



# YESHIVA COLLEGE SCHOOL AND OUT OF SCHOOL HOURS CARE (OSHC) APPLICATION FOR ADMISSION

Please fill out this form as accurately as possible. Information provided will be treated in strict confidence.  
Please tick boxes or give details where applicable.



Application is for the year commencing 20    Term 1  Term 2  Term 3  Term 4

## 1A. CENTRELINK INFORMATION

ii) The following information is required for childcare government subsidies.

Mother/Guardian 1 Date of Birth dd / mm / yy Centrelink CRN\*

Father/Guardian 2 Date of Birth dd / mm / yy Centrelink CRN\*

Child Date of Birth dd / mm / yy Centrelink CRN\*

\*To find out your Customer Reference Number please call the Family Assistance Office on 13 61 50

## 1B. ENROLMENT DETAILS FOR YEAR K TO YEAR 10

Please nominate one of the following relevant entry level

Year K  Yr 1  Yr 2  Yr 3  Yr 4  Yr 5  Yr 6  Yr 7  Yr 8  Yr 9  Yr 10

## 2. STUDENT INFORMATION

Last name First name Gender  F  M

Middle name Hebrew name

Preferred name Hebrew D.O.B (if known) dd / mm / yy

Date of Birth dd / mm / yy Please attach copy of Birth Certificate

Address 

Suburb     Postcode

Student Mobile Phone Home Phone

Student Email In which country was the student born?  Australia  Other, please specify

Is the student of Aboriginal or Torres Strait Islander origin?  No  Yes, Aboriginal  Yes, Torres Strait Islander

Does the student speak a language other than English at home?  No  Yes, please specify:

Does the Mother/Guardian speak a language other than English at home?  No  Yes, please specify:

Does the Father/Guardian speak a language other than English at home?  No  Yes, please specify:

Is the student currently enrolled, at or has the student previously attended, another school or childcare?  No  Yes Student's current school if applicable:

Reason for requesting transfer. Please give details:

## MEDICAL DETAILS

Doctor name \_\_\_\_\_

Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Dentist Name \_\_\_\_\_

Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_


Medicare No: \_\_\_\_\_

Child's No: \_\_\_\_\_

Health Fund: \_\_\_\_\_

Membership No: \_\_\_\_\_

Ambulance Subscription No: \_\_\_\_\_

Please attach copy of Immunisation Record 

Does your child have any allergy or sensitivity? \_\_\_\_\_

 No  YesIf yes, please attach copy of Allergy Management Plan 

Please list allergens. \_\_\_\_\_

Does your child have anaphylaxis? \_\_\_\_\_

 No  YesIf yes, please attach copy of Anaphylaxis Management Plan 

Does your child have any medical conditions and needs? e.g. asthma, epilepsy, diabetes. \_\_\_\_\_

 No  Yes - Please specifyIf yes, please attach copy of Medical Action Plan 

Does your child take any permanent medications? \_\_\_\_\_

 No  Yes - Please specify

Is your child under the care of a Specialist or Therapist? \_\_\_\_\_

 No  Yes - Please specify

Specialist Name \_\_\_\_\_

Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Any other medical history or past illness? \_\_\_\_\_

• In the event of an emergency I agree to collect my child as soon as possible.

• Please be advised that all medication administered at the service will only be given if the medication has been prescribed by a registered medical practitioner, in its original container, bearing the original label with the name of the child to whom the medication is to be administered, and before the expiry or use by date, and the medication must be administered in accordance with any instructions attached to the medication; or any written or verbal instructions provided by a registered medical practitioner. – Education and Care Services National Regulations. Part 4.2, Regulation 95

## IMMUNISATION DETAILS

'Are your child's immunisations up to date? \_\_\_\_\_

 **YES** - Please provide a copy of your child's Immunisation History Statement.Received  Yes  No (Office) **NO** - Please provide a medical exemption form OR an approved catch-up schedule.Received  Yes  No (Office)

According to Government Health Regulations, each student is required to provide a full vaccination certificate on enrolment, and as requested by the school. Immunisation history is available by contacting the Immunisation Register on 1800 653 809 or [www.medicareaustralia.gov.au](http://www.medicareaustralia.gov.au).

**To avoid potential delay in enrolment please ensure your child's vaccinations are up to date or they have a medical exemption.**

## GENERAL DETAILS

Do you give permission for your child to appear in Yeshiva College Bondi Marketing Material\*? \_\_\_\_\_

Do you give permission for your child to appear in External Media\*\*? \_\_\_\_\_

 Yes  No  Please call for permission

Are you willing to have your family's personal details such as address, email and phone number published in a class list for the purpose of student and family contacts. \_\_\_\_\_

 Yes  No

I give permission for staff to apply sunscreen to my child. \_\_\_\_\_

 Yes  No

Please outline any dietary requirement your child may have (e.g. likes and dislikes. Details of allergies etc have been expanded on in the medical section of this form); \_\_\_\_\_

\*Permission for marketing material - This includes but not limited to the College Prospectus, Billboards, Newsletters, promotional videos, school website, google drive links and adverts that may appear in the press.

\*\*Permission for external media - This includes but not limited to photos supplied by Yeshiva College Bondi to any newspapers.

Any photos taken by media outlets directly is beyond our control. NB: If you choose not to have your child's photo appear, please ensure that your child is aware and that they remind the teacher. Large group photos (more than 6 people) are excluded from this as we cannot remove your child from the group photo.

## 3A. PARENT/GUARDIAN INFORMATION

Father/Guardian 2		If Guardian – relation to child:	
Last name		Preferred title: <input type="checkbox"/> Rabbi <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Other specify	
First name		Hebrew name	
Address (if different from student)		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode	
Home Phone (if different from student) ( )		Mobile	
Business Phone ( )		Fax ( )	
Occupation		Email	
Business address		Send Emails to Father <input type="checkbox"/> Yes <input type="checkbox"/> No	
Suburb		Send SMS to Father <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does child live with Father/Guardian 2?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
School attended		Country of birth	
What is the highest year of Primary or Secondary school completed?			
<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 below			
What is the level of the highest qualification completed?			
<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 Father/Guardian 2? Please select the appropriate parental occupation group from page 4.			
<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4			

## 3B. PARENT/GUARDIAN INFORMATION

Mother/Guardian 1		If Guardian – relation to child:	
Last name		Preferred title: <input type="checkbox"/> Dr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other specify	
First name		Maiden name	
Address (if different from student)		Hebrew name	
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode	
Home Phone (if different from student) ( )		Mobile	
Business Phone ( )		Fax ( )	
Occupation		Email	
Business address		Send Emails to Mother <input type="checkbox"/> Yes <input type="checkbox"/> No	
Suburb		Send SMS to Mother <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does child live with Mother/Guardian 1?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
School attended		Country of birth	
What is the highest year of Primary or Secondary school completed?			
<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 below			
What is the level of the highest qualification completed?			
<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 Mother/Guardian 1? Please select the appropriate parental occupation group from page 4.			
<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4			

## 3C. STUDENT'S SIBLING INFORMATION FOR DEPENDENT CHILDREN

\* *Authorised nominee means a person who has been given permission by a parent or family member to collect the child from the education and care service. See section 170(5) of the Law.*

Please nominate which sibling, if any, is authorised to collect your child from the education and care service by ticking the box below.

Total number of children in the family

Name of sibling	DOB dd / mm / yy	Authorised Nominee* <input type="checkbox"/>
Present school	Year level	
Name of sibling	DOB dd / mm / yy	Authorised Nominee* <input type="checkbox"/>
Present school	Year level	
Name of sibling	DOB dd / mm / yy	Authorised Nominee* <input type="checkbox"/>
Present school	Year level	
Name of sibling	DOB dd / mm / yy	Authorised Nominee* <input type="checkbox"/>
Present school	Year level	
Name of sibling	DOB dd / mm / yy	Authorised Nominee* <input type="checkbox"/>
Present school	Year level	

If more room is needed for additional children please attach a separate paper.

## LIST OF PARENTAL OCCUPATION GROUPS (FOR QUESTION 3)

**GROUP 1:**

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

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.

**Public service manager** (Section head or above), regional director, health/education/police/fire services administrator.

**Other administrator** [school principal, faculty head/dean, library/ museum/gallery director, research facility director].

**Defence Forces** Commissioned Officer.

**Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.**

**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].

**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

**GROUP 2:**

**Other business managers, arts/media/sportspersons and associate professionals.**

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.

**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing].

**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer].

**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].

**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]. Associate professionals generally have diploma/technical qualifications and support managers and professionals.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing**

technician/associate professional Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager].

**Defence Forces** senior Non-Commissioned Officer.

**GROUP 3:**

**Tradesmen/women, clerks and skilled office, sales and service staff.**

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk].

**Skilled office, sales and service staff.**

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

**Sales** [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher].

**Service** [aged/disabled/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, kitchen hand, porter, housekeeper].

**Office assistants, sales assistants and other assistants.**

**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant].

**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker].

**Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].

**Labourers and related workers.**

**Defence Forces** ranks below senior NCO not included above Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, 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].

## 4. FAMILY INFORMATION

## Parental Marriage Details

Marital Status  Married  Divorced  Separated  Widowed  Other (please specify)

Place of marriage

Name of Synagogue

City

Country

Date dd / mm / yy

Name of officiator

Please attach copy of parents' Ketubah (Jewish marriage certificate) 

Student's Maternal Grandparents

Last name

First names

Address

Suburb

Postcode

Mobile 1

Mobile 2

Email

Student's Paternal Grandparents

Last name

First names

Address

Suburb

Postcode

Mobile 1

Mobile 2

Email

## Court orders relating to the child

Are there any court orders relating to the powers and responsibilities of the parents in relation to the child or access to the child?

No. Go to the next section.

Yes. Please complete the following:

1. Please attach copy of court order to this form. 

2. If these orders:

(a) change the powers of a parent/guardian to:

- authorise the taking of the child outside the service by a staff member of the service;
- consent to the medical treatment of the child;
- request or permit the administration of medication to the child;
- collect the child, AND/OR

(b) give these powers to someone else.

Please describe these changes and provide the contact details of any person given these powers.

## 5. MIGRANT INFORMATION

If the student is on a permanent or temporary visa please record the visa class number. Visa Number:

Please attach copy of passport and visa. 

## 6. EMERGENCY CONTACT DETAILS

PLEASE TICK THE APPROPRIATE BOXES FOR EACH INDIVIDUAL LISTED BELOW.

I consent that the following person is:

- a) to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted
- b) an \*Authorised Nominee who has been given permission by a parent or family member to collect the child from the education and care service
- c) authorised to consent to medical treatment of, or to authorise administration of medication to the child
- d) authorised, to authorise an educator to take the child outside the education and care service premises
- e) ALL OF THE ABOVE

Name 1: Surname	Title	Given Name
Country of Birth	Relationship to child	
Home Address		
Home Phone	Mobile	Business Phone
<input type="checkbox"/> a) <input type="checkbox"/> b) <input type="checkbox"/> c) <input type="checkbox"/> d) <input type="checkbox"/> e) ALL OF THE ABOVE		

Name 2: Surname	Title	Given Name
Country of Birth	Relationship to child	
Home Address		
Home Phone	Mobile	Business Phone
<input type="checkbox"/> a) <input type="checkbox"/> b) <input type="checkbox"/> c) <input type="checkbox"/> d) <input type="checkbox"/> e) ALL OF THE ABOVE		

Name 3: Surname	Title	Given Name
Country of Birth	Relationship to child	
Home Address		
Home Phone	Mobile	Business Phone
<input type="checkbox"/> a) <input type="checkbox"/> b) <input type="checkbox"/> c) <input type="checkbox"/> d) <input type="checkbox"/> e) ALL OF THE ABOVE		

\*Authorised nominee means a person who has been given permission by a parent or family member to collect the child from the education and care service. See section 170(5) of the Law.

## 7. TERMS AND CONDITIONS

### Definitions

The terms "parents", "mother" and "father" includes the natural and/or adoptive parents of the student and/or the guardian or guardians of the student whether appointed guardians by order of any court or otherwise and where relevant, includes a person or persons who have agreed to be responsible for payment of fees and sundry charges. The term "school" applies to Yeshiva College Bondi and includes the Principal, the Committee of Management and any employee of the school.

### Applications for Admission

The lodgement of this Application for Admission form together with the Application fee does not guarantee an entry to the school. The applicant's eligibility and continued enrolment is at the discretion of the College Principal.

### Rules and Regulations

Parents on their own behalf and on behalf of the student, agree to abide by the Rules and Regulations of the school as set out in the Parent Handbook which is available from the school office. The school retains the right to suspend or dismiss the student from the school and discipline the student on the grounds of the student's unsatisfactory conduct or performance or failure to observe school rules.

### Personal Belongings

The school shall not be responsible for the loss or theft of, or damage to, the student's personal belongings which shall be the sole responsibility of the student and parents.

### School Property

Parents are responsible for payment of avoidable breakages or damage to the College property by a student and for loss of College property.

### Withdrawal from School

One full term's notice in writing to the Principal is required before the withdrawal of a student from the school. Parents who do not provide this notice will be required to pay one term's fee after leaving.

### Privacy

Yeshiva College Bondi acknowledges and respects the privacy of its clients. The information that is being collected by Yeshiva College Bondi is to process your enrolment at the service and assist us to provide the best possible level of care for your child. By completing this form, you have consented to this information being collected. The intended recipients of this information is Yeshiva College Bondi, its authorised educators and relevant government authorities. You have the right to access and alter personal information concerning yourself or your child in accordance with the Privacy Act 1988 and the service's Confidentiality Policy. The school collects personal information about students and parents primarily in order to provide care for the student. Personal information collected from children is regularly disclosed to parents or guardians. On occasion information such as academic and sporting achievements, student activities and other news is published in newspapers and school newsletters. For more detailed information see page 8 of this application form.

## 8. SUPPORTING DOCUMENT CHECKLIST

We request the following information in order to fulfil the documentation process for the admission committee. We may require further documentation in order to process your application. Attach the following or indicate if N/A

<input type="checkbox"/>	<input type="checkbox"/>	Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/>	Office USE ONLY	Visa/& Passport (If not an Australian Citizen)	<input type="checkbox"/>	<input type="checkbox"/>	Office USE ONLY	Allergy Management Plan
<input type="checkbox"/>	<input type="checkbox"/>	Ketubah	<input type="checkbox"/>	<input type="checkbox"/>	Office USE ONLY	Anaphlaxis Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	Office USE ONLY	Asthma Management Plan
<input type="checkbox"/>	<input type="checkbox"/>	Medical Action Plan	<input type="checkbox"/>	<input type="checkbox"/>	Office USE ONLY	History Statement (required)	<input type="checkbox"/>	<input type="checkbox"/>	Office USE ONLY	Maternal Health Record Sighted
<input type="checkbox"/>	<input type="checkbox"/>	Court Order Documentation	<input type="checkbox"/>	<input type="checkbox"/>	Office USE ONLY	Any other relevant documentation (please turn over)	<input type="checkbox"/>	<input type="checkbox"/>	Office USE ONLY	I have made a copy for my own records

## 9. TERMS AND CONDITIONS - Additional for Childcare

I, (Print full name)

As a person who has lawful authority of the child referred to in this form:

- I understand that my child's enrolment at the service depends on my acceptance of the Service's Policies and Procedures, a copy of which I have access to on request. I have read, understood, and accept all the conditions, terms and expectations outlined in the Enrolment Form and in the Parent Handbook.
  - I Declare that the information in this enrolment form is true and correct and undertake to immediately inform the children's service in the event of any change to this information;
  - I Authorise Medical Management Plans to be displayed in classrooms, staff room, office or where deemed necessary;
  - I Agree to collect or make arrangements for the collection of the child referred to in this enrolment form if he/she becomes unwell at the service;
  - I Authorise the staff of the children's service seeking, or where appropriate, administering, such emergency medical treatment as is reasonably necessary, e.g. medical practitioner, dentist, hospital or ambulance e.g. transportation of child by ambulance service.
  - I will reimburse any necessary expenses incurred by the children's service educators.
  - I Understand that in an emergency situation or fire drill where evacuation is necessary that my child may need to leave the premises under the direction and supervision of staff.
- FOR YOSHC: • I Authorise the Centre Staff to complete the attendance record on my behalf if necessary.
- I hereby authorise my child to walk within the grounds of Yeshiva College, to OBK downstairs, to the Communal Gardens in Anglesea St and to Waverley Park, down the street. I understand the children will be under the supervision of staff.

I hereby also authorise for my child to participate in any incursions the service may organise, e.g. incursion on fire safety presented by the local Fire Station.

Signature

Date dd / mm / yy

## 10. DECLARATION

I / We have read this entire document carefully. I / We jointly and severally state that the above information is correct and agree to support the policies of the College and pay all fees and other amounts payable to the school by the due date for the tuition of the above student.

I / We hereby apply to Yeshiva College Bondi for the enrolment of the above student.

Parent/Guardian 1: Print Name

Signature

Date dd / mm / yy

Parent/Guardian 2: Print Name

Signature

Date dd / mm / yy

## 11. APPLICATION FEE

An application fee of \$100 is payable to cover the administration costs in relation to processing the enrolment request. I / We hereby apply to Yeshiva College Bondi for the enrolment of the above student.

The application fee is non-refundable if a place is offered to the student. In the instance that the student is not accepted this application fee will be refunded in full. Charges in addition to the published fees may be incurred if students require additional services or assistance.

Please send this Application for Admission together with the application fee to:

Yeshiva College Bondi, 36 Flood St, Bondi NSW 2026

### PAYMENT DETAILS

I hereby authorise Yeshiva College Bondi to debit my credit card for the Application Fee of \$100 for the enrolment of my child

Child's name

MasterCard  Visa Card No             Expiry date  /  mm / yy CVV: \_\_\_\_\_

Cardholder's name

Signature

Date dd / mm / yy

OR

I enclose cash for the amount of \$100

Signature

Date dd / mm / yy

OFFICE USE ONLY	Date Received	/ /	Name
Administration		/ /	Name
Family Ref No		/ /	Name
Student Ref No		/ /	Name
Application fee	<input type="checkbox"/> PAID	/ /	Name

This statement outlines the school's policy on how the school uses and manages personal information provided to or collected by it. The school is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The school may, from time to time, review and update this Privacy Policy to take into account new laws and technology, changes to school's operation and practices and to make sure it remains appropriate to the changing school environment.

What kind of personal information does the school collect and how is it collected?

The type of information the school collects and holds includes (but it not limited to) personal information, including sensitive information about: pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at the school; job applicants, staff members, volunteers and contractors; and other people who come into contact with the school.

The school will generally collect personal information held about an individual by way of forms filled out by parents or pupils, face to face meetings and interviews, and telephone calls. On occasions people other than parents and pupils provide personal information. In some circumstances the school may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school. (Under the Privacy Act the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the school's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the school and employee).

How will Yeshiva College use the personal information you provide?

The school will use personal information it collects from you for the primary purpose of collection, and for such secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented. In relation to personal information of pupils and parents, the school's primary purpose of collection is to enable the school to provide schooling for the pupil. This includes satisfying both the needs of the parents and the needs of the pupil throughout the whole period the pupil is enrolled at the school. The purposes for which the school uses personal information of pupils and parents include: to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines; day to day administration; looking after pupil's educational, social and medical well being; seeking donations and marketing for the school; to satisfy the school's legal obligations and allow the school to discharge its duty of care.

In some cases where the school requests personal information about a pupil or parent, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the pupil.

The school also obtains personal information about volunteers who assist the school in its functions or conduct associated activities, to enable the school and the volunteers to work together. The school treats marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to be a quality learning environment in which both pupils and staff thrive. Personal information held by the school may be disclosed to individuals assisting in the school's fundraising. Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. School publications, such as newsletters and magazines, which include personal information, may be used for marketing purposes.

Who might Yeshiva College disclose personal information to?

The school may disclose personal information, including sensitive information, held about an individual to: another

school; government departments; medical practitioners; people providing services to the school, including specialist visiting teachers and sports coaches; recipients of school publications, like newsletters and magazines; parents; and anyone you authorise the school to disclose information to.

The school will not send personal information about an individual outside Australia without: obtaining the consent of the individual (in some cases this consent will be implied); or otherwise complying with the National Privacy Principles.

How does Yeshiva College treat sensitive information?

In referring to 'sensitive information', the school means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual. Sensitive information will be used and disclosed only for the purposes for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

The school's staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals. The school has in place steps to protect the personal information the school holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records. The school endeavours to ensure that the personal information it holds is accurate, complete and up to date.

The National Privacy Principles require the school not to store personal information longer than necessary. You have the right to check what personal information Yeshiva College holds about you. Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the school holds about them and to advise the school of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils will generally have access to their personal information through their Parents, but older pupils may seek access themselves.

To make a request to access any information the school holds about you or your child, please contact the school Principal in writing. The school may require you to verify your identity and specify what information you require. The school may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the school will advise the likely cost in advance. The school respects every parent's right to make decisions concerning their child's education. Generally, the school will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's parents. The school will treat consent given by parents as consent given on behalf of the pupil, and notice to parents will act as notice given to the pupil. Parents may seek access to personal information held by the school about them or their child by contacting the school Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the school's duty of care to the pupil.

The school may, at its discretion, on the request of a pupil grant that pupil access to information held by the school about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

If you would like further information about the way the school manages the personal information it holds, please contact the school office.

Yeshiva College Bondi

36 Flood St  
Bondi, NSW 2026  
T(02) 9099 1070  
Mob: 0411 686 770

reception@yeshivacollege.nsw.edu.au