

Office use only	
Student UPN: (please use Student Master Index)	
Year:	
Form:	
Anticipated start date:	
Enrolment status:	Full-time Part-time FTE:

Student Enrolment Form

Information and Privacy

The Department of Education is committed to providing Northern Territory students with quality education services. The department needs to ask for personal information from students, parents and guardians so it can plan, provide and report on its services, and to monitor compliance under the *Education Act*. Personal information will only be disclosed for these purposes as permitted by the *Information Act*.

The *Privacy Statement* attached is for your information. Please take the time to read this as it outlines in greater detail the use and disclosure of the information that you provide.

If you need help completing this form, including translation services, please contact your school.

School name:		
Has the student ever attended an NT school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
What was the last school the student attended?	School name:	
	State/Territory:	Country: (if not Australia)
	Year/grade/level attained:	Date of leaving: / /
Is this student residing in the NT due to a Defence Force posting?	Yes	No
Proof of identity attached (e.g. birth certificate, passport)	Yes	No

Section 1 Student Details		
Surname:		
Legal surname on birth certificate: (if different from above)		
Previous surname: (if applicable)		
1st name: (given name)		
2nd name: (middle name)		
3rd name: (if applicable)		
Preferred first name:		
Has the student been known by any other names? (if not listed above)	Other surname/s:	Other first name/s:

Date of birth:		
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Tribal grouping/clan name: (if applicable)		
Skin name: (if applicable)		
Student's residential address:		
Suburb/town/community:		Postcode:
Student's postal address: (if different from above)		
Suburb/town/community:		Postcode:

Senior secondary students only	
Student's contact details:	Phone:
	Mobile:
	Email:
Student's car registration number: (if applicable)	
Is the student independent? (i.e. living without a parent/guardian)	<input type="checkbox"/> Yes (If yes, all correspondence will be sent to the student). <input type="checkbox"/> No (If no, all correspondence will be sent to the parent/guardian).

Section 2 Additional Student Information	
Is the student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander
Does the student speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify: _____
Is the student an Australian citizen or permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what is the visa subclass number: (e.g. 457, 676) If you have any questions about the visa subclass, contact the department's International Services Branch on 8901 4905.	_____ <input type="checkbox"/> Copy of visa attached?
If born overseas, on what date did the student arrive in Australia?	/ /
In which country was the student born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify: _____

Section 3 Special Family Circumstances

Special family circumstances include a single parent, dual custody, foster care, court orders, access restrictions etc. Please provide details of the circumstances.

Are supporting legal documents attached? Yes No

Section 4 Parent/Guardian Information

If you are an independent student (living without a parent or guardian) please go straight to Section 7

	Parent/guardian 1	Parent/guardian 2
Title: (Mr/Ms/Mrs/Miss)		
Surname:		
First name:		
Middle name:		
Relationship to student: (e.g. father, grandmother)		
Responsible for parenting*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lives with student*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receive reports etc*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact this person in an emergency?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If all the No boxes above are ticked, please ensure Section 3 is completed.)
Home phone:		
Other phone:		
Mobile:		
Email:		
Residential address:		
Suburb/town/community:		
Postcode:		
Postal address: (if different from above)		
Suburb/town/community:		
Postcode:		

*Tick all boxes that apply

Section 5 Parent/Guardian Background Information

The information requested in this section is collected for national reporting purposes. All parents across Australia are being asked to provide this optional information. It will be used to assist school education authorities in ensuring funding and teaching resources are appropriately allocated to Territory schools as part of the *National Education Agreement*.

Does the parent/guardian speak a language other than English at home?

If more than one language, indicate the one that is spoken most often.

Parent/guardian 1	Parent/guardian 2
<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify

What is the **highest** year of primary or secondary school the parent/guardian has completed?

For persons who have never attended school, mark Year 9 or equivalent or below.

Parent/guardian 1	Parent/guardian 2
<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below

What is the level of the **highest** qualification the parent/guardian has completed?

Parent/guardian 1	Parent/guardian 2
<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification

What is the occupation group of the parent/guardian?

Please select the appropriate parental occupation group below (for more details refer to Appendix 2).

If the person is not currently in paid work but had a job or retired in the last 12 months, please use the person's last occupation.

Parent/guardian 1	Parent/guardian 2
<input type="checkbox"/> Group 1 Senior management in large business organisation, government administration, and qualified professionals	<input type="checkbox"/> Group 1 Senior management in large business organisation, government administration, and qualified professionals
<input type="checkbox"/> Group 2 Other business managers, arts/media/sportspersons, and associate professionals	<input type="checkbox"/> Group 2 Other business managers, arts/media/sportspersons, and associate professionals
<input type="checkbox"/> Group 3 Tradesmen/women, clerks and skilled office, sales and service staff	<input type="checkbox"/> Group 3 Tradesmen/women, clerks and skilled office, sales and service staff
<input type="checkbox"/> Group 4 Machine operators, hospitality staff, assistants, labourers and related workers	<input type="checkbox"/> Group 4 Machine operators, hospitality staff, assistants, labourers and related workers
<input type="checkbox"/> Other Not in paid work in the last 12 months	<input type="checkbox"/> Other Not in paid work in the last 12 months

Section 6 Sibling Information

Does the student have any brothers or sisters at this school?

Yes No If yes, provide details below

Sibling's given names	Surname	Date of birth
		/ /
		/ /
		/ /
		/ /

Section 7 Additional Emergency Contacts

For an emergency where the parent/guardian/carer cannot be contacted, please provide alternative contacts. For independent students this is the 1st point of contact in an emergency.

	Contact 1	Contact 2
Title: (Mr/Ms/Mrs/Miss)		
Name:		
Relationship: (e.g. aunt, friend)		
Phone 1:		
Phone 2:		

Section 8 Medical Details and Consent

Does your child suffer from any of the following?
(Tick all the boxes that apply)

- Allergies
 Asthma
 Diabetes
 Seizure disorder (e.g. epilepsy)
 Hearing impairment
 Physical disability
 Speech impairment
 Visual impairment
 Intellectual/learning impairment (e.g. dyslexia)
 Acquired brain impairment
 Mental health or behaviour issue (e.g. depression, ADHD)
 Other, please specify: _____

If you have ticked any of the boxes above please provide further information. Also provide details if the student has any special needs or requires support in school (including details of previous special needs assessments undertaken by a school etc).

NOTE: School staff will administer first aid, seek medical assistance or call an ambulance for the student being enrolled if they judge this to be necessary.

<input type="checkbox"/> Medication required. Please supply details of any treatments, care or medication required. (contact school for relevant forms)	
Relevant medical consent forms completed and attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No, not required
Immunisation certificate/record provided:	<input type="checkbox"/> Yes <input type="checkbox"/> No
I give consent to the sharing of health information between schools and Department of Health and Families (DHF) as stated in the privacy statement (for more details see Appendix 1). Health information may be shared with DHF, which offers student health services including nursing, dental, audiology and general health advice. DHF provides feedback to the schools after health checks (e.g. vision or hearing results.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
I give consent to a school health surveillance check when my child is in Transition and/or Year 1 (if applicable).	<input type="checkbox"/> Yes <input type="checkbox"/> No
I give consent to my primary school child having a dental examination (if applicable). Parents/guardians will be notified of the result and asked to give consent for any treatment or referrals. No treatment will be carried out without a current signed consent. Parents/guardians are encouraged to accompany their child to appointments. More information available on website www.health.nt.gov.au/oral_health NB: Eligibility for public oral health services is restricted to defined client groups and excludes some visa subclass numbers. Information regarding eligibility can be found at www.health.nt.gov.au/Oral_Health/Child_and_Adolescent_Services/index.aspx	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 9 Additional Consents

Consent for publication of a student's Photo and Work

DoE may record sound and/or vision of a student and their work while they are at school or taking part in school related activities or performances. Photographs of students involved in activities, and work by students, are often published to enable the students to share their experiences and to enable parents and others to be informed about the school or college's work. This does not mean that the student loses ownership of the works.

Please provide consent for the following:

	Use of Student Photograph	Use of Work by Student	Publishing Student First Name	Publishing Student Surname
School/College Newsletter	<input type="checkbox"/> Yes <input type="checkbox"/> No			
School/College Yearbook	<input type="checkbox"/> Yes <input type="checkbox"/> No			
School/College/Department Website	<input type="checkbox"/> Yes <input type="checkbox"/> No			

* Consent for all other media usage should be sought as and when required.

Consent for library use

I give consent to authorised access of the student’s contact details and library borrowings by LINNet (Libraries in the Northern Territory) and associated libraries.

School libraries use the contact details to provide library borrowing services to students, and may share this information with LINNet and associated libraries. Only authorised library personnel will have access to this information. Please note failure to provide the information in full or part may result in limiting or preventing the student from borrowing from the school library.

Yes No

Consent for attending religious instruction

I give consent for the student to attend religious instruction. Name of religious instruction you wish the student to attend:

Yes No

It is your responsibility to notify the school in writing of any changes to the information provided on this enrolment form.

Name of parent/guardian/independent student enrolling the student and providing consents:

(Please print)

Relationship to student: _____

Signature: _____ Date: / /

Name of school witness: _____

(Please print)

Signature: _____ Date: / /

APPENDIX 1 Privacy Statement

For more information regarding the Department of Education (DoE) obligations in relation to protecting your privacy, visit <http://www.education.nt.gov.au/about-us/foi> or contact a DoE Information Officer on (08) 8901 4907. We need enrolment details for the following purposes:

Student Details

- This information is required to discuss matters regarding the student's education, for contact in an emergency or for other educational purposes. These other educational purposes may include:
 - the determination of the number of school aged children in a region, allowing DoE to plan resourcing for schools;
 - to assist in the provision of transport to and from schools;
 - to determine whether all school-aged children are enrolled in an educational facility as required by the NT *Education Act*;
 - any requirements under relevant laws of either the Northern Territory or Australian Government; and
 - students' names and demographic information may be verified against health records.

Student and Parent Background Information

- Some of this information is a standard requirement on all enrolment forms Australia wide as part of the National Education Agreement. The information you provide will assist school education authorities in ensuring funding and teaching resources are appropriately allocated to Territory schools. Some of this information will be forwarded to the Australian Government as required under the appropriate legislation.

Additional Emergency Contacts

- This is required in the event that the school is unable to contact parents/guardians. Please ensure that the people named have agreed to their details being provided to the school.

Special Family Circumstances

- Additional information about parents/guardians. This is needed so that we are aware of family arrangements e.g. foster care, dual custody, access restrictions. Please provide any relevant Court Orders including access restrictions and parenting plans, and inform the school as soon as possible about any changes to your family arrangements.
- Contact your school principal if you would like to discuss, in strict confidence, any matters relating to these arrangements.

Medical Details and Consents

- Health information is required so that our staff can properly care for your child. Please ensure this is up-to-date, as incomplete or inaccurate health information may put your child's health at risk.
- Contact information may be shared with staff of the Department of Health and Families (DHF) should nurses, dentists, audiology staff and health workers need to contact parents/ guardians. The school may need to disclose personal and sensitive information to medical practitioners, and people providing services to the school, including specialist visiting teachers and counsellors.
- We require details of student medical conditions and/or disabilities, and medication they may need while at school. If possible, please provide medication to the school in an authorised pharmacy packet.
- Please inform the school if your child develops a medical condition that may require regular or emergency treatment by school staff.
- Medical information will be shared with school staff on a "need to know" basis. Relevant sections of your child's medical records may be held at the school in suitable locations to ensure that appropriate action is taken in emergencies.
- Health information may also be shared with DHF, which offers student health services including nursing, dental, audiology and general health advice. DHF provides feedback to the schools after health checks (e.g. vision or hearing results) to ensure the student is properly cared for at school.
- DHF may provide medical information back to the school to assist in planning appropriate health interventions and to assist in classroom curriculum activities.

Please contact the school if you require further information or clarification regarding the DoE Medications Policy.

Access to Your Child's Record Held by the School

In most circumstances you are able to access your child's records. Please contact the Principal to do so. If you have any concerns about the privacy of this information please contact the Principal.

APPENDIX 2

List of Parent or Guardian Occupation Groups

Group 1

Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executives/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 a 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 clerk/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 desk, admissions clerk]

Skills office, sales and service staff

Office [secretary, personal assistant, desktop publishing operator, switchboard]

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 staff [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 are 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]

Talent Release Form - Students

The Northern Territory Government (NTG) is collecting your information to obtain permission to use photos, video and/or audio recordings of you in Northern Territory Government advertising, documents, promotional materials, websites and social media accounts. Photos, video (now referred to as images) and/or audio recordings or other personal information described in this form may be supplied to NTG staff, contractors or service providers (i.e. graphic designers) engaged by the Northern Territory Government to produce these materials, but will not be provided to any other person or organisation for purposes other than described. The images or audio recording and a copy of the talent release form may also be stored on the NT Government Image Library.

Before you agree to any images or audio recordings of you being used by the Northern Territory Government, there are some important things you need to know.

What will happen to my images once they are taken?

The Northern Territory Government will store your images digitally in its photographic library database. The talent release form that you signed will be filed with your images. Once stored in the database, your images may be used by any Northern Territory Government department or agency for a wide variety of purposes, ongoing, until advised otherwise by you in writing.

Who can use my images?

Your images cannot be shared with any person, organisation or company outside of the Northern Territory Government, other than those specified, without your express permission. This includes private companies, political parties, and charitable organisations.

Where will my images or audio be used?

Your images may be used in a variety of applications. Some of the typical places could include printed brochures and flyers, newspaper advertising, magazines and journals, television commercials, radio commercials, government events and displays, newsletters, websites and social media channels, outdoor billboards and banners, bus advertising and others as required. Your image may be used in situations that are unrelated to the original purpose for which they were taken.

What if I don't want my photograph to be used somewhere?

It can be quite a surprise to see your photograph blown up two metres tall at a display, or to suddenly find yourself appearing on television. You need to be aware that your photograph may be used in these situations unless you ask for it not to be. If there are circumstances where you do not want your photo used, make sure you write that down on the Talent Release Form you sign.

I had my photograph taken but I no longer want it used. How can I get it taken off the database?

You should telephone the number on this form or send an email to let us know.

Why do you need to know if I identify as being of Aboriginal or Torres Strait Islander descent?

The NT Government delivers a wide range of services and public information programs specifically designed to reach Territorians who identify as being of Aboriginal or Torres Strait Islander descent and we appreciate that there may be certain cultural sensitivities about using your image.

You are entitled to access and amend the information provided by you.

For more information or to update your records please contact:

Northern Territory Government, Department of Education
Corporate Communications and Media
Lvl 11, Mitchell Centre
Phone: 8901 4918
Email: comms.doe@nt.gov.au

Talent Release Form - Students

Permission

I give permission for the Northern Territory Government to use my name and photographs, video or audio recordings of myself / my child for marketing and promotional purposes including but not limited to printed publications, newsletters, posters, advertisements, websites, social media, television commercials, billboards, and cinema and radio advertisements.

The permission will continue until I revoke permission in writing to the Northern Territory Government. In the situation where permission is revoked, every effort will be made to remove the image from future distribution; however, this may not be possible or practical in some situations.

I have read and understand the above:

Name:			
Guardian name (if under 18 years):		Phone:	
Email:			
Do you identify as being of Aboriginal or Torres Strait Islander descent? <i>Wherever possible, the Northern Territory Government will remain sensitive to cultural, family and personal sensitivities. This information is optional and will not be used for any purpose involving discrimination.</i>			(mark X if yes) <input type="checkbox"/>
Signature (if under 18 years of age, must be signed by parent/guardian)		Date: (dd/mm/yyyy):	
Notes or special considerations:			

OFFICE USE		Collected on behalf of the Northern Territory Government	
Name:			
Organisation:	Palmerston College		
Email/Phone:	Email: palmerston.college@ntschoools.net		Phone: 08) 8997 7999

Description of job and person: i.e. region, location, event name, clothing, hair colour, gender, position in shot

New enrolment

Notes: i.e. sensitivities, exclusions, copyright considerations, original image number, file name

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Work Contact Details

PARENT 1	PARENT 2
Name:	Name:
Occupation:	Occupation:
Employer:	Employer:
Work Place Address:	Work Place Address:
Work Phone:	Work Phone:
Work Email:	Work Email:

Newsletter by E-mail

In the interest of saving paper, photocopying and postage, please allow us to send your newsletter and other notices by email.

Email Address(s)

Acceptable Use of Agreement

Palmerston College provides all students enrolled at the college with Information Communication and Technology (ICT) facilities to be used for class work, research, the preparation of assignments and communication. Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal.

1. Only software purchased or approved by the college, and installed by the college, can be used on college equipment.
2. Students must follow the rules posted for the use and care of the computer equipment at all times.
3. Students using the ICT facilities may only do so under the supervision of college staff.
4. The sharing of passwords is a security risk consequently students must not give their password to other students or log in with another users name under any circumstances.
5. All users must log off when leaving a computer.
6. Virus protection is very important. Students are not to transfer work between the college network computers and computers outside the network by any means.
7. Printing of materials of a personal nature or unassociated with college activities is not permitted unless approval is sought from a college staff member. This may incur a charge.
8. The use of ICT facilities, specifically the Internet, is for educational, communication and research purposes only:
 - Deliberate attempts to look for or download and use material that is illegal or which would be thought of as offensive is not permitted.
 - Students must not use inappropriate language or harass others when communicating online.
 - Privacy and ownership of others' work and materials from web sites must be respected at all times.
 - The use of direct communications such as on-line chat facilities must only be carried out under the supervision of a staff member and must only be as part of education on-line activities.
 - This agreement acknowledges that there are times where a student may be required to provide personal details. Such details are not to be provided by the student unless permission is given by a teacher.

Note: Deliberate misuse of computer equipment and software or deliberate breaches of the conditions of this agreement may result in access restrictions to ICT facilities by the student(s) involved and result in discipline by college administration.

Signature of Student:

Signature of Parent/Guardian:

_____ Date: _____

_____ Date: _____

Collected on behalf of the Northern Territory of Australia and signatures witnessed by:

Teacher: _____

Date: _____

Policy and Dress Code Agreement

POLICY STATEMENT

All student enrolled at Palmerston College are required to adhere to the College's Uniform Policy and Dress Code. All students and parents are required to complete and sign a College Uniform Policy and Dress Code Agreement.

The College Uniform

The Palmerston College polo shirt with any black shorts, pants or skirts.

DRESS CODE

Footwear

In addition to adhering to the College Uniform Policy, the College's Dress Code requires that all students wear footwear appropriate for the range of learning activities in which they will participate. Specifically, all students enrolled in courses in Science, Home Economics, Art, Technical Studies and Physical Education will be required to wear covered footwear – in compliance with work, health and safety (WHS) requirements – to be able to participate in these courses/classes.

Shorts, Pants and Skirts

Plain black shorts, skirts, slacks or pants worn as part of the College uniform must be appropriately modest. Shorts and skirts must be an appropriate length and reach about half way down the thigh.

Student Leadership Uniforms

From time to time the College Council will approve College uniforms variations to mark particular occasions or College roles such as a student leadership or Year 12 uniform.

Academy uniforms

Stars Foundation and Clontarf Foundation will not have a different uniform. Academy shirts are only to be worn when representing the Academy outside of college hours. During college all students will wear the Palmerston College uniform.

Jewellery and Accessories

Watches, flat rings, ear studs or sleepers, and neck chains are acceptable for College-wear. The wearing of other jewellery, such as decorative 'dangly' earrings, heavy/large pendants, and body jewellery is discouraged.

Makeup

Students wearing makeup when attending College should do so with the appropriate degree of modesty. Excessive makeup is not permitted.

After Hours

Our uniforms are for wearing at College. If worn outside of College hours in public it is expected that Palmerston College students to behave in a respectful, honest way so that Palmerston College will be proud to have you identified as members of our College. Any issues raised regarding student behaviour outside of College hours will be passed onto parents and/or carer.

Specific exclusions which do not meet the college dress code

- Thongs, 'slides', masseur thongs and other similar casual footwear
- Spikey/sharp and other potentially dangerous jewellery items
- Untidy or ripped clothing, and uniform garments bearing graffiti
- Short shorts, skirts, or 'minis', which are deemed not to meet the Uniform Policy and Dress code

Breaches of the College Uniform Policy and Dress Code

Students who present at College attired in a manner which breaches the College's policy will, in the first instance, be reprimanded.

Uniform & Dress Code



In the second instance their parents and/or carers will be contacted and the policy will be revisited with the student and their parents and/or carers.

On the third occasion the student will be sent to an Assistant Principal, at which time one of two options will be presented:

1. The student returns home to re-dress suitably so as to conform with the Uniform Policy and Dress Code
2. The parent or carer agrees to deliver appropriate apparel to the College for the student

Students wearing jewellery, accessories or makeup which contravene the Dress Code will be required to remove such items from their person.

A student who presents to College without the Palmerston College shirt will be required to borrow a College shirt for the day, by handing over their own shirt in exchange. Shirts are then swapped at the end of the day.

Special or Extenuating Circumstances

Parents/guardians are invited to make an appointment with the Heads of Campus or College Principal should they wish to discuss any special or extenuating circumstances which they believe may prevent a student from temporarily complying with the College Uniform Policy and Dress Code. However, there is no presumption that any situation, or set of circumstances, will result in any temporary exemption.

I have read the **College Uniform Policy and Dress Code** document and agree to abide by the standards set out in the Code while enrolled at Palmerston College.

Student name: _____

Student Signature: _____

Parent/Guardian/Carer Name: _____

Parent/Guardian/Carer Signature: _____

Date: _____

Variations

Palmerston College reserves the right to vary, replace or terminate this Policy from time to time.



*Inspiring, motivating and challenging
students for successful futures*

Permission to View Rated Videos/Films

As part of your child's studies at Palmerston College they may be shown the following rated videos/films:

- 7 - 9 Campus, PG
- 10 - 12 Campus, M and or MA15+

Your permission is required for your student to view such videos/films. Please complete the form below.

First Name

Surname

Date of Birth

I give permission for my child to watch the following rated Videos/Films.

7 - 9 Campus. Videos/films rated: PG and or M

Y / N

10 – 12 Campus. Videos/films rated: M and or M15+

Y / N

Parent/Carer's Name

Signature

Date

Students who are not permitted to view videos/films will pursue a study of the concept using alternative resources.

Library Membership Form

The Northern Territory Library is delivering an exciting new library system across the Territory from mid-2016, providing Territorians with a simpler and smarter library experience.

Built on a cloud-based platform and designed to support inter-library collaboration, the new system will take advantage of improvements in technology, offering a more user friendly experience to Territorians.

As the new system will be located outside of the Northern Territory, to continue your child's library membership and enjoy access to the online library features, we need to store your child's personal information in the new system.

We require your permission to transfer and store your child's personal information by the service provider, OCLC, for the purposes of library business only, for the duration of your child's membership.

For further information contact your local library palmerston.college@ntschoools.net or email the Northern Territory Library at ntl.info@nt.gov.au.

Please see the following page to complete the requested information.

Library Membership



Membership Student Internet User

Title	First & Middle Name		
Surname			Date of Birth
Postal address (Must be in NT)			
Residential			
Home phone		Mobile phone	
Email Address			

Preferred method of contact for reservation & overdue notifications: Email Letter

CRN Number:

Responsible adult (for students under 18)

Title	First & Middle Name	Surname	Date of Birth

Consent

According to the NT Information Act, we require your consent to securely store your personal data outside of the Territory for the purposes of library business only.

I authorise permission for personal data for myself and my dependents:

1. to be stored outside the Northern Territory and, where required, Australia
2. to be stored securely; and
3. for the purposes of library business only, in accordance with the Information Act and Information Privacy Principles for the collection and handling of personal information.

I agree to abide by the **Palmerston College** Terms & Conditions of membership.

Name	
Signature	
Date	

Privacy Statement: Palmerston College recognises the importance of protecting your privacy. Information you provide is used only by Palmerston College and not sold or given to third-parties unless required by law.

Office Use Only

Added to G2: Complete Permission not given

Staff initials: _____ Date: _____

Added to Library System: Complete Permission not given

Staff initials: _____ Date: _____



*Inspiring, motivating and challenging
students for successful futures*