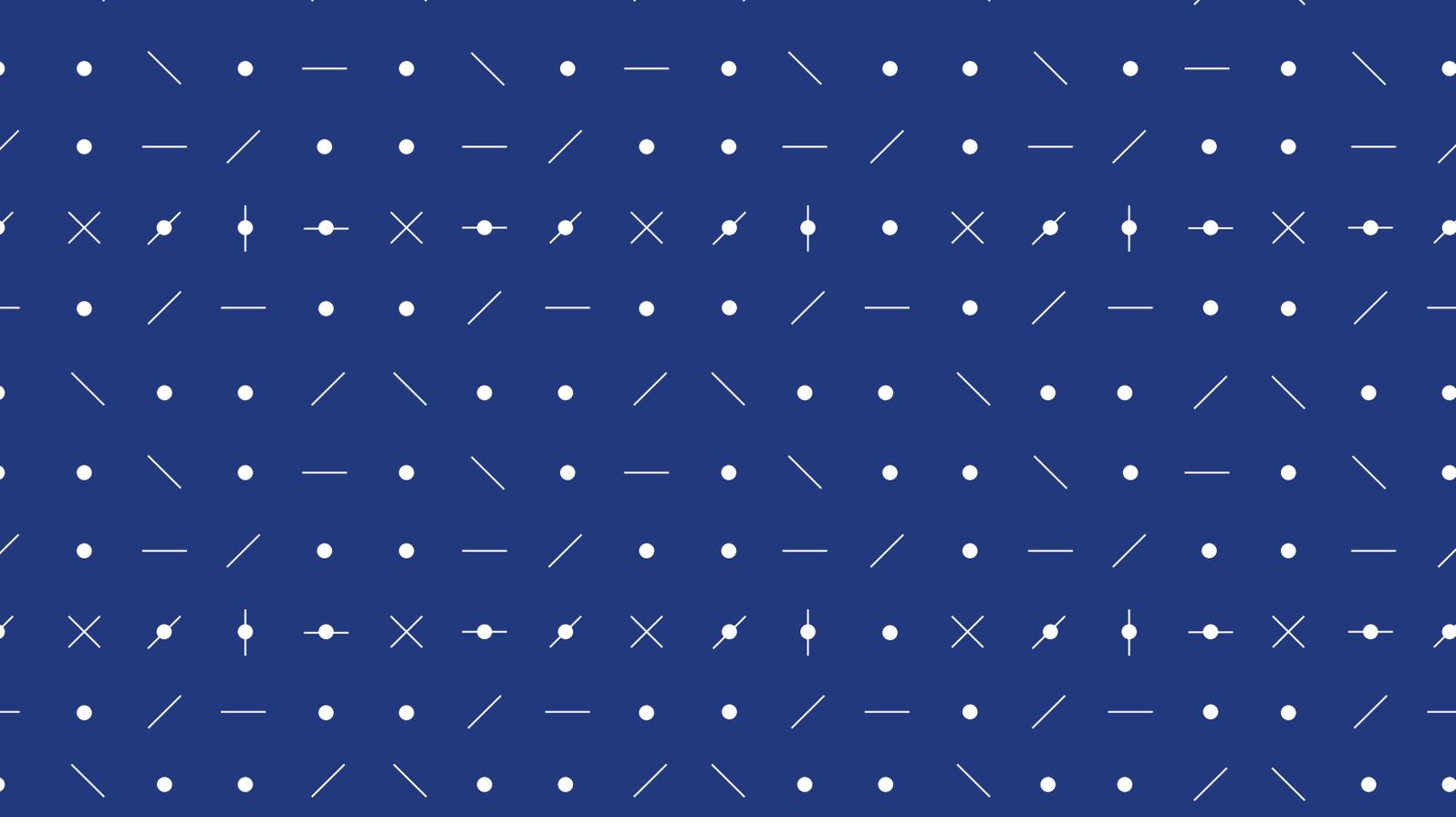




AL-TAQWA COLLEGE

ENROLMENT APPLICATION



ABN 32 079 146958

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Approved by the Al-Taqwa College Board

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PRINCIPAL'S WELCOME

I would like to take this opportunity to warmly welcome you to Al-Taqwa College. Included in this enrolment form is some general information about our College.

The College was established in 1986 with only 25 students. We now have approximately 2000 students enrolled from Foundation to Year 12 as well as over 230 staff members. We have many facilities within the College to provide the best education for our students.

Our programs include an Accelerated Program for students in Grade 5 to Year 9, Extra Curricular Activities, Dawah and Hifz Programs, a Scholarship Program and the Umra Experience.

We encourage our parents to get involved in the life of the school and take on a partnership role to enhance the education of their children.

I welcome the opportunity to provide you with further information regarding the College. You can make an appointment to come along to one of our school tours which are held monthly.

I highly recommend that you view our website for further information or contact the Administration Office with any questions, they would love to hear from you.

OMAR HALLAK

Principal

PHILOSOPHY OF AL-TAQWA COLLEGE

VISION

Al-Taqwa College will provide education opportunities to students in a caring, safe and healthy learning environment, which promotes quality education and Islamic values and beliefs and follows the Sunni School of Thought. Students are nurtured to be lifelong learners and encouraged to be proud Australian Muslim citizens of tomorrow.

MISSION

Al-Taqwa College aims to produce good reflective self-directed learners who have problem-solving skills and critical thinking abilities. It aims to be a place where the individuality of each person is recognised, and where that recognition is reflected in the College's curriculum diversity and flexibility, diverse teaching strategies and student centered processes. The College aims to create a school environment that instils in students' love and obedience to Allah (SWT) in accordance with the sayings and deeds of the Prophet Muhammad (SAW) and enables them to benefit from the teachings of the Holy Al-Quran and the Sunnah of the Prophet Mohammad (PBUH).

SCHOOL VALUES

Al-Taqwa College supports and promotes the principles and practices of Australian democracy including a commitment to:

- elected government;
- the rule of the law;
- equal rights for all before the law;
- freedom of religion;
- freedom of speech and association; and
- the values of openness and tolerance.

The Prophet Mohammad said:

'HE WHO DOES NOT CARE ABOUT THE YOUNGEST AND DOES NOT RESPECT THE OLDEST DOES NOT BELONG TO THE MUSLIM COMMUNITY'.



It is this sense of caring and respect that underpins our school values. In doing so it adheres to the provision of:

- Quality learning – providing a high quality and inclusive education.
- Honesty – being true to once self and true to others.
- Respect – showing care and concern for other people and property.
- Trust – Instilling confidence that each person is doing their part – trust in our teachers, trust in our programs.
- Tolerance – understanding and celebrating diversity and individual differences.
- Caring – encouraging the development of empathy.

FUNDAMENTAL PRINCIPLES

The richness of the Islamic tradition, values and teachings will guide the direction and operation of the College within the Australian context and law. In accordance with the Islamic concept of justice – every individual in the College will be treated fairly with no distinction of colour, race, religion or gender. We will respect and protect the rights of students – to be heard and to express themselves, to protect their physical well-being and their dignity, and most importantly, their right to quality education that will prepare them for the future.

Young people are active learners and will be encouraged to strive to do their best to achieve their full potential.

We will deliver quality education grounded on Islamic principles and values, which will be affordable and accessible to any families who share and believe in these same values and principles. We will ensure the holistic development of students by delivering a well-balanced, experientially rich and diverse curriculum that respects learners as individuals. At the same time cultivating their appreciation and sense of responsibility as a part of the larger community in line with the Islamic concept of the Ummah.

We will promote and implement the restorative approach to student’s wellbeing and management.

OBJECTIVES

Stemming from the College’s commitment in achieving excellence within an inclusive educational framework that is grounded on Islamic values and teachings, the College will:

- create an environment that instils in students the love and obedience to Allah (SWT) in accordance with the teachings of the Holy Al-Quran and the sayings and deeds of the Prophet Muhammad (SAW) the Sunnah.
- Provide quality and a holistic education that will develop students’ talents and capabilities to their full potential whilst meeting the aspirations and needs of the College’s Islamic community. This holistic education will ensure an all-round development of students physically, mentally, socially and spiritually, guided by Islamic principles and teachings, and cultivating an understanding and appreciation of our Islamic cultural heritage.
- Produce graduates who are proud of their identity as Australian Muslims while retaining respect and appreciation of the Aboriginal cultural traditions and the diversity of Australian ethnic cultural groups.
- Develop students who are competent, adaptable and resilient life – long learners with an appreciation of the nature and place of work in our society, opportunities to develop good work practices, and a respect for the rights of others in the work place.

SPECIALIST CLASSES, PROGRAMS & SERVICES

ISLAMIC STUDIES

The aim of Al-Taqwa College is to immerse students in the foundation and the principles of the Islamic religion. The students learn about Islamic beliefs, principles, tawheed, aqeedah, sunnah and the prophets' lives. All the students are required to perform the zuhur prayer at the College. The Islamic Studies Curriculum is based on the Sunni School of Thought and the practicing way of prayer and life. Students are required to follow this thought of teaching at Al-Taqwa College.

Our students participate in activities to enhance their studies including, Islamic and Hajj Weeks. The last day of Hajj Week has the students celebrating Hajj at the College. These experiences enhance the students' Islamic beliefs and assist in embedding its values.

QURAN

The Quran curriculum focuses on teaching the students the rules of reading the Quran and memorising Surahs. Advanced students attend specialised Quran classes and have the opportunity to enter the College Annual Quran Competition. Support classes are also held at the College each morning.

The Quran is taught using the Iqra system and studies focus on understanding the Quran.

ARABIC

The Arabic curriculum at Al-Taqwa College focuses on teaching the four language skills: reading, writing, speaking and listening. The students learn Arabic by using a variety of resources and participating in various activities. The College offers extensive classes for enrolled students.

Extra support classes are also available for students both in the mornings and afternoons.

To enhance the Arabic curriculum, the College takes part in Arabic Week where students participate in various activities and are quizzed in their knowledge.

DAWAH / HIFZ PROGRAM

The Dawah Program teaches students the art of preaching. The Hifz Program teaches our students how to memorise the Quran. Both of these Programs are offered to current students during school hours and also on the weekends. The Programs have proven to be extremely popular with our students.

ACCELERATED CLASSES

The Accelerated Program is a special program for gifted and talented students who excel in the areas of Math and English. Admission to this program is offered from Grade 5 to Year 9 levels only.

There is a selection process which involves a test. Students are expected to maintain a high level of achievement to remain in the Program.

RAMADAN & EID

Ramadan is celebrated throughout the Holy Month with Eid Ul Fitr celebrations marking the end of Ramadan. The College also holds Eid Al Adha celebrations to commemorate Ibrahim's willingness to sacrifice his son.

HAJJ

Our Primary students enjoy a Hajj Practice Day prior to Eid Al Adha. A mini Kaaba is built for our students to perform Tawaf. Zam zam water is also provided for our students on the day. Families are encouraged to watch this blessed activity.

UMRA

Each year the College selects up to three students to perform Umra in Mecca. Students are asked to apply and sit a short exam. Selected students are chosen to visit the Holy land over a two week period. Various holy sites are visited along the way. This is an extraordinary opportunity for our students to be a part of.

HOMEWORK CLUB

The College runs an After School Homework Club for those who require the service for a small fee. The Homework Club is subject to availability and runs until 5.30pm every school day.

Before/After School Quran and Arabic Classes
These classes are run for students who would like extra assistance in these subjects. They are great for new starters who do not have skills in these areas which brings them up to speed in their mainstream classes.

PROFESSIONAL SERVICES

The College employs qualified Psychologists, Counsellors, Speech Pathologists, Nurses and a Special Needs professional to assist students in all areas. Our staff are here to work with parents, families and most importantly our students. These services are offered free of charge during school hours.

EXTRACURRICULAR

We are proud to have a dedicated extracurricular staff member to oversee wonderful programs for our students. These programs fall outside of the normal curriculum that are designed to build self-esteem and teamwork. Some of the programs include a Student Representative Council, Marketing, Alumni, Community Visits, Family Engagement, Health & Wellbeing, Buddy Program, Student Advisory Committee, Events, Fundraising, Environment and Sustainability.

SECONDARY SUBJECTS

Years 7 to 9 students must undertake the following compulsory subjects:

- Design and Technology
- English
- HPE & Personal Development
- Humanities
- Digital Technology
- Islamic Studies
- LOTE (Arabic Language)
- Mathematics
- Quran
- Quran Support
- Science

The following elective subjects rotate on a one term basis

- Chinese Language (Year 7 only)
- Design Materials
- Electronics
- Home Economics
- Horticulture
- Textiles and Design
- Woodwork

YEAR 10 CORE UNITS

- English
- HPE & Personal Development
- Humanities
- Islamic Studies
- LOTE (Arabic Language)
- Mathematics A or B
- Quran
- Quran Support
- Science

YEAR 10 VCE 1 & 2 STUDIES

- Accounting
- Biology
- Business Management
- General Mathematics
- Horticulture (VET)
- Informatics
- LOTE: Arabic
- Psychology

VCE UNITS 1-4 (YEAR 11 & 12)

- Accounting
- Biology
- Business Management
- Chemistry
- English (Compulsory)
- Food Technology
- Further Mathematics
- Global Politics
- Health & Human Development
- History (Revolutions)
- Informatics
- Legal studies
- Literature
- LOTE: Arabic

- Maths Methods
- Media
- Sport & Recreation (VET males only)
- Physics
- Psychology
- Specialist Maths
- Studio Arts
- Text & Tradition
- Visual Communication

At Al-Taqwa College VCE may be completed over a duration of two to three years where some students are given the opportunity to begin VCE studies in year 10. There are certain requirements to enter specific VCE subjects. Please refer to the VCE Handbook.

REQUIREMENTS FOR ATAR:

If a student fails English plus one other subject OR fails three subjects (other than English) he or she only receives a VCE certificate and will not be permitted to sit for the end of year exams.

90% attendance is the minimum requirement over the course of the school year for a child to satisfactorily complete VCE and receive an ATAR score.

The College provides many opportunities for supporting VCE students to help them thrive including extra tuition classes during weekends. These extra classes are run by an external company called CONNECT, which will help increase student results.

VCAL

The College provides the Victorian Certificate of Applied Learning (VCAL) as an alternate pathway for those students who do not wish to undertake VCE. VCAL is a practical work related experience whilst also studying numeracy and literacy skills.

CAREERS COUNSELLING

Our Careers Counsellor may assist students to establish goals as well as guide students through choosing a career to suit each individual. The Counsellor also offers advice on further education.

All students at Al-Taqwa College have the opportunity to participate in extracurricular activities. The College has also introduced Hybrid Tablets for our secondary students.

COLLEGE UNIFORM

All Al-Taqwa College students must be in the correct uniform at all times as stipulated in the College Uniform Policy on our website. Failure to adhere to this policy will result in the student being sent home. Hats are required to be worn by all students during terms 1 and 4 when outdoors. All students are required to purchase the College school bag. All uniform items are to be the Al-Taqwa endorsed items supplied by PSW.

FOUNDATION TO GRADE 2

Students are required to wear the Al-Taqwa College sports uniform consisting of:

- Track pants
- Polo top - short or long sleeve
- Bomber jacket
- Runners or black school shoes may be worn – no bright colours permitted
- Black socks

GRADE 3 TO YEAR 12 BOYS

Full uniform consists of:

- Shirt
- Grey trousers
- Tie
- Woollen jumper
- Blazer – from Grade 5 to Year 12 only
- Belts – must be black if required
- Runners – sport only and no bright colours
- Black leather lace up school shoes
- Black socks

GRADE 3 TO YEAR 12 GIRLS

Full uniform consists of:

- Tunic – Winter is compulsory (summer only to be worn during term 1 and 4)
- Shirt – long sleeve only
- Red woollen jumper
- Blazer – for girls from Grade 5 to Year 12 only
- Runners – sport only and no bright colours
- Black leather buckle up school shoes
- Socks – primary girls black and secondary girls white
- White scarf or hijab

SPORTS UNIFORM

PRIMARY STUDENTS

- Track suit pants
- Polo top – girls must wear long sleeve
- Bomber jacket
- Runners – no bright colours
- Black socks

SECONDARY

- Mesh polo top – girls must wear long sleeve
- Microfibre Track pants
- Sports jacket
- Runners – no bright colours
- Black socks – boys
- White socks - girls

BUS SERVICES

ROUTES

The College has contracted Bacchus Marsh Coaches for our bus service for students. For further information regarding our bus services, please contact the Transport Coordinator on 9269 5021. The current routes are published on our website and are updated as required.

BUS ROUTES ARE SUBJECT TO CHANGE AT ANY TIME.

PUBLIC TRANSPORT

A new train station at Tarneit has opened with buses from the station stopping in front of the College which is Route #150. Please visit www.ptv.vic.gov.au for further information.

SUCCESSFUL EDUCATION TIPS

As a parent/guardian, there are many things you can do at home to assist your child to succeed in their education. Below is a list of ideas to assist you in this endeavour.

- A healthy diet and plenty of exercise
- Adequate amounts of sleep – minimum of 8 hours
- Attending school every day, on time
- Assisting with homework
- Limit television, video games and computer time
- Talk about school work and their day
- Ask your child to read you books every night
- Visit your local library and show them how to use the facilities
- Attend parent/teacher interviews and information evenings
- Assist in preparing your child for exams
- Encourage your child to be responsible and work independently
- Encourage active learning
- Praise your child's efforts and not just their outcomes
- Playing games with your children
- Teaching them to memorise the quran
- Teach them about Sunnah

PERSONAL DEVELOPMENT TIPS

- Teaching your child/ren personal hygiene
- Learn at home and share activities together
- Get to know the College and staff
- Learn what the College has to offer
- Volunteer at the College
- Attend the five times a day prayers
- Teach your child/ren basic pedestrians and road safety rules
- Teaching them about Islam

FOUNDATION ENROLMENT INFORMATION

Your child may be asked the following questions during the entrance assessment.

- Attempt to write their own name
- Recite or recognise the alphabet
- Identify colours
- Identify shapes and draw them
- Count up to 20
- Write numbers, letters and words
- Draw a picture of their family
- Identifying sounds
- Recite a simple short surah

Please make an effort to ensure your child possesses the necessary skills. Al-Taqwa College expects children to be toilet-trained prior to entry into the College. All students must turn five before 30th April in their first year of school to be eligible for a position at the College.

NOTE

We have overwhelming responses for Foundation placements, if the number of acceptances exceeds vacancies, the following order of priority will apply.

- a) Sibling rule (those with brothers and sisters in the College).
- b) Children of staff members of the College.
- c) Transport availability, if you opt for transport services.

FACILITIES

Al-Taqwa College offers the following facilities for our students to develop their education in diverse areas. We also have separate gender areas for our secondary students.

- Arabic resource rooms (primary and secondary)
- Art rooms
- Basketball courts
- Camp Coorong camping ground
- Canteens (Monday to Thursdays and a BBQ each Friday)
- Air-conditioning and heating in the classrooms
- Home economics room
- Interactive whiteboards in all classrooms
- IT laboratories with laptops and iPads
- Library with mezzanine floor for quiet study area
- Masjid
- Mini halls which are IT equipped
- Multiple playgrounds
- Multipurpose hall
- Science laboratories
- Sports ovals and tennis courts
- Secondary recreation rooms
- Girls sports court
- Secondary Boys Hub (games area)



PRIMARY ENROLMENT PROCESS FLOW CHART (FND-G6)

Enrolment Form submitted with all the necessary documentation

Application Fee paid

Parents notified of test date and time

Student sits an academic assessment as well as a behavioural test and parents may be interviewed

Assessment is marked

If the student requires Management Plans, these must be completed in collaboration with the parent/guardian and the College First Aid Department prior to acceptance.

Student may not be offered a position based on their previous reports, behaviour or outstanding sibling fees.

NOT ACCEPTED
A letter will be sent to the family advising that the student will not be accepted at the College. Student may not be offered a position based on their previous reports, behaviour or outstanding sibling fees.

ACCEPTED
A Letter of Offer and College Agreement is sent to the family. Student will either go into their requested level, be downgraded or put on a contract. A non-refundable and non-transferable Acceptance Fee must be paid within 14 days of receiving the Letter of Offer and College Agreement and prior to the student commencing school.



SECONDARY ENROLMENT PROCESS FLOW CHART (YR7-10)

Enrolment Form submitted with all the necessary documentation

Application Fee paid

Parents notified of assessment date and time

Student sits an academic assessment as well as a behavioural test and parents may be interviewed

Assessment is marked

If the student requires Management Plans, these must be completed in collaboration with the parent/guardian and the College First Aid Department prior to acceptance.

Student may not be offered a position based on their previous reports, behaviour or outstanding sibling fees.

PRE ACCEPTANCE
Appointment is made to meet the Principal and/or his delegates

ACCEPTED
A Letter of Offer and College Agreement is sent to the family. Student will either go into their requested level, be downgraded or put on a contract. A non-refundable and non-transferable Acceptance Fee must be paid within 14 days of receiving the Letter of Offer and College Agreement and prior to the student commencing school.

NOT ACCEPTED
A letter will be sent to the family advising that the student will not be accepted at the College. Student may not be offered a position based on their previous reports, behaviour or outstanding sibling fees.



VCE/VCAL – ENROLMENTS

By appointment only and must follow the Secondary Enrolment Process.

- **1** Parents/Guardians are required to complete the Enrolment Form and return it with all necessary documentations.
- **2** A non-refundable and non-transferable Application Fee is required to be paid at the time of submitting the enrolment application form. All applicants are required to sit for an Entrance Assessment and Behavioural Test. Selection of prospective students will be made based on their behaviour and academic performance. Previous school reports must be provided (if applicable). To be considered for selection, a student must reach an acceptable standard in all aspects of the Entrance Assessment and Behavioural Test.
- **3** If the student requires Management Plans, these must be completed in collaboration with the parent/guardian and the College First Aid Department prior to acceptance.
- **4** Secondary students are required to be interviewed by the College's Principal or his delegates prior to acceptance.
- **5** When a position has been offered at Al-Taqwa College, parents/guardians will receive a Letter of Offer and the College Agreement which is required to be completed, signed and returned. A non-refundable and non-transferable Acceptance Fee must be paid within 14 days of receiving the Letter of Offer and College Agreement and prior to the student commencing school. Failure to do so will result in enrolment cancellation.
- **6** The College has implemented a new Discipline and Behavioural Management Policy. All parents and students must sign the policy which states that they have read, understood and agree to abide by the Discipline and Behavioural Management Policy.

INFORMATION COLLECTION NOTICE

- **1** Personal Information about students and parents/guardians is collected by the College before and during the course of a student's enrolment at the College.
- **2** The information is collected from students and parents/guardians in a variety of ways which include forms and documents submitted to the College, written notes taken during meetings, conversations and interviews with officers, staff or representatives of the College, emails and communication through our website.
- **3** The purposes of collecting this information are to enable the College to: provide education,

pastoral care, extra-curricular and health services; comply with legal requests and satisfying the College's legal obligations; keep parents informed as to community matters through correspondence, newsletters and magazines; engage in marketing, promotional and fundraising activities; support community based causes and activities, charities and other causes; help us to improve our day to day operations; undertaking planning, research and statistical analysis; facilitating internal administration and business operations; the employment of staff and the engagement of volunteers; satisfying insurance obligations.

- **4** Medical information may be given to outside sources including medical practitioners, Government departments, visiting teachers and volunteers.
- **5** If the information requested is not provided we may not enrol a student or may cancel the student's enrolment.
- **6** Photographs and video of College activities, staff and students will be taken from time to time and information such as educational and sporting achievements may be used and publicised on our website and in our newsletter and other College publications as well as in any marketing materials. If you have any objection to this, please advise the Marketing Coordinator in writing.
- **7** You may supply the College with personal information of other parties, including doctors, specialists or emergency contacts. We recommend that you to advise them that you are providing the College with their contact details and why. They may determine what information you may disclose to the College.

For further information please refer to the College's Privacy Policy on our website.

NOTE: THE ENROLMENT POLICY AND PROCEDURES ARE SUBJECT TO CHANGE AT ANY TIME WITHOUT NOTICE.

LIST OF PARENTAL OCCUPATION GROUPS

The codes outlined below are to be used when providing family occupation details for enrolled students. This information is used for determining funding allocations to schools.

GROUP 1: Elected officials, senior executives/managers and professionals

- Elected officials [parliamentarian, mayor, alderman/woman, trade union secretary, board member]
- Senior executives/managers head large organisations or departments within them.
- Business [chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
- Media [newspaper editor, film/television/radio/stage producer/director/manager]
- Public sector [public service manager (Section head or above), regional manager, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery manager, research laboratory/facility manager, police/fire services Commissioner]
- Defence Forces [Commissioned Officer]
- Professionals generally have degree or higher qualifications and professional experience in government, private industry or own business.
- Health [GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
- Education [school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
- Law [judge, magistrate, barrister, coroner, solicitor, lawyer, legal officer]
- Engineering [architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]
- Science [scientist, geologist, meteorologist, metallurgist]
- Computing [IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
- Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- Social [social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]
- Air/sea transport [aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot]

GROUP 2: Other business managers/professionals and associate professionals

- Other business managers.
- Farm/business owner/general manager [crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager]
- Specialist manager [works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager]
- Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]
- Retail sales/services manager [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]
- Artist/Writer [editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- Sportsperson [sportsman/woman, coach, trainer, sports official]
- Associate professionals generally have diploma/technical qualifications and support professionals.
- Medical, science, building, engineering, computer technician/associate professional
- Health/welfare [enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, and dental hygienist/technician]

- Legal [police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer, bailiff]
- Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors]
- Defence Forces [senior non-commissioned officer]
- Other [library assistant, museum/gallery technician, research assistant, proof reader]

GROUP 3: Trades and advanced/intermediate clerical, 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.
- Advanced/intermediate clerical, sales and service staff.
- Recording clerk [bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, investment accounting clerk, accounts/claims/audit clerk, payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/dispatcher, bond clerk, customs agent/clerk]
- Inquiry/admissions clerk [customer inquiry/complaints/service clerk, hospital admissions clerk]
- Office assistant [secretary, personal assistant, desktop publishing operator, switchboard operator]
- Sales representative [company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- Carer [aged/disabled/refuge care worker, child care assistant, nanny]
- Service staff [meter reader, parking inspector, postal delivery worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

GROUP 4: Other occupations

- Other clerical, sales and service staff.
- Sales staff [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 [typist, word processing/data entry/business machine operator, receptionist]
- Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, fast food cook, usher, porter, housekeeper]
- Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]
- Machinery operators.
- Driver or mobile plant operator [car, taxi, truck, bus, tram or train driver, driving instructor, courier/deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
- Production/processing machine operator [engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, etc production/processing machine operator]
- Other machinery operator [photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]
- Defence Forces [other ranks (below senior NCO) without trade qualification not included above]Other agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor.

GROUP 8: Unemployed greater than 12 months

GROUP 9: Unknown family occupation of student

ENROLMENT APPLICATION FORM

COMPLETION OF THIS FORM DOES NOT GUARANTEE YOUR CHILD A POSITION AT AL-TAQWA COLLEGE. ENROLMENT APPLICATION FORMS MUST BE COMPLETED AND SIGNED BY BOTH PARENTS/GUARDIANS FOR EACH STUDENT.

OFFICE USE ONLY

STUDENT ID	FATHER/GUARDIAN ID	MOTHER/GUARDIAN ID

STUDENT PERSONAL DETAILS

**PLEASE
ATTACH
STUDENT
PHOTO**

Indicate enrolment year: 20_____ Indicate grade/year level applying for: _____

Do you require the bus service? Yes / No (please circle)

Are you entitled to CSEF? Yes / No *If yes, please contact Accounts Department.

SURNAME:		FIRST GIVEN NAME:	
GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		DATE OF BIRTH: ____ / ____ / ____	
ADDRESS:			
SUBURB:		STATE:	POSTCODE:
HOME TEL #:		STUDENT MOBILE #:	
PLEASE CIRCLE YOUR CORRECT STATUS: PREVIOUS FAMILY CURRENT FAMILY NEW FAMILY			

PARENT CHECKLIST

An Application Fee is required to be paid at the time of submitting this Enrolment Application Form and all supporting documents must be provided. (Please ensure that all forms are completed, dated and signed.)

YES NO DOCUMENTS REQUIRED

- Proof of Birth** - A copy of the child's Birth Certificate
- School Entry Immunisation Certificate** - A copy of the child's up to date Immunisation (for primary enrolments)*
- School Report** - A copy of the child's most recent semester school report (for students enrolling for Grade 1 to Year 11)
- NAPLAN Certificate** - A copy of the child's most recent NAPLAN results (Grades 3, 5, 7 and/or 9)
- Proof of residency (if applicable ie: an Australian Passport)** - A copy of the current entry Visa Grant Notice is required for students arriving under the parent/guardian's Visa as well as a copy of the student's passport.
- Court Orders** - A copy of any court orders relating to the student (if applicable)
- Application Fee** - Application Fee must be paid at the time of the application
- Action/Care Plans** - If required

*If you have chosen not to immunise your child, you must provide the College with an Immunisation Exemption Conscientious Objection Form or an Immunisation Medical Exemption Form available from Medicare or your GP.

SIBLING DETAILS

List any brothers or sisters currently attending Al-Taqwa College

	FIRST NAME	SURNAME	GRADE/YEAR LEVEL
1			
2			
3			
4			
5			
6			

Do you require the bus service?

Other mode of transport: Walk/Ride Car Public Transport**ADDITIONAL INFORMATION**

What prompted you to apply for enrolment at Al-Taqwa College?

- Reputation Cultural, religious, moral values Academic expectations
 Other (please specify) _____

How did you learn about the College?

- Family Friends Advertisement Website
 Other (please specify) _____

Does your child have any special needs? Yes No

(Please specify eg: ADHD, disabilities, counselling) _____

If your child requires special consideration for any of the following, please advise.

- Family background Emotional problems
 Other (please specify) _____

Is your child currently receiving any of the following? (Please ✓ those that apply)

- Speech Therapy Counselling/Psychology
 Language skills support English as a second language
 Individual teacher aide
 Other (please specify) _____

KINDERGARTEN/PRESCHOOL DETAILSDoes your child currently attend Kindergarten/Preschool/Childcare? Yes No

Name of Kindergarten/Preschool/Childcare: _____

SCHOOL DETAILS

Name of current school: _____

Reason for leaving: _____

Grade / Year level _____

Has the student attended Al-Taqwa College previously (please tick)? Yes No

If Yes, state the year the student left Al-Taqwa College: _____

Reason for leaving Al-Taqwa College: _____

STUDENT DEMOGRAPHIC DETAILS

Q1	Student country of birth <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): _____
	Date of arrival in Australia ____ / ____ / _____
	<p>What is the residential status of the student?</p> <p><input type="checkbox"/> Permanent</p> <p>Australian Residency: _____</p> <p><input type="checkbox"/> Holds Permanent Residency Visa <input type="checkbox"/> Holds Australian Passport</p> <p><input type="checkbox"/> Temporary</p> <p>Visa Sub Class: _____ Visa Expiry Date: ____ / ____ / ____</p> <p>Passport Number: _____</p> <p>As you have provided the College with a copy of your Passport and visa details you are also agreeing for the College to access your current visa status with the Department of Immigration and Border Protection.</p>
	It is the applicant's responsibility to provide the College with the correct Visa information. Any changes to your Visa throughout your child's enrolment at Al-Taqwa, must be advised immediately, ie: expiry dates, Visa class and permanent residency.
Q2	Does the student speak fluent English? <input type="checkbox"/> Yes <input type="checkbox"/> No
Q3	Does the student speak a language other than English at home? <input type="checkbox"/> No <input type="checkbox"/> Yes (please specify): _____
Q4	Is the student of Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> No <input type="checkbox"/> Yes (Aboriginal) <input type="checkbox"/> Yes (Torres Strait Islander)

STUDENT ACCESS OR ACTIVITY RESTRICTION DETAILS

Q1	<p>What are the student's living arrangements? (Please ✓)</p> <p><input type="checkbox"/> At home with TWO parents/guardians</p> <p><input type="checkbox"/> At home with ONE parent/guardian, please indicate with whom -</p> <p><input type="checkbox"/> Mother/Guardian <input type="checkbox"/> Father/Guardian</p>
Q2	<p>Are there any orders in place for the student?</p> <p><input type="checkbox"/> Yes, please tick below <input type="checkbox"/> No</p> <p><input type="checkbox"/> Family Law Court Order <input type="checkbox"/> Intervention Order</p> <p>Restraining Order</p> <p><input type="checkbox"/> Other (please specify) _____</p> <p>Copy of orders must be provided</p>

PARENT/GUARDIAN DETAILS

NOTE: IT IS IMPERATIVE THAT THE FULL LEGAL NAMES AS PER BIRTH CERTIFICATES ARE RECORDED ON THIS ENROLMENT APPLICATION FORM.

DETAILS	MOTHER	FATHER
Title (Mr, Mrs, Ms, Dr etc)		
Surname		
Given Name		
Address (if different from student)		
Home Telephone #		
Personal Mobile #		
Personal Email		
Occupation (do not state self employed, please refer to page 13)		
Name of Employer/Company		
Health Care Card #		
Country of Birth		
Do you speak a language other than English at home?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please specify) _____	<input type="checkbox"/> No <input type="checkbox"/> Yes (please specify) _____
*What is the highest year of secondary school you have 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 equivalent or below	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
*What is the level or highest qualification you have completed?	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV <input type="checkbox"/> (including trade certificate)	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV <input type="checkbox"/> (including trade certificate)
* What is the occupation group? <small>NOTE: IF YOU ARE NOT CURRENTLY IN PAID WORK BUT HAVE A JOB OR HAVE RETIRED WITHIN THE LAST 12 MONTHS, PLEASE USE YOUR LAST OCCUPATION TO SELECT FROM THE OCCUPATION GROUP LIST ON PAGE 13</small>	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 <input type="checkbox"/> Group 9	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 <input type="checkbox"/> Group 9

STUDENT MEDICAL DETAILS

This section must be completed by a parent/guardian. It is in the best interest of your child for the College to have up-to-date medical and contact information, as withholding health information may put the child's health at serious risk.

FAMILY DOCTOR:	DOCTOR TELEPHONE #:	
Medicare #:	Line #:	Expiry Date:
Private Health Insurer:	Private Health Insurance #:	
Ambulance Member #:		

The College will make every effort to contact a parent/guardian in the event of an emergency, illness or accident. The College will not hesitate to arrange an ambulance where deemed necessary. Parents will be expected to cover the cost either through their family Ambulance Cover or personally.

EMERGENCY CONTACT - Contacts other than parents/guardians.

Name: _____
Mobile #: _____
Relationship: _____
Alt Tel: _____
Name: _____
Mobile #: _____
Relationship: _____
Alt Tel: _____
Name: _____
Mobile #: _____
Relationship: _____
Alt Tel: _____

MEDICAL CONDITIONS

Does your child suffer from or have they ever suffered from the following conditions? Yes No
Please note any health problems, physical disabilities, emotional difficulties, behavioural problems or facts which may limit full participation in the classroom.

Please tick the appropriate boxes

ACTION PLANS ARE REQUIRED FOR THE FOLLOWING CONDITIONS PRIOR TO ACCEPTANCE*

- ALLERGIC REACTIONS ANAPHYLAXIS ASTHMA
 DIABETES EPILEPSY

*Please refer to the Ministerial Order on our website under Policies. Students are not permitted to attend any College run activities without an Action Plan which has been completed by your GP.

- | | |
|---|---|
| <input type="checkbox"/> Bronchitis | <input type="checkbox"/> High blood pressure |
| <input type="checkbox"/> Chronic Fatigue | <input type="checkbox"/> HIV |
| <input type="checkbox"/> Convulsions | <input type="checkbox"/> Kidney problems |
| <input type="checkbox"/> Cystic fibrosis | <input type="checkbox"/> Migraines / Headaches |
| <input type="checkbox"/> Eczema/Psoriasis (sensitive skins / skin conditions) | <input type="checkbox"/> Musculoskeletal (eg fractures) |
| <input type="checkbox"/> Fainting | <input type="checkbox"/> Neurological Conditions |
| <input type="checkbox"/> Frequent Colds | <input type="checkbox"/> Nose bleeds (frequent) |
| <input type="checkbox"/> Frequent Urinary Tract Infection | <input type="checkbox"/> Recurrent Ear Infections |
| <input type="checkbox"/> Glandular Fever | <input type="checkbox"/> Sinus Issues |
| <input type="checkbox"/> Haemophilia | <input type="checkbox"/> Tonsillitis |
| <input type="checkbox"/> Hay Fever | <input type="checkbox"/> Travel Sickness |
| <input type="checkbox"/> Heart Condition | <input type="checkbox"/> Whooping Cough |
| <input type="checkbox"/> Hepatitis | <input type="checkbox"/> Other, please provide details: |

Parents/Guardians of students who have a medical condition, which requires an Action Plan (signed by your doctor) are required to meet with the College representative to develop a Management Plan. The Plan must be reviewed on an annual basis along with the Action Plans (see red box above). Failure to supply Action Plans will result in the Enrolment Form not being accepted.

Parents/Guardians of students who are at risk of Anaphylaxis and/or suffer with Asthma, must supply the College with their individual medication required. Individual medication must be provided.

If Adrenaline Auto Injectors are not supplied annually, at your own expense, the student will be debarred from the College. If the Asthma spacer and/or inhaler is not supplied, the College will purchase the items on the student's behalf and invoice the parent/guardian.

Action/Care Plan Forms are available at the back of the Enrolment Application Form.

Diabetes, Epilepsy, medical condition action plans are available at the First Aid Department upon request.

Please specify all food and/or medication your child is allergic to _____

IMMUNISATION

Are the student's immunisations up to date, ie: Tetanus and Diphtheria, Typhoid, Smallpox and Polio vaccine

Yes No

Please provide a copy of your child's immunisation record for Primary.

MEDICATION

Please provide details of any medication that your child is currently taking

Please provide details of the dosage and times of this medication _____

EMERGENCY CONSENT/DETAILS

I hereby give permission for the Nurse to administer:

- Paracetamol (eg Panamax) Yes No
- Anti-histamine (eg Zyrtec/Claratyne) Yes No
- Anti-inflammatory (eg Nurofen) Yes No

HOSPITALISATION

Has your child been hospitalised in the past 12 months?

- If yes, please specify the details Yes No

HEARING/VISION/SPEECH

- Has your child had a hearing test? Yes No
- Does your child have a hearing difficulty Yes No
- Does your child wear Contact Lenses Yes No
- Does your child have speech difficulties? Yes No
- Therapy Yes No
- Impairment Yes No

DIETARY

Special Dietary Requirements (other than Halal) Yes No _____

MEDIA AND MARKETING

I / We permit the College to use our child's photo for the College website, promotional material, College publications etc. Yes No

This will provide the College with approval to publish your child's digital image/footage and first name including, but not limited to the school website, school publications (class photos, newsletter, transition information, concert recordings, camps and excursions, displays, assembly presentations and class displays) and promotional material (school brochures). This also includes samples of your child's work. Where your child's photograph is required for publication beyond the College programs or in the local daily newspapers separate written parental permission will be sought.

DISMISSAL AUTHORISATION

I, _____, the parent/guardian of _____,
in Grade _____, give authorisation to the following persons to collect my child from Al-Taqwa College.

NAME OF PERSON	RELATIONSHIP TO STUDENT	SIBLINGS AT SCHOOL
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Father/Guardian Signature _____ Date _____

Mother/Guardian Signature _____ Date _____

DECLARATION AND ACKNOWLEDGEMENTS

I/We: _____

- Declare that all information provided on this Enrolment Application Form is true and correct as at the date of application and we request that the child named on this Application be registered at Al-Taqwa College.
- Acknowledge and agree that acceptance of this application does not guarantee an offer of admission into Al-Taqwa College and that Al-Taqwa reserves the right to refuse any application.
- Acknowledge and agree to develop, in collaboration with the College First Aid Department, a Medical Management Plan (in circumstances where one is required) prior to an offer of acceptance being made.
- Acknowledge and agree, should an offer of placement is made by the College and the offer is accepted, to pay a non-refundable and non-transferable Acceptance Fee.
- Acknowledge and agree that the College may legally be required to transfer confidential information to a third party.
- Acknowledge and agree that, in the event that any details are changed throughout the year, the College will be advised of such changes immediately.
- Have read, understood, and that I/we agree to abide by the information, terms and conditions as set out in the College Agreement, Enrolment Application Form, Community Code of Conduct and Business Notice as set down by the College and/or the College Council and which may be varied as necessary from time to time without notice.
- Have read, understood and agree to abide by all Al-Taqwa College Policies and Procedures and acknowledge and agree that such policies and procedures may change without notice.
- Acknowledge and agree that this Enrolment Application Form will not be considered until all required information, documentation and forms have been properly supplied to the College, including medical or incomplete Enrolment Application Form. Have read, understood and agree with the College's Privacy Policy.
- Accept to register the above named student and declare to have read and understood and agree to the above Terms and Conditions as well as agree to abide by the Discipline and Behavioural Management Policy.

FATHER/GUARDIAN

Name _____

• Signature _____

• Date ____/____/20____

MOTHER/GUARDIAN

Name _____

• Signature _____

• Date ____/____/20____

Action Plan Anaphylaxis

Asthma Care Plan

Allergic Reactions

ACTION PLAN FOR Anaphylaxis

For use with EpiPen® adrenaline autoinjectors

Name: _____

Date of birth: _____



Photo

Confirmed allergens:

Family/emergency contact name(s):

Work Ph: _____

Home Ph: _____

Mobile Ph: _____

Plan prepared by:

Dr: _____

I hereby authorise medications specified on this plan to be administered according to the plan.

Signed:

Date: _____

Date of next review: _____

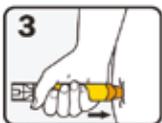
How to give EpiPen®



1 Form fist around EpiPen® and PULL OFF BLUE SAFETY RELEASE.



2 PLACE ORANGE END against outer mid-thigh (with or without clothing).



3 PUSH DOWN HARD until a click is heard or felt and hold in place for 10 seconds.

REMOVE EpiPen®. Massage injection site for 10 seconds.

Instructions are also on the device label and at: www.allergy.org.au/anaphylaxis

MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of anaphylaxis for insect allergy)

ACTION FOR MILD TO MODERATE ALLERGIC REACTION

- For insect allergy, flick out sting if visible. Do not remove ticks.
- Stay with person and call for help.
- Locate EpiPen® or EpiPen® Jr adrenaline autoinjector.
- Give other medications (if prescribed).....
- Phone family/emergency contact.

Mild to moderate allergic reactions may not always occur before anaphylaxis

Watch for **ANY ONE** of the following signs of anaphylaxis

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Difficulty talking and/or hoarse voice
- Wheeze or persistent cough
- Persistent dizziness or collapse
- Pale and floppy (young children)

ACTION FOR ANAPHYLAXIS

- 1 Lay person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit.
- 2 Give EpiPen® or EpiPen® Jr adrenaline autoinjector.
- 3 Phone ambulance*: 000 (AU) or 111 (NZ).
- 4 Phone family/emergency contact.
- 5 Further adrenaline doses may be given if no response after 5 minutes, if another adrenaline autoinjector is available.

If in doubt, give adrenaline autoinjector

Commence CPR at any time if person is unresponsive and not breathing normally.

EpiPen® is generally prescribed for adults and children over 5 years.

EpiPen® Jr is generally prescribed for children aged 1-5 years.

*Medical observation in hospital for at least 4 hours is recommended after anaphylaxis.

IF UNCERTAIN WHETHER IT IS ANAPHYLAXIS OR ASTHMA

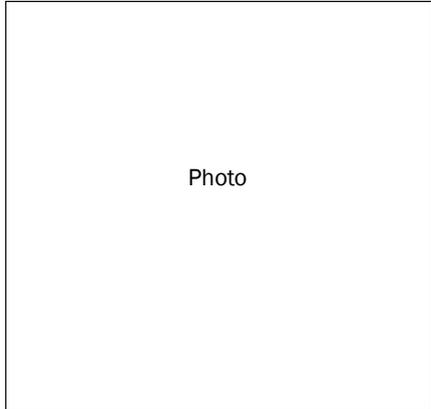
- Give adrenaline autoinjector FIRST, then asthma reliever.
- If someone with known food or insect allergy suddenly develops severe asthma like symptoms, give adrenaline autoinjector FIRST, then asthma reliever.

Asthma: Y N Medication: _____

ACTION PLAN FOR Allergic Reactions

Name: _____

Date of birth: _____



Confirmed allergens:

Family/emergency contact name(s):

Work Ph: _____

Home Ph: _____

Mobile Ph: _____

Plan prepared by:

Dr: _____

I hereby authorise medications specified on this plan to be administered according to the plan.

Signed:

Date: _____

Date of next review: _____

Note: The ASCIA Action Plan for Allergic Reactions is for people with mild to moderate allergies, who need to avoid certain allergens.

For people with severe allergies (and at risk of anaphylaxis) there are ASCIA Action Plans for Anaphylaxis, which include adrenaline autoinjector instructions.

Instructions are also on the device label and at: www.allergy.org.au/anaphylaxis

MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of anaphylaxis for insect allergy)

ACTION FOR MILD TO MODERATE ALLERGIC REACTION

- For insect allergy, flick out sting if visible. Do not remove ticks.
- Stay with person and call for help.
- Give other medications (if prescribed).....
- Phone family/emergency contact.

Mild to moderate allergic reactions may not always occur before anaphylaxis

Watch for ANY ONE of the following signs of anaphylaxis

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficult/noisy breathing
- Swelling of tongue
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- Difficulty talking and/or hoarse voice
- Wheeze or persistent cough
- Persistent dizziness or collapse
- Pale and floppy (young children)

ACTION FOR ANAPHYLAXIS

1 Lay person flat. Do not allow them to stand or walk.

If breathing is difficult allow them to sit.

2 Give adrenaline autoinjector if available.

3 Phone ambulance*: 000 (AU) or 111 (NZ).

4 Phone family/emergency contact.

Commence CPR at any time if person is unresponsive and not breathing normally.

*Medical observation in hospital for at least 4 hours is recommended after anaphylaxis.

IF UNCERTAIN WHETHER IT IS ANAPHYLAXIS OR ASTHMA

- Give adrenaline autoinjector FIRST, then asthma reliever.
- If someone with known food or insect allergy suddenly develops severe asthma like symptoms, give adrenaline autoinjector FIRST, then asthma reliever.

Asthma: Y N Medication: _____

Asthma care plan for education and care services



Photo of child (optional)

CONFIDENTIAL: Staff are trained in asthma first aid (see overleaf) and can provide routine asthma medication as authorised in this care plan by the treating doctor. Please advise staff in writing of any changes to this plan.

To be completed by the treating doctor and parent/guardian, for supervising staff and emergency medical personnel.

Date of approval: July 2014
Approved by: CEO Asthma Australia
Date of review: July 2016

AA Care Plan for Ed-Care-Serv 0714
July 16, 2014 9:14 PM

PLEASE PRINT CLEARLY

Child's name

Date of birth

Managing an asthma attack

Staff are trained in asthma first aid (see overleaf). Please write down anything different this child might need if they have an asthma attack:

Daily asthma management

This child's usual asthma signs

- Cough
- Wheeze
- Difficulty breathing
- Other (please describe)

Frequency and severity

- Daily/most days
- Frequently (more than 5 x per year)
- Occasionally (less than 5 x per year)
- Other (please describe)

Known triggers for this child's asthma (eg exercise, colds/flu, smoke) — please detail:*

- Does this child usually tell an adult if s/he is having trouble breathing? **Yes** **No**
- Does this child need help to take asthma medication? **Yes** **No**
- Does this child use a mask with a spacer? **Yes** **No**
- *Does this child need a blue reliever puffer medication before exercise? **Yes** **No**

Medication plan

If this child needs asthma medication, please detail below and make sure the medication and spacer/mask are supplied to staff.

Name of medication and colour	Dose/number of puffs	Time required

Doctor

Name of doctor _____

Address _____

Phone _____

Signature _____ Date _____

Parent/Guardian

I have read, understood and agreed with this care plan and any attachments listed. I approve the release of this information to staff and emergency medical personnel. I will notify the staff in writing if there are any changes to these instructions. I understand staff will seek emergency medical help as needed and that I am responsible for payment of any emergency medical costs.

Signature _____ Date _____

Name _____

Emergency contact information

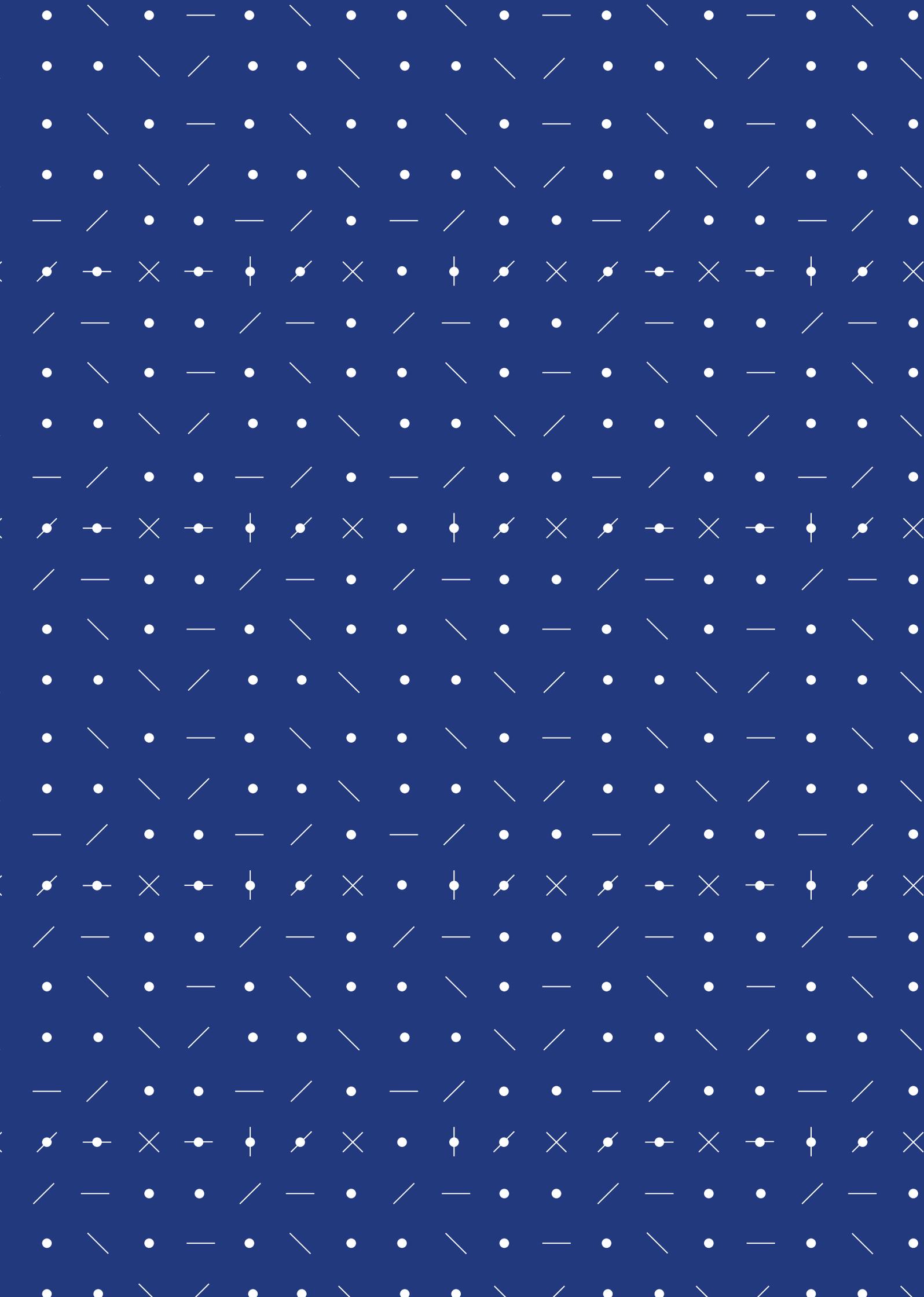
Contact name _____

Phone _____

Mobile _____

Email _____







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