



Willow Grove Primary School
Main Road, Willow Grove VIC 3825
P (03) 5635 2271
F (03) 5635 2259
willow.grove.ps@edumail.vic.gov.au
www.willowgroveps.vic.edu.au

Our values –
Respect, Resilience, Team Work
and Community

Dear Parent/Guardian,

Thank you for choosing Willow Grove Primary School as the next step in your child's education.

Enrolment Pack

This enrolment pack contains the information we need to get things started. In your pack you will find:

Enrolment Form

This form must be completed for all children enrolled at our school. The form contains important student and family information as well as information required by the Commonwealth Government. We understand the confidential nature of some of the information requested. Please refer to the attached privacy notice regarding the treatment of information provided by you on this form.

Please also attach a copy of your child's birth certificate and immunisation record before returning the enrolment form to school.

Asthma Action Plan

If your child has Asthma, this form (or other applicable form available from the Asthma Foundation) should be completed and signed by a medical professional, then returned to school with the Enrolment Form.

Application for Permission to Travel – Eligible Students

If you would like your child to travel to and from school using the school bus service, please complete this Application Form. You must live more than 4.8km away from the school to qualify for free travel. We will contact you to determine if you can access the bus route.

Acceptable Use Agreement for Internet and Digital Technologies Form

This form details the use of Digital Technologies in our school. By signing this form you allow your child to access the internet at school and use our range of digital devices: iPads, Tablets and netbooks.

Publicly Published Material Permission Form

At Willow Grove Primary School we will at times celebrate our student's achievements by publishing their name, photograph and work in displays, our community newsletter and local papers. Please note that our school newsletter is available on our school website which is publically available on the internet.

Please complete the form by placing a tick against the information you give us permission to use. The School will make every effort to protect your child's privacy based on your selections. However, we do ask parents to consider carefully when making their selections. Children are sometimes disappointed when their photo is left out or obscured in the School Newsletter. You may consider that not publishing your child's surname is sufficient to protect their privacy in most situations.

Chaplaincy Permission Form

At Willow Grove Primary School we are fortunate to be able to offer a Chaplaincy Service to our students two days per week. If you would like your child to be able to access the services of our School Chaplain, please complete the attached Chaplaincy Permission Form. If we do not receive a completed permission form for your child, it will be assumed that you do not wish your child to access Chaplaincy services.



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Parent Information Book

In addition to this enrolment pack, you will also find a Parent Information Book. The information book contains information regarding functions and expectations that apply more specifically to our school, such as our staffing profile, uniform policy etc.

Documentation Checklist

Please use the checklist below to ensure you have included all relevant documentation before returning your application:

- Completed Enrolment Form (including signatures on pages 7 & 10)
- Copy of Birth Certificate
- Copy of Immunisation Record
- Copy of Family Court Orders (if required)
- Asthma Action Plan (if required)
- Application for Permission to Travel (for school bus travelers only)
- Acceptable Use Agreement for Internet and Digital Technologies Form
- Publicly Published Material Permission Form
- Chaplaincy Permission Form (if desired)

If you require any assistance, or have any questions when completing these forms, please feel free to contact us.

We look forward to welcoming your family to our school.

Yours Faithfully

Brendan Dawson
Principal