

**ST JOHN'S**
GRAMMAR

Child's Details

Family Name: _____ First Name: _____
Known as: _____ Class/Group: _____
Gender: _____ Date of birth: ____/____/____ CRN: _____
Address: _____
Suburb: _____ Postcode: _____

Enrolling Parent/Guardian

Family Name: _____ First Name: _____
Date of birth: ____/____/____ CRN: _____
Relationship to child/ren: _____
Address: _____
Suburb: _____ Postcode: _____
Phone: (h): _____ (m): _____ (w): _____
Email: _____

Other Parent/Guardian

Family Name: _____ First Name: _____
Relationship to child/ren: _____
Address: _____
Suburb: _____ Postcode: _____
Phone: (h): _____ (m): _____ (w): _____
Email: _____

Cultural Heritage

Language spoken at home: _____
Cultural background of child/parents: _____
Any special cultural considerations: _____

Court/Parenting Orders

Are there any court orders, parenting orders or parenting plans relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child? Yes ☐ No ☐

Are there any details of any other court orders relating to the child's residence or the child's contact with a parent or other person? Yes ☐ No ☐

If yes to either of the above, please attach details

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Usual General Practitioner

Doctor's Name: _____ Clinic: _____

Address: _____

_____ Phone Number: _____

Medicare Number

 - - Reference No. Expiry: _____

Health Information

Does your child have a specific health care need or medical condition?

Yes ☐ No ☐

If yes, please provide details _____

Does your child have any allergies?

Yes ☐ No ☐

If yes, please provide details _____

Has your child been diagnosed as at risk of anaphylaxis?

Yes ☐ No ☐

If yes, please provide details _____

A copy of the medical management plan or anaphylaxis management plan to be followed with respect to my child's specific healthcare need, medical condition or allergy is attached?

Yes ☐ No ☐

Does your child have any dietary restrictions or preferences?

Yes ☐ No ☐

If yes, please provide details _____



Health Information - Continued

Has the child received all immunisations appropriate for their age?

Yes ☐ No ☐

If no, please provide details _____

Does the child have any conditions, or take any medications, that may be affected by School activities?

Yes ☐ No ☐

If yes, please provide details, including any related medication _____

Has the Medication Authority Form been provided?

Yes ☐ No ☐

Does the child have any additional needs?

Yes ☐ No ☐

If yes, please provide details, including any related medication _____

Is there any other information you would like to share (eg behaviour, homework, concerns, personal)?



Emergency Contacts / Collection Authority (contacts other than parents)

**Priority 1**

Name: _____

Relationship to child: _____

Address: _____

Suburb: _____ Postcode: _____

Phone: (h): _____ (m): _____ (w): _____

Email: _____

Authorisations for this contact:Collect your children? Yes ☐ No ☐Emergency contact? Yes ☐ No ☐**Priority 2**

Name: _____

Relationship to child: _____

Address: _____

Suburb: _____ Postcode: _____

Phone: (h): _____ (m): _____ (w): _____

Email: _____

Authorisations for this contact:Collect your children? Yes ☐ No ☐Emergency contact? Yes ☐ No ☐**Priority 3**

Name: _____

Relationship to child: _____

Address: _____

Suburb: _____ Postcode: _____

Phone: (h): _____ (m): _____ (w): _____

Email: _____

Authorisations for this contact:Collect your children? Yes ☐ No ☐Emergency contact? Yes ☐ No ☐

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Consents and Agreements

- ☐ I consent for photos to be taken of my child while using OSHC Services and will be shared on Xplor/ Playground apps in line with How We Use Photos and Videos Procedure.
- ☐ I consent for St John's Grammar Staff to apply school provided SPF 50+ sunscreen.
- ☐ I consent to staff administering first aid to my child if the need arises.
- ☐ I agree to comply with the policies and procedures of St John's Grammar School.
- ☐ I agree to pay the required fees for any registration fees, bookings and cancellation fees made as per enrolment.
- ☐ I have read the Standard Collection Notice supplied as an appendix to this form and understand how the School will handle my personal information.
- ☐ I certify that the information entered in this enrolment form, is true to the best of my knowledge and I undertake to inform St John's Grammar School if any of these details change.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____



Standard Collection Notice

Updated December 2025



This notice explains how St John's Grammar School (the **School**) handles the personal information of students and parents or guardians (together **you**).

How and Why does the School Collect Personal Information?

1. The School collects personal information about you before and during the course of a student's enrolment at the School. This may be in writing, through technology systems or in the course of conversations. The types of personal information the School collects includes sensitive information, which includes health information.
2. The primary purpose of collecting personal information is to enable the School to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.
3. The School has legal obligations which require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws, as well as the School's duty of care to students.
4. A student's enrolment may be delayed or prevented if the School cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
5. 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.

To Whom Does the School Disclose Information

6. The School may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice. This may include to:
 - other schools and teachers at those schools, including a new School to which a student transfers to facilitate the transfer of the student;
 - government departments (including for policy and funding purposes);
 - medical practitioners;
 - people providing educational, support and health services to the School, including specialist visiting teachers, specialist advisors, coaches, volunteers, and counsellors;
 - organisations that assist us with fundraising (see point 10);
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);

Learning to Soar

- the third party providers of our information management and storage systems (for the purpose of these providers providing services to the School in connection with its systems);
 - people providing other information technology services to the School (see also point 9)
 - people providing administrative and financial services to the School;
 - anyone you authorise the School to disclose information to; and
 - anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.
7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. School activities and news (including student achievements) may be published in the School's journals, newsletters and magazines, on our Seesaw, Canvas or Xplor Apps, on our intranet or otherwise shared with the School community (current, future and past students, parents and teachers). This may include personal information (including photographs and videos) of students and parents involved in School activities such as academic and sporting events and achievements, concerts and plays, school camps and school excursions. The School will obtain permissions to include photographs, videos or other identifying material of students (or parents) in our promotional material or otherwise make this material available to the public such as on the internet.

Overseas Storage and/or Disclosure

9. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some personal information may be provided to these service providers to enable them to authenticate users that access their services, and for technical support. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the School's use of online or 'cloud' service providers is contained in the School's Privacy Policy.

Fundraising

10. The School may engage in fundraising activities. Your personal information may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

Your Rights and How to Complain

11. The School's Privacy Policy, accessible on the School's website, sets out how you can:
- seek access to and correction of your personal information which the School holds; and
 - make a privacy complaint and how we will handle the complaint.

