



## Enrolment form

Milkwood Steiner School, 94 Boulter Road, Berrimah, Larrakia Country, NT, 0828

E: [admin@milkwood.nt.edu.au](mailto:admin@milkwood.nt.edu.au), P: (08) 8947 0608, W: [www.milkwood.nt.edu.au](http://www.milkwood.nt.edu.au)

**Year of Entry:** ..... **Class of Entry (Year/Form):** .....

Are you currently attending a Milkwood Steiner School Association Playgroup? Yes / No

### STUDENT DETAILS

<b>Legal Surname:</b> .....	Date of Birth:	.....
<b>Given Names:</b> .....	Gender:	.....
Preferred Name: .....	Place of Birth:	.....
Previous School & Year: .....	Previous School Location:	.....
Current School Transfer Documents Attach <span style="float: right;">Yes / No</span>	Current School Phone No:	.....
Aboriginal/Torres Strait Islander? Yes / No <span style="float: right;">Mother: Yes / No</span>	Nationality:	.....
Australian Permanent Resident? <span style="float: right;">Yes / No</span>	Main Language Spoken at Home & Other languages:	.....
Any special needs, or disabilities? .....	Where did you first hear about our school?	.....

### FAMILY DETAILS

**Parent or Guardian 1.** Mr/Mrs/Ms/Miss (Please Circle)

First Name: .....	Surname: .....
Relationship to Student: .....	Parental Responsibility: .....
Postal Address: .....	Suburb & Post Code: .....
Home Address: .....	Home Phone No: .....
Mobile No: .....	Business Phone No: .....
Email Address: .....	Nationality: .....
Australian Perm.Resident: .....	Occupation/Employer: .....
(Visa Class if req'd)	

**Parent or Guardian 2.** Mr/Mrs/Ms/Miss (Please Circle)

First Name: .....	Surname: .....
Relationship to Student: .....	Parental Responsibility: .....
Postal Address: .....	Suburb & Post Code: .....
Home Address: .....	Home Phone No: .....
Mobile No: .....	Business Phone No: .....
Email Address: .....	Nationality: .....
Australian Perm.Resident: .....	Occupation/Employer: .....
(Visa Class if req'd)	

**EMERGENCY CONTACT DETAILS (LOCAL CONTACTS OTHER THAN THE PARENT/GUARDIAN)**

1. Name: ..... Relationship to Student: .....  
Address: ..... Suburb & Postcode: .....  
Home Phone No: ..... Work/Mobile: .....

2. Name: ..... Relationship to Student: .....  
Address: ..... Suburb & Postcode: .....  
Home Phone No: ..... Work/Mobile: .....

**CUSTODY/GUARDIANSHIP**

Student resides with: .....  
Name of person(s) with legal guardianship of the student: .....  
If applicable, a copy of any Parenting or Restraint Order is attached. Yes / No  
Are any other conditions enforced by law? .....

**SIBLINGS CURRENTLY ATTENDING MILKWOOD STEINER SCHOOL**

Name: ..... Year Level: .....

**SIBLINGS CURRENTLY ATTENDING OTHER SCHOOLS**

Name: ..... Year Level: ..... School: .....

**ROAD CROSSING**

Milkwood’s campus is located on Boulter Rd, with facilities on both sides of this road. Crossing the road at the designated children’s crossing during the school day allows all Primary and Middle School students to access all facilities. Safe passage between facilities in accordance with Milkwood’s safety procedures requires students to be accompanied by an approved staff member with appropriate adult:child ratios for safe supervision, when crossing the road between facilities. Day-to-day timetabling considerations reduces the need for passage between facilities so that road crossing is only used when needed. Kindergarten students do not travel between facilities.

During my child’s enrolment at Milkwood, I consent to my child crossing Boulter Rd under the care of a staff member and in accordance with the school’s safety procedures, for the purpose of safe passage between facilities at Milkwood’s Boulter Rd campus. Yes No

**PHOTOGRAPHIC PERMISSION**

My child’s photograph can be published in the school newsletter and used for publicity purposes on the school website and for other print and online publicity promotions Yes No  
My child’s photograph can be used Social Media (i.e Facebook/ Instagram) Yes No

**COMMUNICATION**

Please send invoices and account information to:  
Email: ..... Email:.....  
Please send school newsletters or class correspondence to:  
Email: ..... Email: .....  
I authorise Milkwood to provide my details to Teachers and Music Tutors working from Milkwood: Yes/ No  
Consent for DHS to provide feedback: Yes/ No

**STUDENT NAME:**

Place photo here if your  
Child has a Diagnosed  
Medical Condition

**DOB:**

IMMUNISATION RECORD		Current Certificate: Yes / No		& Type: ACIR/NT DHCS/ Other		I – Ir	
F – Fully Immunised (For School Entry)		N – Not Immunised (Exemption Certificate)		Mumps		P – Personal Objection (Exemption Certificate)	
Measles	Y / N	Rubella	Y / N	Tetanus	Y / N	Diphtheria	Y / N
Hepatitis B	Y / N	Rubella	Y / N	Polio	Y / N	Pertussis (Whooping Cough)	Y / N

**HEALTH CARE DETAILS**

Family Doctor/Medical Clinic: \_\_\_\_\_ Suburb & Post Code: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Dentist/Central Clinic: \_\_\_\_\_ Private Health Fund: \_\_\_\_\_  
 Medicare Number: \_\_\_\_\_ Private Health Fund: \_\_\_\_\_

**MEDICAL HISTORY** Please provide a Health Care Plan for ALL diagnosed health conditions

**Severity of Condition:**

ASTHMA Y / N  
 DIABETES Y / N  
 ALLERGIES Y / N  
 HEART OR BLOOD CONDITIONS Y / N  
 VISION DIFFICULTIES Y / N Do they wear glasses? Y / N  
 HEARING DIFFICULTIES Y / N Do they wear hearing aids? Y / N  
 OTHER MEDICAL CONDITIONS  
 SOCIAL DIFFICULTIES Y / N Has a diagnosis been made? Y / N  
 Please provide details on a separate page  
 LEARNING DIFFICULTIES Y / N Has a diagnosis been made? Y / N  
 Please provide details on a separate page  
 DIETRY REQUIREMENTS/ FOOD ALLERGIES Details....

**EXTERNAL PROVISIONS**

Does your child receive any services from any external agency, which may affect educational arrangements?	Y / N
Details	
Name of Service Provider	
Contact	

**CONSENT**

I authorise 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, anaesthetic, 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. Yes No

I authorise the school to give basic first aid, homeopathic remedies according to the following indications. *Apis mel* for allergic reactions and skin swellings; *Arnica* for soft tissue injuries, bruises and sprains; *Rescue Remedy (Bach flowers)* for accidents, shocks and upsets; *Calendula/Hypericum* for wounds (antiseptic wash). Yes No

## SKILLS TO CONTRIBUTE & OCHRE CARD REGISTRATION

Milkwood is a community organisation and as such is only as good as its members. **Please circle** ways you may be able to contribute to Milkwood for the benefit of your child's education.

In Classroom	(Cooking; Music; Handicrafts such as woodwork, knitting, crochet)
In Building and Grounds	(Gardening; Maintenance; Playground Projects; Spring Cleaning; General Housekeeping)
On the Board (Governance)	(Board member; Finance Committee; Marketing Committee)
Fundraising Activities	(Parents & Friends Group; BBQ's; Put up & Take Down Banners; Baking; Craft Group)

## PARENT AGREEMENT – please refer to Parent Handbook

### Membership

1. I understand I will become a member of Milkwood Steiner School Association (MSSA) and as such have rights and obligations as a member of a not-for-profit association.

### Fees

2. I understand I am required to pay a one-off non-refundable \$110.00 family enrolment application fee with this application.
- 2b. I agree that on receipt of a letter of enrolment acceptance I will pay a non-refundable deposit of \$400. This ensures your child's place and will be deducted from your annual invoiced fees.
3. I agree to provide 1 School Term's written notice to the School if I decide to withdraw my child's enrolment. I.e. Notification must be received by the end of Term 3 for a withdrawal at the end of Term 4. Should I not provide 1 Term's notice, I understand I will be charged fees in lieu of notice.
4. I agree to pay all fees by the end of Week 3 of the term invoiced, unless a payment plan has been endorsed by the Finance Manager and payment plans commenced by at least week 2.
5. I understand the school refers debts to a debt collection agency and I am liable for fees associated with debt collection.
6. I understand that I will be invoiced for MSSA property damage due to carelessness or misconduct by myself or my family.

### Curriculum & Philosophy

7. I commit to the school's request to avoid screen-based technologies for my child at home and school.
8. I commit to supporting my child's daily home music practice and ensure they have the required instruments (recorder from Class 1 and string instrument from Class 3).
9. I understand class camps, swim and survive and other off-site activities are part of the school curriculum and will support my child to participate.
10. I understand the importance of Parent Teacher evenings and will make every effort to attend each term.

### Policies & Conduct

11. I agree to be bound by present and future policies and regulations of Milkwood Steiner School and understand that my child will be bound by these policies and regulations. I take responsibility for staying up to date with the school's policies which are published on the school website.
12. I understand how to raise concerns and will not engage in any conduct that undermines the reputation or integrity of the school.
13. I have read and understood MSSA Member Code of Conduct.
14. I accept The School's right to exclude students from the school in accordance with the school disciplinary policies, and understand that in such circumstances no fees will be refunded.

### Lunch and Dress

15. I agree to provide a healthy, home prepared morning tea and lunch according to the Parent Handbook guidelines.
16. I agree to send my child to school dressed according to the dress code.

### Attendance

17. I understand the importance of attending school and will make every effort to plan non-school activities outside of school terms/hours.
18. I agree to collect my child from school or keep them at home if they are unwell or unable to participate safely in school.
19. I agree to bring my child to school on time and collect them on time.

## PARENTS SIGNATURES

SIGNATURE

DATE

## THIS ENROLMENT FORM MUST BE COMPLETED AS FULLY AS POSSIBLE AND SIGNED BY ALL PARENTS/GUARDIANS

*A copy of each of the following details must be attached to this application.*

- |  |  |
|--|--|
| <input type="checkbox"/> Birth Certificate   | <input type="checkbox"/> If the parent is interested in working or volunteer at Milkwood, they may submit: WWC Ochre Card and Certificate of Vaccination (COVID19) |
| <input type="checkbox"/> Immunisation Record |  |

**ADDITIONAL INFORMATION TO BE COMPLETED FOR STATUTORY GOVERNMENT REQUIREMENTS**

**1. 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

	Parent/Guardian 1	Parent/Guardian 2
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"/>

**2. What is the level of the *highest* qualification the parents/guardians have *completed*?**

MARK ONE BOX ONLY IN EACH COLUMN

	Parent/Guardian 1	Parent/Guardian 2
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 qualifications	<input type="checkbox"/>	<input type="checkbox"/>
	Parent/Guardian 1	Parent/Guardian 2

**3. What is the occupation group of the parents/guardians?**

<input type="checkbox"/>	<input type="checkbox"/>
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*Please select the appropriate parental occupation group from the attached list.*

- *If the person is currently not in paid work but has had a job in the last 12 months or 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.*

**Was the student born in Australia?**

**YES / NO**

**4.**

If "No", please specify the country that the student was born in.

**5b. Do either of the parent(s)/guardian(s) speak a language other than English at home?**

**YES / NO**

If "yes", please specify which language. If more than one is spoken, indicate the one that is spoken most often

## LIST OF PARENTAL OCCUPATIONS

### **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 4year 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/refuge/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, kitchen hand, 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]

