



Department of  
Education  
and Training

**LEEMING PRIMARY SCHOOL**

Meharry Rd LEEMING 6149

#9310 9133 Fax: 9310 8084

[www.leemingsps.det.wa.edu.au](http://www.leemingsps.det.wa.edu.au)

*\*\*Please read the attached general information sheet and submit to the school of your choice.*

**OFFICE USE ONLY**

Date received: \_\_\_\_\_  
 Birth certificate sighted: YES  NO   
 Immunisation Record sighted: YES  NO   
 Visa sighted: YES  NO   
 Family Court Order sighted: YES  NO   
 Application: accepted / not accepted

**APPLICATION FOR ENROLMENT  
(CONFIDENTIAL)**

<b>1. PERSONAL DETAILS</b> (PLEASE PRINT ALL DETAILS BELOW)			
Child's Surname	Given Names	Date of Birth	Sex (M / F)
Surname of Parent/Guardian	Given Names	Mr / Mrs / Ms / Miss	
Residential Address (must be completed)			Postcode
Nearest intersecting street			
Postal Address (if different from residential address)			Postcode
Telephone – Home	Work (if convenient)	Mobile Phone No	
Are there any Family Court Orders regarding the day to day or long term care, welfare and development of the child? Please indicate (√) YES <input type="checkbox"/> NO <input type="checkbox"/>			
If applicable, year level child currently enrolled in (e.g. Year 7)			Year
If applicable, name of school at which the child is currently or was last enrolled:			
Are you applying to enrol in a specialist program at this school? Name of specialist program:			Please indicate (√) YES <input type="checkbox"/> NO <input type="checkbox"/>
Are there any siblings currently attending this school? Names and year levels:			Please indicate (√) YES <input type="checkbox"/> NO <input type="checkbox"/>
** Is your child currently under suspension from a school? If yes, name of school:			Please indicate (√) YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
** Has your child ever been excluded from a school? If yes, name of school:			Please indicate (√) YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
<b>2. PERMANENT RESIDENT OF AUSTRALIA?</b>			Please indicate (√) YES <input type="checkbox"/> NO <input type="checkbox"/>
If no, please indicate date entered Australia: _____ VISA SUB CLASS No: _____			
<b>3. DISABILITY/MEDICAL CONDITION?</b>			
This information will assist the school Principal with considering whether any specific or additional resources are required and available to assist the school with providing the best educational program for your child. Please indicate (√)			
Physical YES <input type="checkbox"/> NO <input type="checkbox"/>	Intellectual YES <input type="checkbox"/> NO <input type="checkbox"/>	Other YES <input type="checkbox"/> NO <input type="checkbox"/>	Medical Condition YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes to any of above, please outline nature of disability/medical condition:			
<b>SCHOOL DRESS CODE (Policy Statement 1.2)</b> Acceptance of enrolment assumes that parent/guardian and student agree to conform to this code.			
I declare that the information provided on this form is true.			
Signature of parent/guardian			Date

# APPLICATION FOR ENROLMENT

## General Information

A parent or legal guardian applying to enrol a child in a government school should complete this form. Only permanent residents of Australia and those children holding an approved visa sub class number are eligible to be enrolled in government schools.

Before you submit this application, please contact the school of your choice to find out about the school policies and whether required courses and facilities are available for your child. Please complete one form for each child and attach proof of your usual place of residence to this application form. An example of this would be a utilities account (electricity, water or telephone) showing your name and usual place of residence.

This is an Application for Enrolment only - submitting this form to the school does not mean that the enrolment has been accepted by the school. The principal will firstly need to determine if there is classroom accommodation and whether an appropriate educational program can be provided for your child at the school. In determining whether an appropriate educational program can be provided for your child at the school, the principal will need to fully consider the information provided in Section 3 on the application form.

You will be notified by the school Principal if your application has or has not been accepted at the earliest possible opportunity. In the majority of cases, parents/guardians will be advised within 48 hours. For parents applying to enrol their children in schools for next year, you will be advised of the outcome of your application by early fourth term.

If your application is accepted, you will be required to complete enrolment procedures at the school. Parents/guardians should ensure that their child's birth certificate, immunisation records, school reports, records and samples of work from the previous school, and any Family Court Orders or parenting plans registered with the Family Court, are made available at the time of enrolment.

NB: It is a requirement of the Department of Education that any information on suspensions and exclusions must be provided to the school at the time of applying to enrol a child. This information will help the school to provide your child with the appropriate support, if required. Children currently under suspension from a government school can not be enrolled at another government school until the suspension period is over. Children who have previously been suspended or excluded from a government school may be required to enter into a behaviour agreement with the school if enrolment is accepted.

## Transport

If you are applying to attend a school other than your local school, transport will be your responsibility. All enquiries regarding school bus services should be directed either to the school where the "Application for Enrolment" is being submitted or to the Department of Transport.

## Appeals

Should you disagree with a school's decision regarding your "Application for Enrolment" you can appeal to the District Education Office in the district in which the school is located. The District Office will then seek to verify whether the process for managing the enrolment decision at the school complied with departmental policies and guidelines. Prior to submitting an appeal, however, it is recommended that you contact the school principal or the Manager District Operations at the district office to discuss your grievance informally. Appeal forms are available from either the school or the district office.

*For parents of students with a disability* - If you are still in dispute with the decision about placement of your child, you may request an independent review of the decision. You should put your request in writing to the Director-General, through the relevant District Director. A Disabilities Advisory Panel will be convened by the Executive Director, Education Programs to review the placement decision. An opportunity will be provided by the panel for you to present your case. The District Director will be able to provide you with detailed information about the panel.

## Confidentiality

All information provided on this form will be treated confidentially. The Department of Education's Information Privacy and Security Policy and Section 242 of the School Education Act 1999 preclude this information from being used for any purpose other than:

- to determine whether your application for enrolment can be accepted;
- to assist the school with addressing any needs for your child if enrolment is accepted; or
- to comply with legal requirements or ministerial directions.

**LEEMING PRIMARY SCHOOL**  
**POLICY STATEMENT 1.2: School Dress Code (APPROVED 2005)**

**RATIONALE**

The School Council has decided on a dress code for all students attending school believing it will;

- foster and enhance the public image of the school;
- assist in building school and team spirit;
- ensure students are safely dressed for attending specific school activities;
- encourage equality among students;
- prepare students for high school and the demands of the society.

**PURPOSE**

This policy provides guidelines for the implementation of WA DET policy. Further, it provides enrolling parents with clear school expectations that need to be agreed to prior to enrolment. It sets out the requirements for clean and appropriate dress, giving school expectations of personal presentation for students whilst at school and when representing the school out-of-hours. It sets out the agreed measures for dealing with students not following dress code and grounds for modification or exemption for individuals.

**GUIDELINES**

1. Acceptance of enrolment assumes that parent/guardian and student have agreed to conform to this code.
2. Exemption/modification to the code for individuals will be considered for religious or health reasons. Parents need to make an appointment with the Principal to gain agreement prior to carrying out modification/exemption.
3. Students should ensure that they take appropriate precautions for protection against the sun at all times.
4. Students are expected to wear school dress code to school each day unless provided with an exemption.

**DRESS CODE REQUIREMENTS**

**TOPS:**

Red polo knit shirt with collar or polo shirt with school logo or,

Plain red polo knit shirt with collar. No slogans.

Dress in school material (based on style pattern 332, 3667, 4829 or Butterick pattern 993)

'Leavers' T-shirt: A coloured polo T-shirt with collar in one colour as decided by the senior staff & students.

Navy blue tracksuit top with school logo, or plain navy blue wind-cheater or jumper; no slogans or hoods.

School House coloured T-shirts are plain or with House logo and is to be worn for sports sessions and days.

**BOTTOMS: (No denim)**

Navy blue skort or shorts. (gaberdine dress shorts, not long board shorts)

Plain navy blue tracksuit pants or plain navy blue trousers.

School Sport Uniform - navy blue sport shorts/skirt with red school polo shirt.

**FOOTWEAR:**

Appropriate footwear secured to the foot e.g. shoes/sneakers (with socks), sandals.

No unsecured footwear e.g. thongs, massage sandals, scuffs or Ugg boots.

**HEADWEAR:**

Broad-brimmed hat in plain navy blue or with school logo, worn when using unshaded areas during September 1<sup>st</sup> to May 1<sup>st</sup> at least. It is strongly recommended all year round. Sunscreen is encouraged– not coloured.

**GENERAL:**

- Hair to be tied back at all times.
  - Make-up is discouraged and only clear nail polish acceptable.
  - No jewellery that endangers others or the child. Sleeper or stud only for piercing, removed for contact sport. No responsibility will be taken for jewellery.
  - Parkas or rain jackets to be removed once in class.
  - Clothes should be worn to be comfortable and have no slogans or motif other than the school logo.
  - All clothes and footwear to be clean and suitable for school activities.
5. **NON COMPLIANCE**

The following approach will be used for students not following the dress code;

- discussion with their teacher and/or admin;
- their parents will be contacted to gain support and give assistance where necessary;
- give assistance/support in obtaining suitable clothing if necessary and able; and/or
- a pass for an agreed length of time for dress modification.

Students not following the dress code may be denied the opportunity to attend activities that are not essential to the educational program or where the student is representing the school including sports competitions, excursions and incursions.

**CONCLUSION**

This policy should be seen in conjunction with the school's behaviour and Sun Smart policies and is the responsibility of all staff, parents and students to follow its direction. It is important that everyone feels part of a team – membership.

## 2008 CONTRIBUTIONS AND CHARGES

The Education Act 1999 requires schools to notify parent of all contributions and charges prior to the start of the school year. These costs are divided into three areas: Charges, Personal Items and School Voluntary Contribution and must be approved by the School Council.

The contributions and charges for 2008 have been set by the School Council and are set out below. If you have difficulty meeting these costs please contact the principal.

### Charges

These are costs associated with special programmes, excursions and other optional activities. They are relatively unchanged for 2008, including the notification and payment method through Term Accounts. An estimated upper limit, which may not be reached in all classes, is shown below. Students can only participate if they have parental permission and have paid the charge.

### Personal Items Lists

These were formally known as the Booklist. This list covers items of a personal nature. Parents may purchase these items from their chosen retailer or use the nominated school supplier Wooldridges. It is also important to note that students may need to top-up items over the year.

### School Voluntary Contribution

This contribution supplements funding of educational programmes (see schedule below). The quality of our teaching and learning programme will be maximised when this contribution is made for each student, supplementing funding gained from other sources including the State and Commonwealth governments. Each contribution received improves our capacity to fund and enhance basic programmes.

## THE LEEMING PRIMARY SCHOOL PARENTS & CITIZENS ASSOCIATION (P&C)

In 2008 the P&C will continue to fulfill its functions of representing parent views on issues affecting the educational experience of our children, running the Safety House committee, Lunch Orders and Uniform Shop and supporting school programs. In support of these activities the P&C will again be requesting a contribution of \$50 per family to be spent on items which the parent community believes to be of priority in enhancing our children's lives and opportunities at school.

The P&C has been a major player in providing the facilities which we currently enjoy including establishment :

Funding the establishment of the **computer lab** and the on-going funding of computer leases.

The school building **Mosaic Arts** project through the funding of materials;

Establishing gardens and landscaping including the funding of the main entrance pathway and garden edging;

Installing **air conditioning**;

Funding for **digital cameras** and associated computer hardware;

Support of the music program through purchase **band instruments** for student tuition.

Funding of a new **sound system** in the undercover area.

Funding of **security fencing** to the west boundary of the school.

Financial support of **Year 7 Graduation** and **The Leeming Local newspaper**

Provision of **soap and hygiene** items in student toilets.

**School lunch service** on Mondays.

Running of the **school fete**.

**Our next major project is the development of a music room and the up-grade of the undercover area.** This will include building a long desired music room and canteen facility. The funding of this project on top of the on-going support of current school projects will need all hands to the wheel.

With the continued enthusiasm and financial support of the community through the P&C, Leeming Primary will continue to remain several steps ahead of the basic resources provided by the government - and that can only be of benefit to all our child.

**JOIN US AT OUR MEETING—7.30pm, 3rd WEDNESDAY OF THE MONTH AT THE SCHOOL**

	<b>K</b>	<b>P</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>** School Contribution</b>	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00
<b>** Personal Items List</b>			70.00	100.00	130.00	130.00	120.00	120.00	100.00
<b>Charges and Optional Extra Activities Charges</b> (per child dependent on involvement)									
<b>**Excursions/Incursions</b>		<b>90.00</b>	<b>90.00</b>	<b>90.00</b>	<b>90.00</b>	<b>90.00</b>	<b>90.00</b>	<b>90.00</b>	<b>90.00</b>
End of Year Activity		20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Dance programme		20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
In-Term Swimming		50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Instrumental Music—strings					25.00	25.00	25.00	25.00	25.00
Music Performance Excursions							30.00	30.00	30.00
Band (resources & scores)							95.00	95.00	95.00
Private Instrumental Tuition							360.00	360.00	360.00
PEAC/TAGS (up to \$100)						100.00	100.00	100.00	100.00
Inter-school sports						35.00	35.00	35.00	35.00
Japanese Restaurant						15.00	15.00	15.00	15.00
Yr 7 Performance Uniform									5.00
Yr 7 Graduation (up to)									75.00
Yr 7 Sailing									120.00
Yr 7 Camp (up to)									300.00
Miscellaneous: school dress codes, class/group photos, fundraising, <b>** These amounts need to be paid at the commencement of the year.</b> Other items will be asked for during the year as needed.									

**School Contributions** collected from students at the beginning of the year will be allocated as follows in 2008:

These contributions are in addition to the allocation made from the school budget and assist in providing extras and enrichment to the basics. Please support the educational program through this voluntary contribution of funds enabling the school to purchase needs.

Kindergarten/Pre-Primary		Primary	
Art and Craft	\$15	Class Activities (consumables, rewards)	\$10
Learning experience equipment	\$15	Literacy Resources	\$15
Literacy Resources	\$15	Numeracy Resources	\$15
Cooking consumables	\$15	Computer Consumables	\$10
		Physical Education Resources	\$10

## 2008 SCHOOL CONTRIBUTIONS AND P & C CHARGE

### PAYMENT METHOD : CASH/CHEQUE/CREDIT CARD

Please complete this slip and attach to your payment. Cheques can be made payable to Leeming Primary School.

*(\$60 School Contributions can also be paid with booklists via Wooldridges)* Please remit money by February 16 2008.

Cr Card type: (Please tick) Visa..... Mastercard... .. Expiry Date: \_\_\_/\_\_\_

Account Number

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Card Holder's Name \_\_\_\_\_ Signature \_\_\_\_\_

School Contribution      \$60 per student      \$60 x \_\_\_ = \$ \_\_\_\_\_ (\$1.50/week)

School Excursion Charge:    \$90 (Ps are \$90) per student    \$90 x \_\_\_ = \$ \_\_\_\_\_

P & C Contribution                      \$50 per family                      = \$ \_\_\_\_\_

School Building Fund: Amounts of \$5 up are tax deductible                      = \$ \_\_\_\_\_

**TOTAL ENCLOSED** = \$ \_\_\_\_\_

Child's Name: \_\_\_\_\_ Yr 2008      Child's Name: \_\_\_\_\_ Yr 2008

Child's Name: \_\_\_\_\_ Yr 2008      Child's Name: \_\_\_\_\_ Yr 2008