legal obligations, particularly to enable Clontarf Aboriginal College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health & 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.
5. Clontarf College 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, Catholic Education Commission, your local Dioceses and the Parish, schools within other Dioceses/other Dioceses, medical practitioners and people providing services to Clontarf College, including specialist visiting teachers, coaches, tutors, volunteers and counsellors.
6. If we do not obtain the information referred to above we may not be able to enrol or continue to enrol your son/daughter.
7. Personal information, including photographs, collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in school newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting Clontarf. 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 privacy of others, or access may result in breach of Clontarf College's duty of care to the pupil or where pupils have provided information in confidence.
9. As you may know Clontarf College 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 Clontarf College'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 with specific consent.
11. If you provide Clontarf College with the personal information of others, such as Doctor's or emergency contacts, we encourage you to inform them that you are disclosing that information to Clontarf College and why, that they can access that information if they wish, and that Clontarf College does not usually disclose the information to third parties.

## DISCLOSURE

Do you agree that the information supplied on the *Student Information* and *Family Information* sections, can be provided to the relevant parties for the stated purposes. 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 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 this application and/or ongoing enrolment, especially in relation to this student's individual needs, medical conditions, health care requirements, Parenting Orders or other Court Orders then the application may be refused or enrolment terminated.

I/We agree that information pertaining to my child may be released by relevant authorities whilst they are students at the College.

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.

### SIGNATURE OF PARENT(S) AND/OR GUARDIAN(S):

\_\_\_\_\_

**FEMALE PARENT/GUARDIAN**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**MALE PARENT/GUARDIAN**

\_\_\_\_\_

**Date**

### OFFICE USE ONLY

Academic Year:  Roll group: \_\_\_\_\_ House: \_\_\_\_\_ CC N°: \_\_\_\_\_

Hostel: \_\_\_\_\_

Football:  Y / N

Basketball:  Y / N

Entered on MAZE:  Y / N

Initial: \_\_\_\_\_ Commencement Date: \_\_\_\_\_



## ***Clontarf Aboriginal College***

# **2011 Good Standing Agreement**

**Student Name:** \_\_\_\_\_

**Homeroom:** \_\_\_\_\_

**Students and Parents/Guardians please read the attached Agreement and indicate your acceptance of the policies and practices herein by signing below:**

\_\_\_\_\_

**Student's signature**

\_\_\_\_\_

**Parent/Guardian's signature**

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

## **Clontarf Aboriginal College**

### **Good Standing Agreement**

By making students and parents aware of the expectations at Clontarf Aboriginal College we are allowing them the opportunity of choice. Students have the right to make their own informed choices concerning their behaviour and involvement in College life. The College reserves the right to hold students accountable and responsible for the consequences of their actions.

#### **WHAT IS GOOD STANDING?**

Good Standing recognises and assists students in taking responsibility for their own learning and participation in College life. Each student begins the year with Good Standing and it is the student's responsibility to maintain it.

#### **MAINTAINING GOOD STANDING**

Students demonstrate support for the policies and procedures at CAC. This applies to:

- Attendance and punctuality.
- Uniform and grooming.
- All College rules and regulations.

Students are responsible for their own learning. This applies to:

- Meeting deadlines.
- Completing assigned work.
- Completing homework.
- Following instructions in class sessions.

Students participate fully in all College Life. This applies to:

- Retreats.
- Assemblies/Masses/Liturgies.
- School camps.
- Excursions.
- Compulsory Extra Curricular Activities
- Sports and Cultural events.
- Carnivals.

Students accept the principles and practices governing good conduct within the College community. This applies to:

- Compliance to teachers' instructions.
- Respectful manner of addressing staff.
- Honesty.
- Cooperative socialising with peers.

## **LOSING GOOD STANDING**

A student's Good Standing is in jeopardy if there are repeated incidents of any of the categories below:

- Poor attendance or punctuality.
- Poor grooming or wearing of the uniform.
- Poor behaviour and attitude.
- Poor completion of work.
- Poor participation in College life.

If Good Standing is withdrawn from a student they are unable to attend and participate in extra curricular activities/events. Reward activities will be offered to students who have their Good Standing as this is a way of recognising students who make sound decisions.

The table below outlines College activities that are deemed compulsory aspects of College life and those which are extra curricular events. Staff planning any extra curricular activity must liaise with the Year Coordinators to ensure students have Good Standing and discuss arrangements for those students without Good Standing.

<b>EXTRA CURRICULAR (can be excluded from)</b>	<b>COMPULSORY ACTIVITIES (cannot be excluded from)</b>
<ul style="list-style-type: none"><li>• Rewards Day/Activities</li><li>• Visiting Role Models/Guest Speakers/Performers/Coaching Clinics</li><li>• Camps</li><li>• Extra Curricular Excursions</li><li>• CFA/CGA Reward Activities/Trips</li><li>• Senior School Ball</li><li>• Junior School Social</li></ul>	<ul style="list-style-type: none"><li>• Educational incursions/excursions – which are part of the teaching and learning program.</li><li>• College Swimming Carnival</li><li>• College Athletics Carnival</li></ul>

NB Any student who lost their Good Standing during a term may not attend the end of term Rewards Day/Activity

## **HOW IS GOOD STANDING REINSTATED?**

Good Standing can be retrieved by attending to causes of concern immediately.

Good Standing is reinstated when the student fulfils the Individual Behaviour Management Plan/Contract negotiated with the Year Coordinator and/or Deputy Principal – who reinstate Good Standing.

Recognition for improved behaviour or performance may include:

- Personal affirmation.
- Public affirmation (class, year group).
- Contact with parents.
- Certificates of achievement or endeavour.
- Leadership opportunities.
- Reinstated privileges.



## **THE POLICY IN ACTION**

### **Stage 1: Initial Notification** – Formal letter to parent/guardian from Year Coordinator

This letter will usually follow a series of attempts at behaviour modification eg.

- Counselling by Parent/Guardian, Homeroom teacher, Year Coordinator or College Psychologist.
- Phone contact/interviews with parents.
- Removal from class.
- Time Out.
- Detentions.

Behaviour which may necessitate **Stage 1** being invoked:

- Repeated uniform/grooming infringements.
- Repeated distraction/disruption in class.
- Repeatedly failing to complete homework or meet assignment deadlines.
- Continual absences or lateness to class.
- Issues of bullying, cheating or minor theft.
- Frequent offensive language.
- A trend of uncooperative behaviour or failing to follow instructions.

### **Stage 2: Loss of Good Standing**

It is at this point that the College is informing parents that accepted practices of behaviour modification are having little effect on the student. Parents/guardians need to recognise the importance of working with the College to change the attitude and behaviour of the student.

An interview conducted by the Year Coordinator and/or Deputy Principal will occur with the parent/guardian. At this interview an attempt will be made to negotiate an Individual Behaviour Management Plan and if necessary any other appropriate course of action to retrieve Good Standing with the student. A letter of record which articulates the issues discussed at the interview will follow.

**Suspension (In-School) is a likely consequence of arriving at this level.**

Behaviour which may necessitate **Stage 2** being invoked:

- Ongoing instances of uniform, grooming, behavioural or work ethic infringements.
- Vandalism or theft.
- Truancy.
- Open defiance.
- Serious disruption of class.
- Serious harassment.
- Violent behaviour.
- Contravening the Drug Policy.

### **Stage 3: Probation**

It is at this point that the Deputy Principal and/or Principal are giving clear warning that the student's position in the College is in jeopardy.

An interview with the Deputy Principal and/or Principal will occur where clear conditions for continued enrolment will be presented. A formal letter and signed contract will result.

Students at Probation level will lose the right to attend any special events eg. Senior School Ball, days of celebration, trips, etc.

#### **Suspension (Out-of-School) is a likely consequence of arriving at this level.**

The parent/guardian will be asked to concede that the student's failure to dramatically modify the cause for concern will lead to the parent/guardian withdrawing the student from the College.

**IMPORTANTLY:** It is hoped that all students attending CAC will take advantage of the opportunities presented at the College.

*Unrelated to this agreement, but crucial to the education partnership with each student, is an expectation at CAC that **parents/guardians** demonstrate support for the College by:*

- *Phoning in **every** student absence.*
- *Attending parent/guardian/teacher nights and information forums.*
- *Ensuring fees are paid in a timely manner.*
- *Communicating with staff in a respectful and dignified manner.*
- *Signing the student's diary.*
- *Insisting on a regular homework and study routine at home.*
- *Ensuring students follow the College uniform, grooming and behavioural rules.*



## COMPUTER FACILITIES AND INTERNET USAGE CONSENT FORM

### **INFORMATION FOR PARENTS and GUARDIANS**

Clontarf Aboriginal College provides students with access to computer equipment and the Internet. These valuable education tools are part of the wide range of resources that support our educational program.

While staff will ensure that high quality on-line materials are available and promoted, it is possible that your child may encounter inappropriate material while using these resources.

The school has established an Acceptable Use Agreement that all students are asked to sign. This outlines rights for students and responsibilities expected of them.

The College and Catholic Education Office firmly believe that the benefits of using computers and the Internet far outweigh the risks. However, legal guardians may request that their child not be permitted to use this equipment.

The below form should be completed and returned to the College. Please note, a separate form must be completed for each child.

---

I have read the parent information sheet and understand that the computer facilities at the school give my child access to a range of resources. I understand that it is possible that my child may encounter material they find offensive.

I do / do not give permission for \_\_\_\_\_ (Student) to use the computing and Internet resources available at Clontarf Aboriginal College.

and / or

I support the Acceptable Use Agreement signed by my child and will also encourage my child to respect and abide by these terms.

Signature \_\_\_\_\_  
Parent / Legal Guardian

Date \_\_\_\_\_

**Please ensure that this signed consent form is returned to the College.  
Failure to do so will result in your child NOT being able to have access to  
Computer activities.**



**COLLECTION NOTICE:**  
*publicity and the use of student images*

Dear Parent/Guardian,

As part of the school's publicity activities there may, on occasion, arise the situation whereby the school, 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 newsletters, CEO documents, training videos and/or the school/CEO website.

Should you not want your child/ren to feature in such publicity, please complete the information below and return it to the school office.

I \_\_\_\_\_

Parent/guardian of \_\_\_\_\_

Do / Do not (please circle) hereby give permission for the use of my son's/daughter's photo/video image in school publicity activities.

Signed: \_\_\_\_\_

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



Dear Parents

9 December 2009

**Student Travel Permit**

The Public Transport Authority (PTA) advises that all new secondary students are eligible to receive a Student SmartRider concession card. The Student SmartRider card will be similar in size to a credit card and will be made available for all students throughout the state. Information about the Student SmartRider is attached to this letter.

**Parents/guardians should be aware that students will require a Student SmartRider to access concession travel on Transperth, bus, rail and ferry services, and Transwa country road and country rail services.**

In order to issue the cards in the first instance the PTA requires that parents/guardians give their permission for schools to provide student details to the PTA, for the purposes of registering the student for concession travel, and to enable the Student SmartRider to be produced. Only students, who provide parent/guardian permission for the release of these details, will be issued with a card through their school. The information that will be released is student name, date of birth, address and Curriculum Council or student number.

The PTA must comply with the privacy requirements for the public sector and as such will only be using the information provided by the school for the issuance of the Student SmartRider concession card.

**If you wish your child to be issued with a Student SmartRider free of charge through their school, you should sign the attached permission and registration slip and return it to your school** (NB: some schools may charge a nominal fee to parents where they have requested to have additional features on the card, such as photo ID, for school purposes.)

If the school does not receive the signed permission slip by this date, your child's student information will not be released to the PTA.

If you do not wish your child to be issued with a Student SmartRider through this process, but your child still requires a Student SmartRider concession card, then you will need to go to a Transperth Information Office and apply for one. You will need to provide proof that your child is enrolled at a school and pay a card fee of \$5.00 for the purchase of the card if you wish to apply for a Student SmartRider in this way.

Please contact your school or the Transperth Info Line on 13 62 13 if you have any further questions.

Yours sincerely

Mark Burgess  
**DIRECTOR TRANSPERTH, REGIONAL AND SCHOOL BUS SERVICES**

Parent / Legal Guardian Consent for Release of Student Details	
I _____ (Parent/Guardian full name) give permission for _____ (student's full name)	
<input type="checkbox"/> student details to be released to the PTA for the purposes of issuing a Student SmartRider card.	
<input type="checkbox"/> photograph to be taken by the school and released to the PTA for the purposes of issuing a Student SmartRider card for school purposes.	
Signature _____	Date _____



## 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 **Trudy on: (08) 9458 9444**

### Name of student:

First name	Last name	Date of Birth (dd/mm/yyyy)

### 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.)*

	<i>(office use only)</i>
No..... <input type="checkbox"/>	4
Yes, Aboriginal..... <input checked="" 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?**

	<i>(office use only)</i>
Australia..... <input checked="" type="checkbox"/>	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.....	

**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				

**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 College immediately.**

## 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].



## Uniform Requirements

We ask that all students wear the College uniform at all times.

**Uniform & Diary must be purchased from the College prior to the student commencing.**

### EVERYDAY WEAR

College Polo Shirt	\$30.00 each
College Girls Business Shirt	\$25.00 each
College Black Shorts	\$25.00 each
College Training Singlet	\$20.00 each

**All students are required to wear closed in shoes, no thongs allowed**

### WINTER WEAR

College Tracksuit Jacket	\$60.00 each
College Tracksuit Pants	\$30.00 each
College Diary	\$10.00 each

## Stationery Requirements

2 x Blue or Black Pens	1 x Ruler
2 x Lead Pencils	1 x Large Pencil Case
1 x Eraser	1 x Student Bag or Backpack
1 x Sharpener	

295 Manning Road, Waterford WA  
Locked Bag 5, Bentley DC WA 6983  
Tel: (08) 9458 9444  
Fax: (08) 9451 4988  
Email: [admin@clontarf.wa.edu.au](mailto:admin@clontarf.wa.edu.au)  
Web: [www.clontarf.wa.edu.au](http://www.clontarf.wa.edu.au)



## Clontarf Aboriginal College

295 Manning Road, Waterford WA  
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Web: [www.clontarf.wa.edu.au](http://www.clontarf.wa.edu.au)

# 2011 Fees & Charges

# 2011 College Fees

## DAY SCHOOL Tuition

<b>\$1320.00 per annum</b>	<i>Family discounts on tuition fee</i>
<b>\$330.00 per term</b>	<i>2nd student in family 20%</i>
	<i>3rd student in family 30%</i>
	<i>4th student in family Nil fees</i>

## CLONTARF HOSTEL FEES *(Boys Only)*

<b>Under 16yrs old</b>	<b>\$4600.00 per term</b>
<b>Over 16yrs old</b>	<b>\$5815.00 per term</b>

*Abstudy support may be available*

### Payment of Accounts

Fee accounts are sent out each term and payment is required within 14 days of receiving the account. Payment may be made by cash, cheque, Centrepay or by direct debit.

### Paying by Centrepay

This allows your tuition fees to be automatically paid direct to the College in negotiated installments. Forms are available from the Business & Finance Manager.

### Paying by Direct Debit

This allows your tuition fees to be paid to the College from your nominated bank account in negotiated installments. Forms are available from the Business & Finance Manager.

### Mailing your Payments

Tear off the remittance advice and send your cheque to the College.

### Paying in Person

Present the remittance advice with your payment to administration during office hours.

## Abstudy Supplements

**Two Abstudy supplements are available to eligible parents.**

- 1) A supplement of \$156.00 per eligible child is paid to the school and is directed towards school fees. Parent need to apply for the supplement direct from Centrelink.
- 2) An additional supplement of \$79.00 per eligible child will also be directed towards school fees. **Forms are available from the College-applications for the additional supplement close 19th April 2011.**

## Secondary Assistance Scheme

An Education Department assistance scheme is available to holders of either a Healthcare Card or Pension Card. The scheme provides \$235.00 for school assistance for eligible students in Years 8-12 and will be credited to College fees in June each year when proceeds are received from the Government.

**Students who receive Abstudy are NOT eligible.**

Forms must be filled out and witnessed at the Business and Finance Manager's Office. Applications close at the end of Term 1 each year.

In 2011 the clothing allowance is \$115.00 and is available to students in Years 8-12 under the same conditions as Secondary Assistance.

This allowance is posted directly to the parents home if the applicant is successful.

### Insurance

The College has a student accident insurance policy covering all students 24 hours per day 7 days per week. (The cost for this is covered by the College).

### Withdrawal of Students

The Principal must be informed prior to a student's withdrawal. Parents must negotiate with the Principal before a students re-enters the College.

**Please direct any queries to the College Business & Finance Manager,**

**Mrs Gail Tribbeck on: (08) 9458 9444.**