



Parents/ Carers Information & Enrolment Pack

Please complete all necessary enrolment and consent paperwork and return to administration.

- Our Educational and Pastoral Care Vision for Redfern Jarjum College for your interest
- *Enrolment Form and school information including:*
 - a. *Policies/ Consent for local excursions, social media, publications, promotions & photography*
 - b. *Health Care Plan if required.*
 - c. *Paediatrician Forms completed when required.*
 - d. *Centre 360 Counselling Service & Consent form when required.*
 - e. *Provide copies of the following documents*
 - *Birth Certificate – copy,*
 - *Medicare & Pension Card – copy*
 - *Copies of reports from any of the following services or Vision, Hearing, Paediatric, Psychological, previous school, case worker*
 - *Aboriginal Medical Services – 715 Medical Check if available*
 - *Immunisation Records*
 - *Current Medications*
- **Please sign and return all of the above documents to Redfern Jarjum College Administration**



Redfern Jarjum College Enrolment Process

1. Complete Enrolment Application Forms

- Interview process including tour of the school, meet some of the students and teachers.
- Discuss history and learning needs of student – see check list attached.

2. Parent to complete Enrolment and Paediatric Consultation Pack

- Complete and return to school.

3. Redfern Jarjum College will

- Contact previous school for general information regarding student attendance and behaviour and intention to enrol.
- Request documentation to support learning needs of the student if available.
- Identify need for a Risk Assessment
- Make appointment with Paediatrician.

4. Enrolment date is set

- Identify enrolment date, notify to previous school



Redfern Jarjum College

A Jesuit Primary School for Aboriginal and Torres
Strait Islander Children

Application to Enrol

Date:

Name: Age:Date of birth:

Year Level:

Is your child Aboriginal – Y / N

Is your child Torres Strait Islander – Y / N

Family Cultural details e.g., Country, Totem, Language -

Parent /Carer Name

Parent /Carer Name:

Home Address:

Mobile:

Email:

Previous Schools:

Does your child have any specific needs?

- Physical Health Needs – Y/ N
- Emotional Needs – Y / N
- Behavioural Needs – Y / N
- Academic Needs – Y / N

Enrolment Interview Questions for Interviewer – Principal/ Vice Principal

- How did you hear about Redfern Jarjum College and/or do you have any existing connection with the school?
- Why did you choose to apply to enroll your child in Redfern Jarjum College?
- What are your expectations for school and your child?
- Where do you think your child's Learning Progress is to date and do you have any concerns?
- Does the child like school?
- Is there a Behaviour Profile or Risk Assessment Plan for your child?
- How do you gauge your child's Social Skills?
- Does your child have any health/medical concerns either diagnosed or undiagnosed?
- Can you describe your child's eating patterns?
- Can you describe your child's sleeping patterns?
- How does your child manage Electronics/ phone/ TV use daily?
- Is there any other family support?
- Is there any other support services for the family?
- When is your desired commencement date?
- Please note that all Enrolments is subject to approval by our Enrolment Committee
- Does your child require any of the following: Health Care Plan /Asthma Action Plan/ Anaphylaxis Plan



Educational Vision for Redfern Jarjum College

Our essential aim is to

- provide a wrap-around service.
- develop Personal Individualized programs that are intensive and holistic so each child can transition back into local schools with strong academic skills.

We strive to ensure.

- there is security and consistency.
- each child leaves with a strong sense of self and a pride in their culture
- it is an environment that builds trust and respect.
- confidentiality is maintained.
- we walk with families towards positive goals.
- cultural and spiritual immersion

The Process for Each Child

Before enrolment there is a detailed interview with the guardians of the child to gather as much information as possible which would include

- Contact with previous schools
- Medical history
- Emotional well being
- Family situation
- Contact other agencies that are involved eg: social workers
- Special educational needs
- Cultural details

Is Jarjum the right place for this child? Can we make a difference?

After enrolment:

- Develop a Personal Education Plan
- Complete professional reports
- Teachers complete individual assessments
- Contact the last school for any other information

There will be regular team meetings to discuss the individual plan for each child including parents, guardians and professionals.



Redfern Jarjum College

POLICY AND PROCEDURE FOR ENROLMENT

Mission Statement

Redfern Jarjum College (RJC) is a Jesuit Primary School for Aboriginal and Torres Strait Islander children in the community of Redfern and surrounding areas.

Drawing on its Catholic and in partnership with families and the local community, the school offers an alternative learning centre for the children who, for various reasons, are not attending school regularly. A holistic and intensive approach will support children's transition into further education in the pursuit of secondary education.

Its mission is to share with students and their families the best of Christian ideals in the Ignatian tradition and Aboriginal values, in order to foster learning and personal development.

The curriculum and pastoral care will attend to the wellbeing of each child. The school will embrace special assistance educational programmes.

College Aims:

- To support the learning and personal development of each child towards a sound primary education.
- To provide educational foundations of literacy and numeracy, along with building the child's self-concept and self-worth.
- To support the involvement of the local community and the parents/carers through opportunities to participate in school activities such as classes, preparation of meals, sharing stories, dance, art and regular outings and gatherings.

Entry

- Referral from local Aboriginal community groups, family members and local schools.
- The family gives permission to apply for enrolment of their child/ren at RJC
- The family commits to participating in assessments, planning and updates on their child's progress.

- Provide documentation at enrolment of **Birth Certificate, Immunisation Certificate/History Statement**, most recent **School Reports** (where applicable), relevant **Family Court Orders** (where applicable) and relevant **Medical and/or Special Needs Information** including Clinical and Educational Assessments (where applicable).
- The application will then be presented to the Enrolment Committee for final assessment.
- Application does NOT guarantee a place within the school; it notifies the College of the family's interest.

Assessment, Case Plan and Mentoring

Due to the special nature of the school and the wrap around service we provide it is mandatory that every child has a paediatric assessment before they are enrolled so we can ensure all the necessary services can be provided.

The RJC Team (Principal and Staff) undertakes a comprehensive assessment of each child together with the parents/carers.

A professional case manager/specialist may be invited to support the enrolment of an individual child. A case management plan may be developed at a meeting involving parents/carers that outlines goals for the individual child.

The RJC teacher develops the Personalised Learning Plan (PLP) to address the individual needs of the child with which we encourage the child's parents/carers to be regularly engaged.

Funding Requirements: All government and non-government school participate annually in the National Consistent Collection of Data that captures the work of schools in the provision of personalised learning support and specific adjustments for students with disabilities.

Transition to further education

Consideration will be given to transition of the child once they have the required stability and education in a learning context.

The assurance of a sound Primary education for each child and the stability of support by families is paramount in considering further educational endeavours for the child.

Cura personalis (care of the individual) is at the heart of Redfern Jarjum College.



Redfern Jarjum College

POLICY FOR PASTORAL CARE

Aims

Redfern Jarjum College (RJC) seeks to foster a respectful, accepting atmosphere in all aspects of school life. We endeavour to develop techniques to motivate and encourage respectful behaviour as our approach emphasises three (3) key Values: RESPECT, RESPONSIBILITY and RELATIONSHIPS. These values occur at personal, school and community levels.

RJC aims to create a welcoming environment in which the students feel safe and progress in all aspects of their development, learning self-control and gaining social skills. Staff will promote positive behaviour, respect and tolerance throughout the school. RJC is to be a community in which behaviour is modelled on Christian and Aboriginal values. The dignity of all people should be promoted by an attitude of respect and consideration for others. Healthy relationships are built with significant role models which enables personal growth, builds character and encourages achievement.

RJC seeks to create an environment that maximises learning and minimises disruption. The uniqueness of each child is cherished. We seek to ensure the safety and personal wellbeing of all children. Our goal is to guide our students to a state of internal and external freedom to be integrated human beings, to be competent and compassionate. Our goals in and outside of the classroom promote self-esteem and self-respect. Students are counselled for personal and behavioural difficulties. Children will meet in a gathering circle each morning to share administrative and pastoral areas.

General Approach to Discipline

A warm, calm environment in the school is brought about by a system of rules, negotiations, sanctions, support systems and relationships that seek to express the values of the school.

1. Self-Discipline

In our endeavours at RJC we encourage personal responsibility. We guide students in their work and study. Self-discipline is a learning process, where students develop a sense of responsibility for their decisions and actions and show a kind and caring attitude towards others. Teachers assist students to accept responsibility for their thoughts and actions.

2. Consistency

Redfern Jarjum College: Induction Booklet - Enrolment – Reviewed Dec 2017, Reviewed March 2018, August 2019, Oct 2020, Aug 2021

All staff set appropriate limits for student behaviour and establishes clear expectations and communicates these to students and to parents/carers. Teachers set appropriate consequences based on accepted rules. All should strive to be consistent in their support of each other and their dealings with students.

3. Standards and Behaviours

School behaviour is the responsibility of all. To be enforceable, guidelines need to be discussed and circulated. All staff will be aware of the schools' expectations and guidelines in relation to appropriate behaviour and maintain their observance whenever they are at school or working with children and their families.

4. Staff Responsibility

The Staff takes every possible measure to be calm, fair and reasonable, to show compassion and respect. They will be punctual, organised and prepared. They will be consistent in their care and develop a good rapport with students. They will aim for a positive culture in their classroom and throughout the school.

5. Student Responsibility

Every possible support will be given to the students so they can avail themselves to all academic and other opportunities to develop their learning potential. They are encouraged to play a constructive role in helping create a positive and happy educational climate where all others can achieve their potential.

6. When difficult decision need to be made

Our aim is always to support and facilitate the building of healthy relationships. In situations where someone is hurt, efforts are made to listen respectfully to both sides to determine what happened and work out a solution that helps both sides learn. Restorative Justice and Conflict Resolution Practices will be introduced. These practices endeavour to identify who is hurt and what can be done to help and restore harmony and justice.

There will be times when children, for reasons of extreme behaviour, will need to take 'time out' from activities in the classroom and school. This will only happen after other avenues have been tried and advice from the Principal has been sought. If the behaviour of any child reveals more serious issues e.g. self-harm, extreme violence to others and/or drug use, the Principal will consult with the parents/carers and the child involved and a decision will be made on further action.

At all times staff and students will be encouraged to show respect, take responsibility and develop relationships for the good of others, the school and members of the wider community.



Redfern Jarjum College

POLICY ON EXCURSIONS

The Redfern Jarjum College (RJC) Council recognises the Excursion can be beneficial for the individual, the College, family and school life.

The following guidelines have been approved by the Principal to decide on the basis of these guidelines whether or not an excursion can take place.

- Submissions should be made well in advance.
- The proposed excursion should not unduly interfere with other school commitments, whether curricular or co-curricular.
- Excursions should be funded by the College.
- Before making application, the excursion organiser will ascertain students' capacity to participate. If necessary, a strategy will be devised to ensure students will not be disadvantaged.

The necessary information will include: -

1. A full Risk Assessment.
2. A statement of the purpose of the excursion including goals and expected benefits. Where the activity is of a co-curricular nature, details of benefits should include those relevant to the co-curricular activity but also broader educational and cultural benefits.
3. Full details of the proposed itinerary including details of transport and accommodation if necessary.
4. The proposed number of persons to go on excursions and their breakup i.e. number of students, ratio of staff, support staff, parents/carers, first aider and volunteers.
5. Exact details of costs and proposed means of funding, including any proposed approaches for funding to any section or person in the College community.
6. A statement regarding any likely or possible interference with other school community commitments.
7. Information regarding general interest in, and support for, the proposed excursion.
8. Any other relevant information



Redfern Jarjum College

POLICY ON PHOTOGRAPHY

Every child in our care deserves to be protected from the misuse of photographic and video images of themselves, taken whilst they attend the College.

Purpose

It is our policy to use photographs taken to support the children's' learning and also to record children's individual progress. Additional photographs or images may be taken of the children as part of the work of the College and may be taken by an outside photographer or other parents or during an event at the College or the College has been part of. In the case of outside agencies taking photographs for marketing purposes, the College will seek written parental/carer permission from families that agree for their child to be included. Should a parent/carer prefer their child not to take part then any images taken will be deleted. Individual children will not be included if written permission is not given by parent/s/carers.

Guidelines

Photographs and videos are taken to:-

- Support the learning of each child's individual record
- Illustrate work on display around the College building

Photographs may also be taken in the following ways: -

- Whenever possible, photos taken by outside agencies will be taken so that the individual children are difficult to identify i.e. the photograph is taken from a distance or from behind.
- At times, photos of children in the College will be taken by the College photographer and/or staff member to promote a particular event or activity.

Use of External Cameras and Videos in the College: -

- Parent/s/carers will be invited to record their child's inclusion in group events at the College on the understanding that they will not publish any material on the internet as the College has no control over these images once in the public domain.
- We will ensure that the children of parent/s/carers who do not wish their child to be photographed or videoed are provided with other activities.



Redfern Jarjum College

POLICY ON UNIFORMS

Our uniform is important because it sets us apart from other schools and gives a sense of identity and pride in who we are and where we come from.

The first uniform is included in the enrollment, and includes

GIRLS UNIFORM	BOYS UNIFORM
Summer Uniform Designer Polo Shirt with the RJC logo. Black shorts Sock and shoes.	Summer Uniform Designer Polo Shirt with the RJC logo. Black shorts Socks and shoes.
Winter Uniform Black shorts Black Polar Fleece with RJC logo Designer Polo Shirt with the RJC logo. Socks and shoes.	Winter Uniform Black shorts Black Polar Fleece with RJC logo Designer Polo Shirt with the RJC logo. Socks and shoes.

Uniform Guidelines

School uniform is expected to be worn every day of the school year unless otherwise indicated. Sometimes 'mufti' clothes are allowed for special circumstances or fundraising events as directed by the school.

Correct school uniform does **not** include:

- Excessive jewelry
- Make-up
- Earrings (normal sleeper earrings are allowed)
- Untidy or unkempt appearance.

For any enquiries regarding the above, please contact the Principal.

ENROLLMENT FORM

REDFERN JARJUM COLLEGE

STUDENT DETAILS	OFFICE ONLY
	Date of Interview: _____
	Starting date: _____
	Leaving date: _____

Surname:	_____
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First name	_____
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Year Level	_____	<input type="checkbox"/> Male	<input type="checkbox"/> Female
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Date of Birth	_____	Language spoken at home	_____
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Country of Birth	_____	Religion (Please circle)	Catholic/ Christian/ Other/ None/ unknown
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<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Both Aboriginal & Torres Strait Islander
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PARENT/ CARER DETAILS

Details	Parent/Carer 1	Parent/Carer 2
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Title	_____	_____
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First Name	_____	_____
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Surname	_____	_____
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Relationship	_____	_____
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Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
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Address	_____	_____
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Suburb PC	_____	_____
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Telephone	_____	_____
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Mobile	_____	_____
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Email	_____	_____
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Nationality	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Aboriginal
	<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Torres Strait Islander
	<input type="checkbox"/> Both Aboriginal & Torres Strait Islander	<input type="checkbox"/> Both Aboriginal & Torres Strait Islander

Is there Legal documentation or Orders pending for the student?

YES NO If YES all supporting documentation must be provided

Supporting Documentation Cited, Copied and Attached - Date: ____/____/____

_____	_____
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Emergency Contacts		
Please nominate a person other than a parent/carer who may be contacted in the event of an emergency and the parent/carer cannot be contacted.		
	Emergency Contact 1	Non- Residential Contact 2
Title		
First Name		
Surname		
Address		
Suburb PC		
Telephone		
Mobile		
Email		
Relationship		
PARENT DETAILS cont.		
Occupation	<input type="checkbox"/> Qualified Professional (1)	<input type="checkbox"/> Qualified Professional (1)
	<input type="checkbox"/> Business Manager (2)	<input type="checkbox"/> Business Manager (2)
	<input type="checkbox"/> Tradesperson/Sales/Office (3)	<input type="checkbox"/> Tradesperson/Sales/Office (3)
	<input type="checkbox"/> Machine Operators/Labourers(4)	<input type="checkbox"/> Machine Operators/Labourers(4)
	<input type="checkbox"/> Not in Paid Work (8)	<input type="checkbox"/> Not in Paid Work (8)
Schooling	<input type="checkbox"/> Year 9 or Equivalent	<input type="checkbox"/> Year 9 or Equivalent
	<input type="checkbox"/> Year 10 or or Equivalent	<input type="checkbox"/> Year 10 or or Equivalent
	<input type="checkbox"/> Year 11 or Equivalent	<input type="checkbox"/> Year 11 or Equivalent
	<input type="checkbox"/> Year 12 or Equivalent	<input type="checkbox"/> Year 12 or Equivalent
Qualifications	<input type="checkbox"/> Bachelor Degree or above	<input type="checkbox"/> Bachelor Degree or above
	<input type="checkbox"/> Diploma/Advanced Diploma	<input type="checkbox"/> Diploma/Advanced Diploma
	<input type="checkbox"/> Cert I to IV + Trade Cert	<input type="checkbox"/> Cert I to IV + Trade Cert
	<input type="checkbox"/> A Reader or Scribe	<input type="checkbox"/> A Reader or Scribe
	<input type="checkbox"/> Modified Equipment, Furniture	<input type="checkbox"/> Modified Equipment, Furniture
	<input type="checkbox"/> Modified Equipment, Furniture	<input type="checkbox"/> Modified Equipment, Furniture

Brothers & Sisters		
Does this student have any brothers and sisters currently or previously enrolled?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If Yes, please provide details of the most recently enrolled brother or sister</i>		
<input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth _____/_____/_____
Brother's/Sister's name:		
Medical Details		
Parent/Carer Permission		
I give my permission for the school to seek advice from the medical/dental centre named below about how to manage any allergy or medical condition experienced by the student.		
<input type="checkbox"/> YES <input type="checkbox"/> NO		
Medical/Dental Centre Name		Phone Number
Student's Medicare Number	No. on Card	Card Expiry Date
Date of Last Tetanus Injection/Booster	Immunisation History Statement available? <input type="checkbox"/> YES <input type="checkbox"/> NO	
You should also let the school know as soon as possible if your child has any allergies or Medical Conditions and <i>Please supply</i> a Health Care Plan signed by your Doctor		
ANAPHYLAXIS e.g. Nuts, Stings etc REQUIRE AN ACTION PLAN FROM DOCTOR	Allergic to:-	
	Carries EpiPen <input type="checkbox"/> YES <input type="checkbox"/> NO	Pen Expiry Date:
ALLERGIES e.g. Hayfever		
OTHER MEDICAL CONDITION e.g. Diabetes, Asthma REQUIRE ACTION PLAN FROM DOCTOR		
MEDICATION Please list any prescribed medication to be taken by the student.		
Do you give staff permission to administer Panadol? Yes/No	Sign: _____	date: _____

Students with Special Needs					
Indicate whether the student applying for enrolment has any known or suspected Special Needs (Please indicate the Special Need that applies to your child)					
Physical Needs	Medical Needs	Educational Needs	Behavioural Needs	Sensory Needs	Any other Special Needs
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Autism			<input type="checkbox"/> Vision Impaired		
<input type="checkbox"/> Hearing Impaired			<input type="checkbox"/> Acquired Brain Injury		
<input type="checkbox"/> Language Disorder			<input type="checkbox"/> Intellectual Disability		
<input type="checkbox"/> Physical Disability			<input type="checkbox"/> Learning Difficulties		
<input type="checkbox"/> Mental Health Issue			<input type="checkbox"/> Behaviour Disorders		
<input type="checkbox"/> Other					
<p>Legislation recognises that accommodations and/or learning adjustments may be required for students with Special Needs. These are provided through alternative teaching and learning strategies and special provisions including Signing, Braille, a Reader or Scribe, Access to Technology, modifications to equipment, furniture and learning spaces, personal carer support.</p>					
<input type="checkbox"/> Signing			<input type="checkbox"/> Braille		
<input type="checkbox"/> A Reader or Scribe			<input type="checkbox"/> Access to Technology		
<input type="checkbox"/> Modified Equipment, Furniture			<input type="checkbox"/> Alternate Teaching Strategies		
<input type="checkbox"/> Personal Care Support			<input type="checkbox"/> Learning Difficulties		
<input type="checkbox"/> Other					
Is there anything that you do or modify at home that may help us at school to meet the needs of your child?					

Students with Special Circumstances

Are there any Special Circumstances about the student seeking enrolment at RJC that the school should know about (e.g. living apart from natural parent/s, out of home care arranged by the state, subject to court orders) **YES** **NO**

If YES, please provide a description of the circumstances below.

Children in Family at Other Schools

Please list below all children attending **other Schools**

Student Name	School Attending	School Year	Birth Order
			1
			2
			3
			4
			5
			6
			7
			8

Agreement

Please tick the following boxes and sign below

1. I have read and agree to the Conditions outlined in the following documents (please tick all boxes as read)

RJC Enrolment Policy

RJC Pastoral Care Policy

Photographs Policy and Signed Consent Form

Excursion Policy

Medication and Illness

Parental Carer Involvement

Uniform Policy

2. I have included copies of the following documents with this application for enrolment (please tick all boxes as read)

Birth Certificate

Most recent/previous School Reports (where applicable)

Relevant Family Court Orders (where applicable)

Relevant Medical and/or Special Needs Information (where applicable)

Immunisation Certificate History Statement

Behaviour Management Plans

Other relevant documentation

3. I understand that if this application is successful the information that I have provided must be kept UP TO DATE throughout the period of enrolment

YES

NO

4. I have included copies of the following documents with this application for enrolment (please tick all boxes as read)

YES

NO

In dealing with this application, it may be necessary for the school to look at documents held by previous educational institutions, health care professionals or other agencies. This information will be collected, used and stored consistent with legislative requirements. The consent of the owner of the information, while not always necessary is appreciated and will speed up the assessment of the application.

I consent to the school gaining access to the relevant information about the student to be enrolled held by previous educational institutions, health care professionals or other agencies. I understand that the school may contact these bodies directly. The information they request may include information related to any of the questions I have answered in this Application of Enrolment.

I have read all of the information in the Enrolment Package and understand the Policies that I/we will need to abide by should this enrolment application be successful. I declare that the information provided in this application to enrol is to the best of my knowledge and belief, accurate and complete. I understand that if any misleading information has been provided, or any omission of significant relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be cancelled.

PRINT FULL NAME

PARENT / CARER / GUARDIAN

(Circle Appropriate Status)

SIGNATURE

NOTE:

Acceptance of this application for enrolment is subject to the approval of the School Principal and the Enrolment Committee



Local Area Excursions and Activities

Parental Consent

Parents, Carers and Guardians,

As part of the student's studies, each of the classes will have a range of excursions and incursions into the local Sydney area to observe or participate in significant places and events and to gather information. The students will be supervised by teachers and the excursions will be within regular school hours. There is no cost for these excursions and students will be expected to always behave appropriately.

Excursions or activities may include.

- Cultural centres and other school events, art galleries, museums & botanical gardens etc.
- Local parks and playgrounds for recreational as well as educational purposes
- NCIE including Swimming Centre, Prince Alfred Swimming Centre and other sporting venues or activities included in the PDHP curriculum.
- Tennis, gymnastics, Sky zone, soccer and other sporting and exercise activities offered by the school during each term of the school year.

Please indicate your consent for your child to attend the activity below by ticking the box and signing below.

TERM 2 2023 – Tennis at Prince Alfred Park – every Friday during Term 2

I, _____, (PRINT NAME) give permission for

My child/children _____.

I understand that the students will be supervised by teachers from Redfern Jarjum College and will be taking part in a variety of local area excursions in and around Sydney and participate in a range of activities such as mentioned above. I also understand that the students may be travelling either on foot or on the school bus.

SIGNATURE _____

DATE _____



Redfern Jarjum College

Attendance Compliance Policy & Procedure

School Based Strategies to Support Students and Families

At Redfern Jarjum College we understand that attendance can be as a consequence of either the student or the parent or carer and therefore strategies to support both are an essential part of this Attendance Compliance Policy. To produce successful outcomes for the student, it is necessary to consider and understand the complexities & disadvantage of students and family and specific strategies are in place to help each child attend school regularly.

The school provides a free bus service for children that covers a set radius of the school. This service is picks up & drops off each child every day, the bus driver is also the Aboriginal Community School Liaison Officer. The school provides a Breakfast and Lunch program for all children.

Other strategies for supporting the child to attend school are: curriculum based craft & fun activities e.g. slime making, clay modeling, and basketball are timetabled in the morning program before formal lessons commence. School gathering, which formalizes the days' timetable and is an opportunity to share and communicate matters that occur during school time, offering opportunity for children to have a voice about matters that may affect them at school. Strong and consistent community engagement with all parents and carers is essential to maintaining good patterns of attendance.

Policy

Redfern Jarjum College acknowledges the rights and responsibilities of parents/carers and expects they will ensure each child to attend school whenever instruction is provided.

Section 24 of the Education Act (1990) requires the principal or their delegate maintain an attendance register in a form approved by the Minister and is available for inspection at any time by an authorized person. Redfern Jarjum College will ensure effective measures are in place to monitor and follow up on attendances.

Patterns of poor attendance are noted and strategies implemented to support students, parents and carers to improve attendance prior to maximum or critical levels of absenteeism occurring. Parents are required to explain the absences of their children from school promptly and within 7 days of the first day of absence to the school.

Redfern Jarjum College: Induction Booklet - Enrolment – Reviewed Dec 2017, Reviewed March 2018, August 2019, Oct 2020, Aug 2021

Responsibilities & Delegations

The Principal or their delegate:

- Provide clear information to parents and students regarding attendance requirements and the consequences of unsatisfactory attendance
- Ensure the school has effective measure in place to monitor and follow up absences
- Undertake all reasonable measures to contact the parents/ carers within 2 days regarding unexplained absences
- Ensure attendances records are maintained and recorded using the approved format and codes and represent a true and accurate record: Redfern Jarjum College uses a data base platform to track and monitor all attendance.
- Documentation such as Medical Certificates are sought and follow up with parents regarding the student's health care needs
- Ensure that for the students who have attendance concerns and the effects this has on learning are addressed in consultation with parents/ carers, councilors and the learning support team.
- School specific strategies are maintained to ensure regular attendance
- Ensure that if attendance levels effect the safety, welfare or wellbeing of the child that:
 1. Consideration is given to the Protection and Supporting Children and Young People Policy
 2. Reports are made to our schools Aboriginal Student Liaison Officer who will visit the family then the Community Services Child protection Helpline, Child Wellbeing Unit and Mandatory Reporter Guide (http://www.keepingthemsafe.nsw.gov.au/reporting_concerns/mandatory_reporter_guide)
 3. Providing information to the Department of Education & Communities or to Family & Community Services in good faith does not breach any professional or ethical boundaries & cannot result in any civil or disciplinary actions
- Grant sick leave, accept or decline explanations, grant short and long term exemptions from school attendance

The Staff/Teachers

- Ensure the safety & wellbeing of the child is maintained & report to the principal any matter that may indicate that the child is at risk of harm or neglect.
- Report to the principal any concerns regarding pedagogy that effects the child due to poor attendance



RJC Procedure for Tracking Student Attendance

1. School administration register daily on Salesforce IT Platform each students attendance
2. If the student is absent, sick or late or for any other reason not at school it is recorded on the Salesforce Attendance Tracker
3. If the students is sick the parent/carer are required to inform the Bus driver in the morning or notify the school administration asap
4. If the student is late to arrive the time of arrival is noted in the Salesforce Attendance Tracker
5. If there is no communication from the parent / carer school administration call them to ask for an explanation
6. If there continues to be no communication from the parent / carer school administration will engage the Aboriginal Liaison Officer to visit the family at their home and discuss the students attendance
7. Aboriginal Liaison Officer and the school will look at strategies to support the parent/carer to ensure attendance is maintained
8. If Attendance does not improve, Mandatory steps will be taken – see Attendance Compliance Policy
9. If the location of the student is unknown the Department of Education will be informed using *Student Enrolment Destination Unknown Form*



Health Care Plan – (if required)

Student's name:

Date:

DOB:

Class Teacher:

Medical Condition:

Description:

Treatment:

Please attach a Health Care Plan signed by your Doctor?

Name of Medical Practitioner:

Contact details:

Please sign below to give the teacher permission to administer the medication?

Name:

Signature:



ABORIGINAL MEDICAL SERVICE CO-OPERATIVE LTD.

Address:
36 TURNER STREET
MELBOURNE 3016

Phone: 02 9318 5623
Facsimile: 02 9319 3345
Email: amsc@arns.com.au

Postal Address:
PO Box 1174
STRAWBERRY HILLS 2112

NEW PATIENT REGISTRATION FORM

TITLE: _____ SURNAME: _____ FIRST NAME: _____

DATE OF BIRTH: _____ GENDER: Male Female

BORN AT: _____

CURRENT ADDRESS: _____ POSTCODE: _____

TELEPHONE: (Mobile) _____ (Home) _____

Pension No./ Health Care Card No.: _____

Vet Affairs (DVA) No. _____ Expiry Date: ____/____/____

MEDICARE No. Ref No: Expiry Date: ____/____/____

ABORIGINALITY (Please circle): ABORIGINAL: YES/NO
TORRES STRAIT ISLANDER: YES / NO or
BOTH (ABORIGINAL & TORRES STRAIT ISLANDER): YES/NO

PARENTS FULL NAMES (USE MOTHERS MAIDEN NAME)

MOTHER'S FULL NAME: _____ ABORIGINAL/TORRES STRAIT ISLANDER YES/NO

FATHER'S FULL NAME: _____ ABORIGINAL/TORRES STRAIT ISLANDER YES/NO

IF NOT ABORIGINAL OR TORRES STRAIT ISLANDER, PARTNER'S NAME:

NAME: _____ CONTACT No. _____

EMERGENCY CONTACT or NEXT OF KIN:

NAME OF PERSON: _____

RELATIONSHIP: _____ CONTACT NO. _____

**GUARDIAN FOR CHILD OR PARENT'S SIGNATURE:

SIGN: _____ DATE: ____/____/____

Office Use Only: I.D. By _____	First Visit: ____/____/____
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New Patient Registration Form

2

v2



STUDENT TRANSPORT AGREEMENT

REDFERN JARJUM COLLEGE SCHOOL BUS

I agree to comply with the pickup and drop-off times for the Redfern Jarjum College School Bus.

I acknowledge that there are a variety of circumstances that may impact the pickup and drop-off times and I agree to be flexible in supporting my child/children in being available for transport.

I agree to have my child/children ready and available at the agreed pickup time, so as not to impact the other families using the school bus.

In the cases where my travel arrangements have changed, I will notify the College in a timely manner so as not to adversely impact the bus run. If circumstances change at the last minute, I will contact the bus driver directly on Sam Bus 0415 972 788 Emily & Sr Mary's Bus 0420 223 117.

I will support the staff at the College in maintaining and managing the behaviour of children on the bus, in the interests of safety.

I agree to provide my contact details and to be available to be contacted at pickup and drop-off times.

I _____

(Print full name: parent/carer)

Signature _____

Date: _____



RJC GRIEVANCE AND COMPLAINTS PROCEDURE

- Any complaint, grievance or concern from children, staff, carers or other community members are taken very seriously.
- Listening to others without judgement or criticism is essential to building a school culture of respect and responsibility.
- If any member of the school community has a complaint or grievance, they are encouraged to speak to the class teacher in the first instance. If the issue remains unresolved, members of the community are encouraged to speak to the Principal.
- If a student or parent has serious concerns about the conduct of a staff member, they are encouraged to speak to the Principal as a matter of urgency. If the concern relates to the conduct of the Principal, parents are encouraged to make an appointment to speak with the Chair of the College Board. This can be arranged through reception.
- As an alternative to making an appointment to speak with the Principal, parents may choose to outline their concerns regarding complaints or grievances in writing.

Please sign below to indicate that you have read and understand these procedures.

Name:

Signature:

Date:



SOCIAL MEDIA CONSENT FORM

I hereby consent to the collection and use of my children’s personal images by photography or video recording at Redfern Jarjum College and associated activities and events.

I acknowledge that these may be used on Redfern Jarjum College social media platforms that will be visible to members of the public.

I further acknowledge that images/recordings may be used by Redfern Jarjum College to promote the school’s program and activities in the future.

I understand that no personal information, such as names, will be used on any social media platforms unless express consent is granted.

I also understand that my consent can be withdrawn at any time in writing to the College.

I _____

(Print full name: parent/carer)

Consent to the use of photographs and/or video footage for use on Redfern Jarjum College social media platforms

I further understand that this consent may be withdrawn by me at any time, upon written notice

Name: _____

Signature _____

Date: _____



Consent to Administer a Prescribed Medication

To the Principal - Redfern Jarjum College 117 Redfern Street Redfern NSW 2016

Re: Consent for RJC to administer a Prescribed Medication on my behalf

I am writing to inform you that (Child's name) has been prescribed the following medication by his/her GP

(Medication Name)

(Medication Dose)

(Administration method)

This medication is required at the following times during the school day and whilst under school supervision: (Intervals or circumstances)

It is necessary for the medication to be stored by the school and made available to (Child's name) at the necessary times, listed above.

..... (Child's name) is/is not able to administer this medication independently and therefore will/will not require assistance from a trained member of staff.

I hereby give my consent for the above to take place during school hours and while my child is under school supervision. I agree to take responsibility for the delivery of the medication to the school and ensuring that all medication is within the expiry date

If you require further information, please do not hesitate to contact me.

Kind regards,

Parent/Carer Name.....

Signature Date

Extra Information required for finalising of Student enrolment

- Birth Certificate - copy
- Medicare & or Pension Card - copy
- Reports from any of the following services or Vision, Hearing, Paediatric, Psychological, previous school, case worker etc.
- Aboriginal Medical Services – 715 Medical Check
- Immunisation Records
- Current Medications