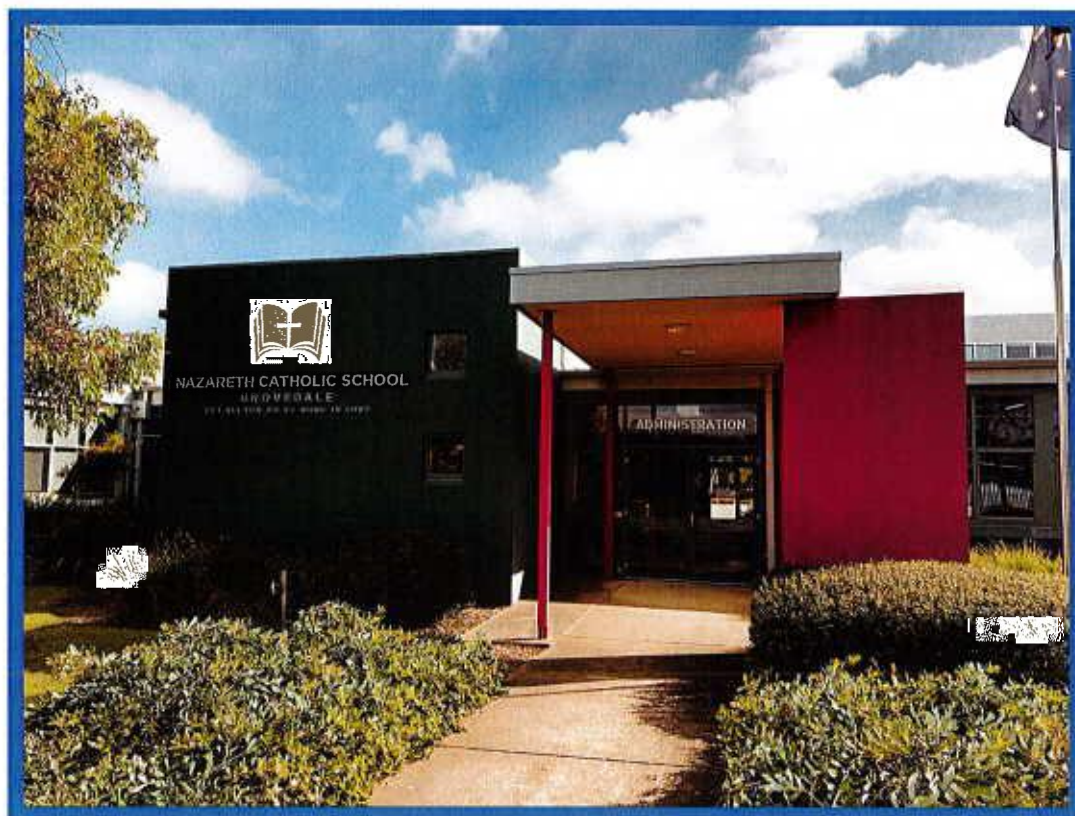


NAZARETH SCHOOL



14-16 Griffith Street, Grovedale Vic 3216

Phone: 5243 0502

Email: principal@nsgrovedale.catholic.edu.au

Principal: Mrs Dena Reddan

Parish Priest: Fr Linh Tran



Welcome to our school !

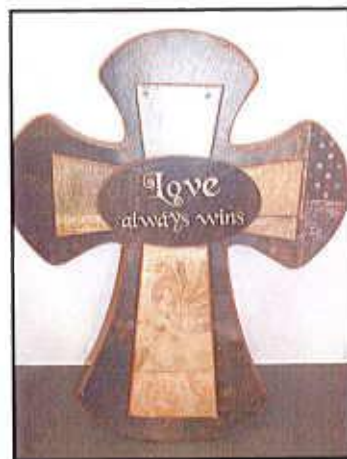
NAZARETH SCHOOL PRAYER

God our Father, bless our parish of Nazareth
so that we may love you more.
Help the parents to be a good example to the
children
and our youth to grow in strength as good
Christians.

Encircle our families with your loving care.
To the sick, grant health.
To the aged, bring serenity
and to those in sorrow, joy.

May we grow strong in faith
And may our love for one another
Become deeper in
our daily living.

Amen.



NAZARETH CATHOLIC PRIMARY SCHOOL GROVEDALE

Nazareth Primary School is a co-educational Catholic school situated in Grovedale. It aims to be the first choice for families in the Grovedale region seeking Catholic Education.

The school was established in 1979 and is situated on five acres. The staff and parents strive to live out the core values of our Vision Statement, 'As a Catholic Community, we journey together to become lifelong learners. We value ourselves, our relationships with others and the world around us.

To create a welcoming Catholic Community where Gospel values are lived. To foster a supportive learning environment that values the common good. To provide a contemporary innovative curriculum.'

'Let all you do be done in love'

The fundamental core belief that underpins the Teaching and Learning philosophy at Nazareth is that there is a significant relationship between social and emotional well-being and academic achievement. Children engage and learn best when their social-emotional balance is positive.

Modern, major refurbished facilities, including a multi-purpose hall, support the quality, personalised learning that each child engages in.

An extensive curriculum including the specialist areas of Italian, library, STEM and Visual Arts is offered across all areas of the school in order to promote the achieving of a well rounded, quality primary education.



Our Vision:

As a Catholic Community, we journey together to become lifelong learners.

We value ourselves, our relationships with others and the world around us.

To create a welcoming Catholic Community where Gospel values are lived.

To foster a supportive learning environment that values the common good.

To provide a contemporary innovative curriculum.

'Let all you do be done in love'

Our Mission:

Nazareth School aspires to be a community of connected members who work collaboratively, share responsibility and plan and deliver quality, purposeful learning for all.

This is underpinned by sharing leadership, building trusting relationships, supporting effective teams, having high expectations for all and providing quality teaching with the intent of enabling growth for all so that the community will flourish in life, faith and learning in a positive environment.

LEARNING AND TEACHING

In Learning and Teaching, the development of the individual is paramount at Nazareth school :

Learning and Teaching reflects the development of Gospel Values.



- The learning environment is constructed to encourage children to be independent, co-operative, resourceful, creative and critical.
- For children to learn, tasks need to be relevant, stimulating, interesting, challenging and enjoyable.
- Children are individuals, have individual needs and need to feel loved and to belong.
- Every opportunity is given to the student to grow both as a person and a member of the wider community.

- Each child is seen as being intrinsically worthwhile and as having gifts which it is the responsibility of the school, in partnership with the parents, to develop.
- All children are capable of learning and school has a responsibility to provide an environment wherein all children are able to develop to their full potential.
- The role of the teacher is central to the existence of the school and the work it does to promote quality education.
- Teachers see themselves as professional educators who work to build learning environments where they are co-learners with the children in their care.
- Teachers will stimulate each child's desire to learn by facilitating the development of skills, knowledge and understandings rather than transmitting knowledge.
- Teaching is based on the developmental needs of the whole child and cater for different developmental stages.



DAILY ROUTINE

Bell Times

8.55 am	First Bell		
9.00 am	Morning session	9.00	- 11.00
10.00 am	Fresh fruit can be eaten		
11.00 am	Recess	11.00	- 11.30
11.30 am	Mid Morn Session	11.30	- 1.30
1.30 pm	Lunch eaten in class	1.30	- 1.40
1.40 pm	Lunch break	1.40	- 2.30
2.30 pm	Afternoon Session	2.30	- 3.20
3.20 pm	Prepare for Dismissal		
3.30 pm	Dismissal		

NAZARETH FORMS OF COMMUNICATION

OPEROO (Previously Care Monkey)

Excursion & Incursions
Camps
Interviews
Medical Information

SKOOL BAG

School Newsletter
School Calendar Events
Student Absences
Whole School Events

SEE SAW

Students work samples
Weekly Big Write Topics
Class Reminders
Year level reminders

FACEBOOK

Photos
Videos
Student Celebrations
Professional readings

EMERGENCY INFORMATION

Emergency information on each child is kept on record. This enables immediate contact with parents or their nominated emergency contact in the case of illness or an accident. The office should be notified without delay of any changes to contact details via Operoo.

MEDICATION

Written instructions must accompany any request for medication to be administered. Forms provided by the school office must be completed. All medication must be handed in at the office to be administered and recorded. All medication must be clearly marked with the child's name.

STUDENT SIGN-OUT

Whenever a student arrives late or leaves the school premises before normal dismissal time, they must be accompanied by their parent guardian and must be either signed in or out at the school office.

SCHOOL VISITORS

All visitors to the school must present to the office to sign in and out.

STUDENT ABSENCE

Parents/guardians are required to provide the school with a written explanation for the absence of any student. We require this by using the Nazareth Skoolbag App for this purpose it is forwarded as an email to their teacher. Parents must sign in/out on the iPad at the office when taking children out of class for appointments, and sign them back in on their return. This is also to be signed whenever a child arrives later than 9.15am to school.

HOMEWORK

There is an expectation that all children will read each night. Other tasks may arise from work related to classroom activities and will be set as the need arises by classroom teachers.

ASSEMBLIES

The whole school assembles each Monday afternoon at 3:00pm in the Multi-Purpose Hall. The assembly includes prayer, birthdays, items of interest, students of the week and concludes with the National Anthem. Assemblies to acknowledge special occasions such as the end of term, beginning and ending of the school year and other celebrations are arranged as the need arises.



EXCURSIONS

The school values excursions and encourages teachers to plan appropriate experiences that will enrich our educational program.

YARD SUPERVISION

Before school, yard supervision begins at 8.30am. During recess and lunchtime, children are supervised by staff. The crossing in Griffith St. is supervised by a teacher in the morning between 8:30 and 8:55am and in the afternoon between 3:30 and 3:45pm.



SPECIALIST PROGRAMS :

In conjunction with the classroom teacher's program, our school offers several special programs.

Foundation Year

An excerpt from 2020 Beginnings

Our Foundation students have made a terrific beginning to the new school year. We have been engaging the children in developmental play as part of their transition to school. Our educators use both the Victorian Early Years Learning Development Framework (Birth to 8yrs) and the Victorian Curriculum to plan and develop appropriate learning episodes for the children. The use of developmental curriculum enables us to target learning at the individual's level, therefore meeting the needs of all. Our educators are involved in facilitated planning on a weekly basis, and so there is opportunity to discuss children's progress and the milestones they are reaching. We view this approach as one which shares a belief of a learning community. Parents as the first educators, are a vital part of our interactions, and our teachers are keen to listen to both parent and child, to enable success in education for all.

LOTE

Buongiorno.

We, at Nazareth, value ourselves, our relationships with others and the world around us. The Italian program fosters these values and our belief that we are all lifelong learners and we learn together. We currently run two programs. One program consists of the teachers learning the language along with the children. New words and or phrases are introduced and explored in a daily fifteen minute time slot. This new learning is then encouraged to be used throughout the day. The focus of this work is communication and understanding. During the other program all children experience a separate hour of Italian once a week. This program focuses on cultural understanding and extending the language.

Arrivederci, Signora Davey

LIBRARY

Our library is a great place to spend some time discovering a love of literature. The students are able to connect with authors such as Mem Fox, Alison Lester, Andy Griffiths, Morris Gleitzman and those who come from beyond our shores. Critical thinking and responding to text are also features of a library lesson. The children also borrow 'good fit' books to take home and enjoy with their families. Our library is also open each day in the second half of lunch for "passive play". A great way to spend some time with friends or, make new friends.

ART

An excerpt from 2020 Beginnings

In the Visual Arts Room at Nazareth school, our students have been very busy creating some amazing artwork. They have already been learning a range of skills including pencil portrait drawings, origami paper folding and colour mixing techniques with the paintbrush. Our Foundation students have been having a great time creating artworks that complement their Literacy program, whilst our year 1-2 students have been learning about lines, form and shape. We have recently selected a Year 6 Arts and Culture Team who have already started to plan some amazing projects to come including large scale murals and students led workshops. Our students are already buzzing with creativity and imagination ready for what will be an exciting year ahead!

Cam Plapp

STEM

Some exciting events take place as a result of our STEM specialist classes. "Two Teams of Nazareth students presented their projects at the 2019 STEM MAD (Making a Difference) Showcase. The Catholic Leadership Centre was the epicentre of innovation as primary and secondary students gathered to highlight science, technology, engineering and mathematics. Almost 100 teams demonstrated their investigations into health, the environment, animal welfare, wellbeing and more with a focus on making a difference to the world. As well as students visiting other students' displays, judges and sponsors visited each team throughout the day and awarded prizes for outstanding projects. Nazareth Primary School was the only school to receive awards in more than one category, presenting their designs which included a Sustainability Sorting App and a piece of headwear which supported the wellbeing of students who endure brain injuries. Our students had a wonderful time and were even interviewed and broadcast live around the world on radio station LIVE FM."

BEFORE & AFTER SCHOOL CARE

KELLY CLUB

This program is offered for children who need supervision outside the hours of school. That is: before 8.45am, and after 3.30pm. Bookings and payments are made directly through Kelly Club. Information sheets are available at the school office..





SPECIAL NEEDS

Catering for the special needs of students at Nazareth is a priority. Learning Support Officers are timetabled to work with those students needing assistance. Students with special needs have Personalised Learning Plans to cater for their needs as well as regular Program Support Group Meetings with parents and relevant personnel. All teachers focus on the needs of gifted and talented students.

SOCIAL AND EMOTIONAL LEARNING

Social and Emotional Learning (SEL) is the process through which the students learn to manage emotions, care about others, make good decisions, behave ethically and responsibly and avoid negative behaviours. At Nazareth school, skills are developed and reinforced through a variety of activities, which promote student well being and develop social, emotional and intellectual qualities.

RESTORATIVE PRACTICE

Restorative Practice is an approach to the management of inappropriate behavior, where the focus is on repairing harm and building relationships, in a supportive and nurturing environment. All staff are trained in the use of effective questioning which aims to distinguish the behavior from the person in a respectful and fair way. Restorative Practice is built around respect, fairness, developing empathy and promoting positive behavioural change.

SWIMMING

This is conducted early in the year and comprises of an intensive program for students at all levels for each year they are at primary school.

SPORT & BIKE EDUCATION

Apart from every year level participating in sport classes each week, senior classes are involved in the inter-school sport winter program for football, netball and softball. Students also participate in sports at Zone level including Athletics, Swimming, Cross Country, and Lightning Premierships. Students also participate in sport clinics. Students in the Years 4-6 are given the opportunity to participate in the Bike Education each year.



STUDENT WELLBEING

At Nazareth we believe that everyone has the right to:

- Learn
- Be heard
- Feel safe and be safe
- A clean and pleasant environment



We aim to support the development within our school community of a climate which values respect, tolerance and acceptance as well as supporting specific emotional and social needs of individual children within our school community.

Consequences should convey a sense of forgiveness and foster responsibility for actions, contributing actively to changing and healing inappropriate behaviours. Consequences need to be:

- **Related** to what the child has done.
- **Revealed** so that the children know what the actual consequences are.
- Administered with **respect**.
- **Reconciling** so that the Gospel in action is evident.

At the start of the year each classroom will develop a set of classroom rules, facilitated by the teacher with input from the students. Consequences are discussed and negotiated with the students.

We believe that:

- Children should be involved in all stages.
- The actual behaviour should be the focus – not the child.
- There should be an educative element involved—the child learns from the process.

Certain school rules have been set for the benefit of the whole school community. These are:

- Children may only play in designated areas. The front of the school, the carparks and toilet areas are out of bounds.
- Classrooms and corridors are out of bounds during recess and lunch breaks except when it is a wet day or too hot to be outdoors.
- Cricket baseball and football are to be played on the oval and not on asphalt areas.
- Bicycles, scooters and skateboards are only to be walked in the school grounds during school hours.
- Climbing is only allowed on the adventure playground equipment.
- Children must stay within the school grounds during recess and lunch breaks. Notes are needed to authorise leaving the school for lunchtime appointments. The sign in/sign out book at Reception is to be filled out by the parent at all times.



PARENTS AND FRIENDS GROUP

Parent involvement in school activities at all levels is encouraged at Nazareth.

Teachers welcome assistance in many areas of curriculum. Parent also run the school canteen, uniform shop, organize pastoral care, and also help in the improvement and maintenance of the school grounds. On a formal level the Parents and Friends, group of which all parents and staff are automatically members, meet on a regular basis.

Meetings are set at the discretion of the executive committee and are advertised through the newsletter. All parents are invited to attend.

Our school values the personal and pastoral assistance as well as the social functions for our children and families provided by the Parents and Friends.

ADVISORY COMMITTEE

The Nazareth School Advisory Committee is the representative body of parents and staff working together within the parish Community -

- towards fostering the spiritual, intellectual and social development of children attending the school, consistent with Christian attitudes and Catholic beliefs and traditions
- for the future growth and development of the school with the parish community and the school community
- to consider and advise on issues arising from educational directives from secular and church bodies
- guidelines for the functioning of the SAC were revised in 2019.



Staff qualifications, certifications & responsibilities:

- Studying towards or have completed a Diploma or higher qualification in the education sector
- Hold a right to work with children check such as WWCC
- Enthusiastic and passionate about providing engaging activities
- Planning and preparation of innovative activities, so kids want to come back for more
- Excellent supervision and safety of the kids in our care

Staff are also required to obtain:

- Level Two first aid training
- Anaphylaxis training
- Asthma training



BOOKING

Beforecare

7:00 – 8:45am

Permanent fee: \$18.00

Casual fee: \$20.00

Aftercare

3:30–6:00pm

Permanent fee: \$24.50

Casual fee: \$26.00

A form must be completed for each child. You can do this online.

Programme fees will not be charged if a child is away from Aftercare as long as you notify us 24 hours prior. We accept casual bookings, so there is no minimum number of days you must book.

Childcare Subsidy

You may be eligible for a Government CCS subsidy. The level of subsidy is based on combined family income, activity test and service type. The maximum subsidy for outside school hours care (before, after and vacation) is \$10.29 per hour. The CCS is paid directly to the childcare provider and passed onto families as a fee reduction.

For full details, visit www.education.gov.au/childcare. To find out more, visit during operation hours.

TO BOOK:

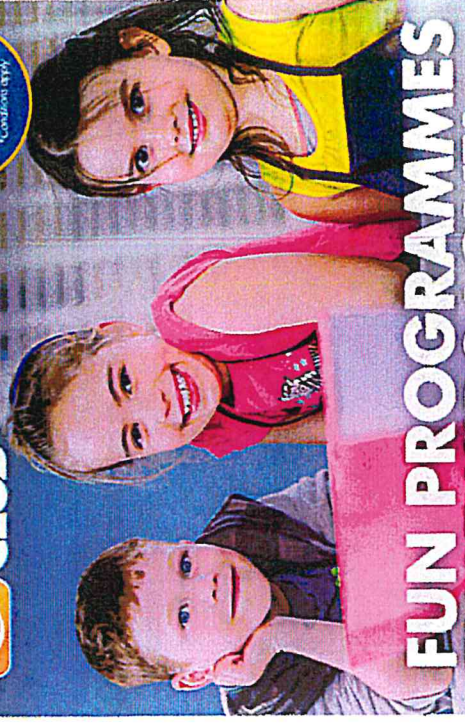
Lucy Jobling

0413-039-156

nazareth@kellyclubboshc.com.au

www.kellyclub.com.au

CCS
PROGRAMME
SUBSIDIES
AVAILABLE!
*Conditions apply



FUN PROGRAMMES THAT KIDS LOVE!

KELLY CLUB NAZARETH CATHOLIC SCHOOL

WE OFFER:

- Onsite programmes
- A safe and supportive environment
- Trained and experienced staff
- Structured activities
- Relaxed chill-out time
- Yummy, healthy food
- Fun, fun and more fun

SPORTS

COOKING

ART

GAMES

+ MORE!



FOR INFORMATION OR TO BOOK ONLINE

www.kellyclub.com.au



WELCOME

Kelly Club – Nazareth Catholic Primary School

We give children opportunities to do the things they love in a supportive environment. Kelly Club provides quality childcare in safe and fun surroundings for children out of school. Children can have fun while enjoying sports, cooking, art and craft activities, as well as relaxation time.

Our friendly staff are passionate about working with children. They encourage, educate and entertain children during our on-site programmes. Staff are trained on behaviour management techniques, first aid, arts and crafts and a range of basic sports skills.

Kelly Club is closely aligned with Kelly Sports, which has been providing a range of curricular and extra-curricular sporting programs for children in Australia since 1994.

INFORMATION

Beforecare Programme

7:00–8:45am

Our beforecare programme offers art and craft activities, games, lego, books and free play equipment. Staff lead a variety of small projects each term.

Families may choose to have breakfast provided. This includes a range of nutritious cereals and toast with spreads.

Aftercare Programme

3:30–6:00pm

Our aftercare programme focuses on sports, cooking, art and craft activities, and structured free time after a busy day at school. Each week, themed subjects help children extend their learning outside of the classroom. There is a set time for children to complete homework, should they or their parents want homework completed then.

All children on our aftercare programme receive afternoon tea. It varies each week, and includes sandwiches on wholemeal bread, fresh fruit, vegetable sticks, muffins, popcorn, and always chilled water. Children who remain after 4:45pm also receive snacks such as muesli bars, crackers, cookies and fresh fruit to keep them going.



STAFF

Kelly Club staff build positive relationships with children, love having fun, and have a genuine commitment to enriching children's lives. They create an environment that is engaging, interactive, educational, fun and stimulating.



All staff are fully trained in Kelly Club policies and procedures, including Child Safe standards, and have onsite training. Our staff have the time and resources to ensure every child's needs are met. We operate to a minimum 2:15 staff-to-child ratio when onsite, and a 2:10 ratio when on programme outings.

FOR INFORMATION OR TO BOOK ONLINE

www.kellyclub.com.au



NAZARETH CATHOLIC SCHOOL
GROVEDALE
LET ALL YOU DO BE DONE IN LOVE

14-16 Griffith Street Grovedale Vic 3216
Email: principal@nsgrovedale.catholic.edu.au
Phone: 52430502

SCHOOL FEES AND LEVIES – 2021

Family Fee :	\$1200.00 per family
Fund Raising levy:	\$ 150.00 per family.
Building levy:	\$ 210.00 per family.
Student levy:	\$ 440.00 per student.

- The Student levy covers stationery and material costs for all subjects, sport and excursion expenses, sacramental costs and the swimming program
- The Year 5/6 Camp fee sits outside of this. The cost for the 2021 camp is \$255.00 with a \$40 discount for families with two children attending camp.
- The preferred method for school fee payment is via Direct Debit (set up by the school), on a fortnightly or monthly basis, or may be paid in a lump sum. If you do choose a lump sum, payment is requested by the end of February.
- The fee increase will be rebated back to families for 2021. As a result payments will remain as below.

Payment options for 2021 will work as follows:

21 x Fortnightly Payments

10 x Monthly Payments

Fee Payment Options 2021

	1 CHILD	2 CHILDREN	3 CHILDREN	4 CHILDREN
PER F/NIGHT approx.	\$ 99.00	\$ 120.00	\$ 142.00	\$ 163.00
PER MONTH(Feb –Nov)approx.	\$ 197.00	\$ 240.00	\$ 283.00	\$ 326.00
PER ANNUM	\$ 1970.00	\$ 2400.00	\$ 2830.00	\$ 3260.00

- The expectation is that fees will be paid in full by the end of November 2021.
- Whilst the Direct Debit Authority form will continue to operate for the length of time you have children attending Nazareth (i.e you only have to fill a form out once), deductions will cease at the end of November each year and re-commence each February. The amount of fee deduction each year will be based on your family's fee account (number of children).
- The Direct Debit and Nazareth Fee Payment Agreements are in your pack. Please complete these and return them to the office on the second orientation day.
- Fee statements are forwarded home via email early in each month showing the current balance of your account. The total amount for the year is billed in first term.

PARISH LEVY 2021

PARISH LEVY : \$175 per family

***The levy is paid directly to Nazareth Parish via cash, cheque or direct debit.**

By enrolling at Nazareth Catholic Primary School you become part of our Parish community and are asked to financially contribute to the Catholic educational mission and pastoral work of our community through the payment of the annual Parish Contribution. This is a voluntary contribution. Please note that families who contribute to the "Parish Stewardship" program are exempt from this contribution.

WELCOME



I thank you for the opportunity to share a little of what makes Nazareth Parish such a special community.

We are tremendously blessed to be the 'home' of the Church in this most beautiful part of the Archdiocese of Melbourne. We are a community of communities – embracing Grovedale, Torquay and Anglesea and the new area of Armstrong Creek – making us both a suburban and a coastal parish. We are home to some of the most stunning beaches and surf locations in Australia and are blessed with amazing bushlands and beautiful walking tracks. God's great gift of beauty in nature is everywhere.

We are determined to be communities of welcome – where the contributions of all are encouraged and valued and the diversity of our people is a reason for celebration.

This brochure gives details on Nazareth Parish and the three – soon to be four – Primary Schools that support our local Catholic community, and touches on some of the key ways in which we make a contribution to the broader life of our area.

We extend an invitation to call or visit and see how we can be of assistance to you and your family.

Be assured that a very warm welcome awaits you!

Rev Linh Tran
Parish Priest

OUR PARISH

We are made up of three very different and quite unique communities – each with its own history, personality and charism. We are geographically diverse yet recognise the benefits of working collaboratively with each other – supporting and encouraging each other to live out the Gospel message. We would love to see you at any of our weekend celebrations of the Eucharist (Mass).



NAZARETH CHURCH

10-12 Griffith St
Grovedale VIC 3216

Mass – Sundays @ 10.30am



ST THERESE CHURCH

43a Surfcoast Highway
Torquay VIC 3228

Mass – Sundays @ 8.45am



ST CHRISTOPHER'S CHURCH

72 Bingley Parade
Anglesea VIC 3230

Mass – Saturdays (Vigil) @ 6.00pm

LOVE TO SEE YOU

TAKING THAT FIRST STEP

Anything new always requires a first movement and faith is no different. Each one of us is on a journey and every journey is different. Whether you are visiting or planning on staying – whether you are looking for faith or wanting to return to an active faith, that first step is the beginning – and our arms are open wide to give you a very warm welcome.

For being a Catholic is to be called into a close relationship with God himself. It implies that you know yourself to be loved by God, that you are important to God, and that his love for you is complete and never failing. The proof of his love is all around you.

So, come – take that first step – and join us as we celebrate Sunday Eucharist.

RETURNING TO CHURCH

No matter how long or how short a time you have been away from the Church – you are most welcome!

You may have been baptised as an infant, perhaps as a young adult or even as a mature aged adult. For a whole variety of reasons, you may have lost your connection with the Church – thought perhaps that it had lost relevance in your life. Certainly, the devastation and hurt that has been caused to many by the clergy sexual abuse scandals has been a challenging period in the life of the Church in Australia.

But perhaps you have reached a turning point – recognising a longing for something more out of life – perhaps a sense that something is missing – perhaps a significant event in your family. Whatever the impetus, we are here for you.

If you would like to find out more or have a particular issue that has been at the root of your absence – please feel free to ring the Parish Office to make an appointment with Father Linh who will be very pleased to meet with you.

WELCOME CUPPA

We would love to share a cuppa with you!

Join us for a cuppa, a biscuit and some great conversation after our Sunday morning Masses at Torquay and Grovedale. It's a great way to start your journey with us and be assured you will be given a very warm welcome. It's a little different at Anglesea with weekend Mass being at 6.00pm on Saturdays – so whilst a cuppa might not be the norm – the warm welcome certainly is!

PARISH CONTACT DETAILS

43a Surfcoast Hwy
Torquay VIC 3228

t 9412 8444
e grovedale@cam.org.au
w cam.org.au/grovedale

Office Hours:
Tuesday – Friday: 9am – 3pm



PARISH FIRST
BUILDING BETTER PARISHES

*Produced by Parish First P/L
based on information
supplied by Nazareth Parish*

WHAT WE DO

WE PRAY

We celebrate weekday and weekend Mass – for a full list of Mass times at any of our 3 churches, please see www.cam.org.au/grovedale

THE SACRAMENTS

We baptise babies, marry couples and assist with funeral services. We also provide the sacraments of Reconciliation, Communion and Confirmation.

WE EDUCATE

We educate over 700 children in our 3 Parish Primary Schools – making a significant contribution to the education of the children in our area. Our Principals will be delighted to meet with you to discuss the benefits for you and your children. Our newest school, St Catherine of Sienna Catholic Primary School, at Armstrong Creek will open in January 2020.

WE PROVIDE CARE AND SUPPORT

We offer Communion, the Sacrament of Anointing and companionship to those who are house bound or in aged care. We also extend the hand of friendship through a range of social justice and outreach activities.

WE WELCOME YOUNG PEOPLE

We welcome young people and appreciate the important role they have to play in the life of the Church.

WE SUPPORT PEOPLE ON THEIR JOURNEY OF FAITH

We offer encouragement and support for those wanting to learn more about or develop their understanding of the Catholic faith.

For further details on any aspect of life in our parish or the wider Melbourne Archdiocese, please contact Fr Linh at the Parish Office or visit www.cam.org.au/grovedale



CATHOLIC EDUCATION IN OUR PARISH

EDUCATION is an integral part of our Nazareth Parish community.

Our mission is to ensure that every student will flourish and that every student, staff member and family will experience the presence of the Risen Christ in our schools.

Our schools nurture students throughout their educational journey with a deep connection to the teachings of Jesus Christ. Working in partnership with parents, parish and the broader community our schools provide an environment which enables all students to learn and flourish as part of their human development.

There are 3 Catholic Primary Schools within our parish community – with our new school at Armstrong Creek to open in January 2020.

We invite you to come for a visit and see how our schools can be a wonderful choice for you and your family.



NAZARETH CATHOLIC PRIMARY SCHOOL

Griffith St, Grovedale

t 5243 0502

e principal@nsgrovedale.catholic.edu.au

w nsgrovedale.catholic.edu.au

Principal – Dena Reddan

Shaping Our Future



ST THERESE CATHOLIC PRIMARY SCHOOL

59 Grossman's Rd, Torquay

t 5261 4246

e principal@sttorquay.catholic.edu.au

w sttorquay.catholic.edu.au

Principal – Noel Dillon

Gratitude, Compassion, Respect



LISIEUX CATHOLIC PRIMARY SCHOOL

90 South Beach Rd, Torquay

t 9089 6614

e principal@lisieux.catholic.edu.au

w lisieux.catholic.edu.au

Principal – Susan Ryan

Known & Loved



OPENING JANUARY 2020

St Catherine of Sienna Catholic

Primary School

125 Warrailly Boulevard,

Armstrong Creek

t 0475 753 590

e enquiries@stcatherine.catholic.edu.au

w stcatherine.catholic.edu.au

Principal – Donna Bryce

Engage, Empower, Excel

An invitation from

NAZARETH CATHOLIC PARISH

Grovedale, Torquay and Anglesea



YOU'RE WELCOME



NAZARETH CATHOLIC SCHOOL
GROVEDALE
LET ALL YOU DO BE DONE IN LOVE

NAZARETH CATHOLIC PRIMARY SCHOOL, GROVEDALE

GRIEVANCE POLICY AND PARENT CODE OF CONDUCT

Gospel Values

Justice
Compassion
Love

Truth
Reconciliation
Integrity

Respect
Understanding
Acceptance

Dignity
Cooperation
Tolerance

Openness
Care
Honesty

"Working Together"

As the title indicates, it's about working together for the good of our children. We look forward to working together to be the best Catholic School community that we can all be.

Rationale

At Nazareth Primary School we are committed to building a school culture that features positive and respectful relationships. As a Catholic school, these relationships are grounded in the values of the Gospel, in particular the values of respect, compassion and responsibility. In keeping with Catholic social teaching, a respect for the innate dignity of each person shapes all our relationships. In building and nurturing this culture, we acknowledge that students and families can sometimes feel aggrieved about something that is happening at the school. Every member of our school community has a right to have their grievance or complaint addressed, and we will work positively and resolutely to achieve a satisfactory outcome for the people involved.

Implementation

As a Parent and Guardian we ask that you:

- Support your child/ren in all educational endeavours by giving praise and showing interest in school activities.
- Help your child/ren to understand that giving your best effort is important.
- Demonstrate that both parents and teachers work together for the benefit of the child/ren.
- Listen to your child/ren, but remember that a different 'reality' may possibly exist elsewhere.
- Understand the importance of a healthy parent/teacher/child triangle and communicate any concerns to your child's teacher in a constructive manner.
- Adhere to the school's policies, as outlined on the school website.
- Work in co-operation with the school to address any unacceptable behaviour shown by your child/ren.
- Support the school in its efforts to maintain a positive teaching and learning environment.
- Maintain a positive and co-operative attitude.
- Inform the school of any issues that impact on your child's wellbeing.
- ***Do not use social media to air your grievances with Nazareth Primary School.***

Parent/Guardian Rights

- To be treated with respect and courtesy by other parents.
- To be treated in a polite manner.
- To be respected by staff and students.
- To have a timely response to concerns raised.
- To be treated with professionalism from all staff members.
- To be listened to and clearly communicated with, in regard to their child's education.

Parent/Guardian Responsibilities

- Use respectful language towards all staff and other members of the school community.
- Remain calm and polite when communicating with staff and other members of the school community.
- Under no circumstances approach another child whilst in the care of the school to discuss or chastise them because of actions towards their own child/ren.
- Be aware that incidents have many sides, be prepared to listen to them and seek to verify facts before stating a concern.
- Be mindful of what you say in order to respect the reputation of teachers and the school, including when using social media.
- Respect teachers' preparation time before and after school and to make an appointment at a mutually convenient time if you wish to speak to a teacher.
- Do not discuss any grievances in front of your child/ren regarding the school.
- On excursions, helping in class or on camps, parents must follow the instructions and wishes of the teacher, as outlined in the school's volunteer documents and information sessions.
- Attend the parent information sessions and return all required forms before helping at school, including on camps and excursions.

Concerns

If a parent/guardian has a complaint, criticism or concern, it is expected that the following steps be followed in the first instance:

1. Speak to the person involved first and try to resolve the concern with mutual respect and clear communication. Try to establish the facts as clearly as possible, be wary of third hand information and gossip.
2. If for some reason this is not possible, then make an appointment to see the Principal/Deputy Principal.
3. The Principal/Deputy Principal will arrange a meeting between the two parties involved in an attempt to mediate and find a resolution.
It is important to note that criticism regarding a staff member will only be heard if it is related to their professional conduct.
4. If issues cannot be resolved in the above way parents have the right to seek other avenues such as the Parish Priest or Catholic Education Melbourne.

Staff Safety and Wellbeing

The school places high value and priority on maintaining a safe and respectful working environment for our staff. We regard certain behaviours as harmful and unacceptable insofar as they compromise the safety and professional wellbeing of our staff. These behaviours include, but are not limited to:

- shouting or swearing, either in person or on the phone
- physical or verbal intimidation
- aggressive gestures
- writing rude, defamatory, aggressive or abusive comments to/about a staff member
- no vexatious complaints
- racist or sexist comments
- damage or violation of possessions/property

When a family member behaves in such unacceptable ways, the Principal or a senior staff member will seek to resolve the situation and repair relationships through discussion and/or mediation. Where a family member's behaviour is deemed likely to cause ongoing harm, distress or danger to the staff member and/or others, we may also exercise our legal right to impose a temporary or permanent ban from the parent entering the school premises. In an extreme act of violence that causes physical harm to the staff member and his/her property, the matter will be reported to the police for investigation.

Evaluation

This policy was originally formed in consultation with staff members and members of the Nazareth School Advisory Committee. It may be reviewed more regularly if the Principal forms an opinion that the school situation warrants a review.

~~September, 2019~~

This policy is in the process of review (4/9/2020) and is to be confirmed shortly

ENROLMENT FORM

Nazareth Catholic Primary School
Address: 14-16 Griffiths Street, Grovedale Vic 3216
Email: principal@nsgrovedale.catholic.edu.au
Tel: 5243 0502



NAZARETH CATHOLIC SCHOOL
GROVEDALE
LET ALL YOUR DOINGS BE IN LOVE

Office use only	Date received:	Birth certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Enrolment date:	English as an Additional Language: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Start date:	House colour:
	Student code: Family code:	VSN:
	Immunisation history statement attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	Visa information attached (if relevant): Yes <input type="checkbox"/> No <input type="checkbox"/>

STUDENT DETAILS

Surname:	Entry year (YYYY):	Year Level:
First name/s:		
Preferred first name:		
Date of birth:	Religion: (include rite)	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Other: <input type="checkbox"/>

HOME ADDRESS OF STUDENT

Street number and name:	
Suburb:	Postcode:
Home phone:	

EMERGENCY CONTACTS – OTHER THAN PARENT/GUARDIAN

1. Name:		2. Name:	
Relationship to child:		Relationship to child:	
Home phone:		Home phone:	
Mobile:		Mobile:	

SACRAMENTAL INFORMATION

Baptism:	Date:	Parish:
Confirmation:	Date:	Parish:
Reconciliation:	Date:	Parish:
Communion:	Date:	Parish:
Current parish:		

PREVIOUS SCHOOL/PRESCHOOL PERMISSION

Name and address of previous school/preschool:
I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning: No <input type="checkbox"/> Yes <input type="checkbox"/>

NATIONALITY

Government Requirement	Nationality:	Ethnicity:
In which country was the student born?	Australia <input type="checkbox"/>	Other – please specify:
Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both.)		
No <input type="checkbox"/>	Yes, Aboriginal <input type="checkbox"/>	Yes, Torres Strait Islander <input type="checkbox"/>

Does the student or their parent(s)/guardian(s) speak a language other than English at home?				
Note: Record all languages spoken.				
		Student	Parent A/Guardian 1	Parent B/Guardian 2
No	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Other – please specify all languages			

IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS*	
Please tick the relevant category below and record the visa subclass number as per government requirements: (original documents to be sighted and copies to be retained by the school)	
Australian citizen not born in Australia:	
<input type="checkbox"/>	Australian citizen (Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia)
Australian passport number:	
Naturalisation certificate number:	
Visa subclass recorded on entry to Australia:	
Date of arrival in Australia:	
Not currently an Australian citizen, please provide further details as appropriate below:	
<input type="checkbox"/>	Permanent resident: (if ticked, record the visa subclass number)
<input type="checkbox"/>	Temporary resident: (if ticked, record the visa subclass number)
<input type="checkbox"/>	Other/visitor/overseas student: (if ticked, record the visa subclass number)
* Please attach visa/ImmiCard/letter of notification and passport photo page.	

MEDICAL INFORMATION			
Doctor's name:			Phone:
Medicare number:			Expiry:
Private health insurance:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Ref number:	Number:
Ambulance cover:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fund:	
Health Care Card	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number:	
Medical condition:	<p>Please specify any relevant medical conditions for the student, e.g. asthma, diabetes, anaphylaxis, and/or any medications prescribed for the student. A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed.</p> <p>Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.</p>		
Has the student been diagnosed as being at risk of anaphylaxis?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, does the student have an EpiPen or Anapen?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

IMMUNISATION (please attach an immunisation history statement for your child)	
All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement for your child (visit myGov) and provide it to the school with this enrolment form.	Immunisation history statement attached: Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please provide explanation:
If the student entered Australia on a humanitarian visa, did they receive a refugee health check?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please provide all required information to allow us to meet our duty of care obligations and facilitate the smooth transition of your child into our school. It will assist the school to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.

ADDITIONAL NEEDS

Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support? Yes ☐ No ☐

Does your child present with:

autism (ASD)	<input type="checkbox"/>	behavioural concerns	<input type="checkbox"/>	hearing impairment	<input type="checkbox"/>
intellectual disability/ developmental delay	<input type="checkbox"/>	mental health issues	<input type="checkbox"/>	oral language/communication difficulties	<input type="checkbox"/>
ADD/ADHD	<input type="checkbox"/>	acquired brain injury	<input type="checkbox"/>	vision impairment	<input type="checkbox"/>
giftedness	<input type="checkbox"/>	physical impairment	<input type="checkbox"/>	other condition (please specify)	<input type="checkbox"/>

Has your child ever seen a:

paediatrician	<input type="checkbox"/>	physiotherapist	<input type="checkbox"/>	audiologist	<input type="checkbox"/>
psychologist/counsellor	<input type="checkbox"/>	occupational therapist	<input type="checkbox"/>	speech pathologist	<input type="checkbox"/>
psychiatrist	<input type="checkbox"/>	continence nurse	<input type="checkbox"/>	other specialist (please specify)	<input type="checkbox"/>

Have you attached all relevant information/reports? Yes ☐ No ☐

FAMILY DETAILS

Who will be responsible for payment of the school fees and levies?

Surname	First name	Address and email	Phone	Relationship to the student

PARENT A/GUARDIAN 1

Surname:		Title: (e.g. Mr/Mrs/Ms)		First name:	
Address:					
Home phone:		Work phone:		Mobile:	
SMS messaging: (for emergency and reminder purposes)				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email:					
Government Requirement	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index on pg 8)			
Religion: (include rite)		Nationality:	Ethnicity if not born in Australia:		
Country of birth:	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):				
What is the highest year of primary or secondary school Parent A/Guardian 1 has completed? (Persons who have never attended secondary school, tick 'Year 9 or below'.)					
Year 9 or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>		
What is the level of the highest qualification Parent A/Guardian 1 has completed?					
No post-school qualification <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Advanced diploma/diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>		

PARENT B/GUARDIAN 2

Surname:		Title: (e.g. Mr/Mrs/Ms)		First name:	
Address:					
Home phone:		Work phone:		Mobile:	
SMS messaging: (for emergency and reminder purposes)				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email:					
Government Requirement	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index on p.8)			
Religion: (include rite)		Nationality:	Ethnicity if not born in Australia:		
Country of birth:	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):				

What is the highest year of primary or secondary school Parent B/Guardian 2 has completed? (Persons who have never attended secondary school, tick 'Year 9 or below'.)			
Year 9 or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>
What is the level of the highest qualification Parent B/Guardian 2 has completed?			
No post-school qualification <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Advanced diploma/diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>

SIBLINGS ATTENDING A SCHOOL/PRESCHOOL			
List all children in your family attending school or preschool (oldest to youngest) – include applicant:			
Name	School/preschool	Year/grade	Date of birth

HOME CARE ARRANGEMENTS	
<input type="checkbox"/> Living with immediate family	<input type="checkbox"/> Out-of-home care
<input type="checkbox"/> Carer/guardian	<input type="checkbox"/> Shared parenting, e.g. one week with each parent: Days with Parent A/Guardian 1: Days with Parent B/Guardian 2:
<input type="checkbox"/> Kinship care	<input type="checkbox"/> Other (please specify)

COURT ORDERS OR PARENTING ORDERS (if applicable)	
Are there any current court orders or parenting orders relating to the student? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, copies of these court orders/parenting orders (e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders) must be provided.	
Is there any other information you wish the school to be aware of?	

PARENT/CARER/GUARDIAN SIGNATURE:		Date:
PARENT/CARER/GUARDIAN SIGNATURE:		Date:

Note: The Victorian Government provides the following guidance regarding admission requirements:

Consent

The signature of:

- student, if they are over 15 and living independently
- parent as defined in the *Family Law Act 1975*
Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
- an informal carer, with a statutory declaration. Carers:
 - may be a relative or other carer
 - have day-to-day care of the student with the student regularly living with them
 - may provide any other consent required e.g. excursions.

Notes for informal carer:

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

Note: Secondary students may complete parts of the form and co-sign.

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available.

NAZARETH CATHOLIC PRIMARY SCHOOL

PHOTOGRAPH/RECORDING PERMISSION FORM



Dear Parent/Guardian

At certain times throughout the year, students may have the opportunity to be photographed or recorded/filmed by the school or its service providers for school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

Catholic Education Melbourne (CEM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/recordings in print and online promotional, marketing, media and educational materials.

We would like permission to use your child's photograph/recording for the above purposes. Please complete the permission form below and return it to the school as soon as possible.

Thank you for your continued support.

STUDENT'S FULL NAME:		YEAR LEVEL:	
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- I give permission for my child's:
 - name
 - photograph ☐
 - recording ☐
 to be published by the school on/in:
 - the school website
 - social media
 - promotional materials
 - newspapers and other media.
- I authorise CEM/the CECV to use the photograph/recording in material available free of charge to schools and education departments around Australia for CEM/the CECV's promotional, marketing, media and educational purposes.
- I give permission for a photograph/recording of my child to be used by the school/CEM/the CECV in the agreed publications without acknowledgment, remuneration or compensation.
- I understand and agree that if I do not wish to consent to my child's photograph/recording appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

LICENSED UNDER NEALS: The photograph/recording may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Name of parent/guardian (please circle):			
Signed: parent/guardian		Date:	
If the student is aged 15+, they may also sign: Signed: student		Date:	

Any permission and consent given may be withdrawn by the parent/guardian or student (if they are aged 15 or over) by notifying the school in advance of any photograph or recording being made.

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available.

SCHOOL FAMILY OCCUPATION INDEX

PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

GROUP N: Unemployed for more than 12 months

If you are not currently in paid work but **have had a job in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.

OCCUPATION GROUP A

SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS

Senior management in large business organisations

Senior Executive/Manager/Department Head in industry, commerce, media or other large organisations

- **Business** [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
- **Media** [e.g. newspaper editor, film/television/radio/stage producer/director/manager]

Government administration

- **Public service manager** (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research/facility manager, police/fire services administrator]
- **Defence Forces commissioned officer**

Qualified 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, teach others

Health, Education, Law, Social Welfare, Engineering, Science, Computing, Business, Air/sea transport professionals

- **Health** [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
- **Education** [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
- **Law** [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]
- **Social Welfare** [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]
- **Engineering** [e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]

- **Science** [e.g. scientist, geologist, meteorologist, metallurgist]
- **Computing** [e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
- **Business** [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- **Air/sea transport** [e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot]

OCCUPATION GROUP B

OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

Business owner/manager

- **Farm/business owner/manager** [e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]
- **Specialist manager** [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
- **Financial services manager** [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

Arts/media/sportspersons

- **Artist/writer** [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- **Sports** [e.g. sportsman/woman, coach, trainer, sports official]

Associate professionals – generally have diploma/technical qualifications and provide support to managers and professionals

Health, Education, Law, Social Welfare, Engineering, Science, Computing, Business/administration

- **Medical, science, building, engineering, computer technician/associate professional**
- **Health/social welfare** [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]
- **Law** [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, law clerk, court officer, bailiff]

- **Business/administration** [e.g. recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
- **Defence Forces** [e.g. senior non-commissioned officer]
- **Other** [e.g. library technician, museum/gallery technician, research assistant, proof reader]

OCCUPATION GROUP C

TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF

Tradesmen/women – generally have completed a four-year trade certificate, usually by apprenticeship. All tradesmen/women are included in this group.

- **Trades** [e.g. electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

Clerks, skilled office, sales and service staff

- **Clerk** [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
- **Office** [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Carer** [e.g. aged/disabled/refuge care worker, child care assistant, nanny]
- **Service** [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

OCCUPATION GROUP D

MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS

Drivers, mobile plant, production/processing machinery and other machinery operators

- **Driver or mobile plant operator** [e.g. car, taxi, truck, bus, tram or train driver, courier/deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
- **Production/processing machine operator** [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]

- **Machinery operator** [e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

Hospitality, office staff

- **Sales staff** [e.g. 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, sales demonstrator, shelf stacker]
- **Office staff** [e.g. typist, word processing/data entry/business machine operator, receptionist]
- **Hospitality staff** [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- **Assistant/aide** [e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

Labourers and related workers

- **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above]
- **Agriculture, horticulture, forestry, fishing, mining worker** [e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- **Other worker** [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]



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