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Dear Parents/Caregivers

Thank you for your enquiry about enrolments at Samaritan College. Samaritan College welcomes students and families from all backgrounds and cultures into its community.

Samaritan College offers Catholic education in a community environment for Reception to Year 12 students. Incorporating three campuses, Samaritan College endeavours to educate the whole person in faith, wisdom and compassion.

Samaritan College provides quality co-educational learning programs in the Catholic tradition catering for students through their primary and secondary years.

We invite you to peruse the accompanying information and trust that you will find this useful as you discern the educational needs of your child. Further information may be obtained by either making an appointment for an enrolment interview or by making a time to tour our school. Please contact the Registrar at the College on 8645 8568 for further information.

We look forward to hearing from you soon and welcoming your family into the Samaritan College community.

Yours sincerely



Damien Judd
Principal

Enrolment Contact Details

Samaritan College

Postal Address: PO Box 351 Whyalla SA 5600
Telephone: (08) 8645 8568
Email: info@samaritan.catholic.edu.au
Web: www.samaritan.catholic.edu.au



Samaritan College Campus Addresses & Contact Details

Mr Damien Judd	Principal
Mr Brett Czechowski	Deputy Principal (R-12)
Mrs Rebecca Sinclair	Assistant Principal in Religious Identity and Mission (APRIM)
Mrs Jenna Edwards	Assistant Principal (Teaching and Learning R-12)
Mr Matt Quist	Assistant Principal - Head of Campus (Our Lady Help of Christians Campus)
Mr Gareth Molyneux	Assistant Principal – Head of Campus (St Teresa’s Campus)
Miss Tanya Gibson	Assistant Principal – Head of Campus (Saint John’s Campus)

PRIMARY CAMPUSES

Our Lady Help of Christians Campus (OLHCC)

10 Toal Street Whyalla Stuart SA 5608

Telephone: (08) 8649 2077

Fax: (08) 8649 1911

St Teresa’s Campus (STC)

Darling Terrace Whyalla SA 5600

Telephone: (08) 8645 8381

Fax: (08) 8645 1129

SECONDARY CAMPUS

Saint John’s Campus (SJC)

70 Gowrie Avenue Whyalla SA 5600

Telephone: (08) 8645 8568

Fax: (08) 8645 8186

FAITH • WISDOM • COMPASSION



Samaritan COLLEGE

VISION STATEMENT

FAITH

"Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind and your neighbour as yourself." Luke 10:27

A community rich in faith and underpinned by Gospel values, Samaritan College works to foster a sense of hope and wonderment within our students, staff and families.

In partnership with families and the Parish, we aim to provide a safe and inclusive environment, which nourishes the spiritual growth of our students and supports them within their individual faith journeys.

Drawing inspiration from Jesus' life, we strive to assist students in recognising and developing their own self-worth, integrity, courage, resilience and confidence in order to help them model and live Catholic ideals within their present and future worlds.

WISDOM

"The water that I will give will become in them a spring of water gushing up to eternal life." John 4:14

While valuing the importance of our traditions and history, Samaritan College strives to educate for the future of our ever-changing local and global society.

We acknowledge the many different ways in which people learn. Our diverse and forward thinking curriculum provides all students with constant opportunities to develop their critical thinking and problem solving skills; and to experience success.

We encourage students to be interdependent, to accept responsibility for their own development, to challenge themselves and take risks, to cultivate a thirst for knowledge and a life long love of learning.

COMPASSION

"He said, 'The one who showed mercy', Jesus said to him 'Go and do likewise.'" Luke 10:37

God entrusts to us, as a Catholic community, the worthy duty of caring for our world and those within it.

At Samaritan College we promote an accepting and inclusive environment of empathy, understanding and respect. We recognise the hope and the potential within every individual and work in partnership with students and families to develop their interpersonal and intrapersonal skills.

Through our constant involvement in the community, we strive to imbue a sense of responsibility within our students, fostering compassionate action and empowering them to live socially just lives.

Samaritan College is a learning community guided by wisdom and moved by compassion, living the Gospel in faith and action.

MISSION STATEMENT

Samaritan College endeavours to be

*A faith community
living the Catholic tradition,
respecting the faith gifts of all.*

*A community of engaged learners,
valuing knowledge and enquiry, developing
skills and understandings for work and
committed to life-long learning.*

*A welcoming,
relational
family,
active in the
community,
seeking out the
poor, valuing
diversity, dignity
and partnership.*

Cherished by God and the Church, students
graduating from Samaritan College will be;

- lovers of learning,
- resilient
- responsible
- inter-dependent
- confident
- respectful
- socially just
- hope-filled
- always open to the call to faith
in God and the Church.

*An ordered,
visionary
and caring
community
committed in a safe,
responsible manner
to shared leadership
and compassionate
stewardship.*

FAITH

WISDOM

COMPASSION

SAMARITAN COLLEGE OVERVIEW

Samaritan College is an innovative initiative for the provision of R-12 Catholic education in Whyalla, operating as a single entity, allowing the College to create contemporary educational opportunities for the 21st Century. Established in 2008 through the amalgamation of St Teresa's School, Our Lady Help of Christians School and Saint John's College, it offers quality co-educational learning programs for students from Reception to Year 12. Samaritan College welcomes students and families from all backgrounds and cultures.

Providing a Christian education in the Catholic tradition, Samaritan College takes its name from the Samaritan Gospel stories and its ethos is centred on the values which are at the heart of the parable of the Good Samaritan (Luke 10:25-37) and the encounter of Jesus with the Samaritan Woman (John 4:1-42) at Jacob's well.

The College's motto - *Faith, Wisdom, Compassion*, reflects the values and qualities that are at the heart of the Samaritan gospel stories.

Samaritan College is currently situated on three campuses:

St Teresa's Campus (R-Year 6)

Darling Terrace

Our Lady Help of Christians Campus (R-Year 6)

Toal Street

Saint John's Campus (Years 7-12)

Gowrie Avenue



HISTORY

Samaritan College values its traditions and the many Whyalla families who have contributed significantly to the Catholic education story for over 60 years. The history of each of the founding schools is briefly captured below.

Our Lady Help of Christians School (formerly R-7) was founded by the Sisters of the Good Samaritan in February 1966 and commenced with an enrolment of 94 students. Located in Toal Street, Whyalla Stuart, Our Lady Help of Christians has been offering a quality Catholic education to the families of Whyalla for more than four decades.

St Teresa's School (formerly R-7) was established in January 1942 by the Catholic community of St Teresa's Parish by the Sisters of the Good Samaritan at the invitation of Bishop McCabe, Catholic Diocese of Port Pirie, with an enrolment of 99 students. Located in Darling Terrace, St Teresa's School has been offering a quality education in the Catholic tradition from Reception to Year 7 to the families of Whyalla from more than three generations.

Saint John's College (formerly 8-12) was established by the Catholic community of Whyalla and opened as a boys' school in February 1963, conducted by the Christian Brothers. It became a co-educational school in partnership with the Sisters of the Good Samaritan when it amalgamated with St Francis Xavier Girls' School in 1975. Saint John's College has been offering a quality comprehensive co-educational secondary education in the Catholic tradition from Year 8 to Year 12.

In March 2007, following community consultation, Bishop Hurley announced that the new Reception to Year 12 College would take its name from the Gospel Samaritan stories and would be called Samaritan College.

In 2017, the college moved its Year 7 classes to the secondary campus, thereby creating two R-6 campuses and a 7-12 campus.





OUR LOGO

Designed by Burton Nesbitt Graphic Designers, the Samaritan College Logo embodies the theology, spirituality and community values expressed in the Samaritan Gospel stories. It highlights the importance of the Catholic faith that underpins all our endeavours, emphasising the notion of compassion, selflessness and the benefits of wisdom through our own experiences.

The logo's composition shows a pair of hands cupped together in a chalice-like structure reminiscent of the Samaritan Woman's water jar and is also shaped to appear as birds in flight. The birds present the notion of joy and hope in a caring and nurturing environment. They suggest youthfulness and a positive uplifting perspective. The main bird in the centre of the composition is comfortably nestled within this cradle like shape. The cross, also an emerging element, is surrounded by the living water of Jacob's well, representing faith in action.

The symbolism here encompasses not only the notion of the Good Samaritan providing care and compassion to those in need, but also the union of the three schools as one, which ties in with the concept of the Holy Trinity, projecting a sense of support, nurture and encouragement within its bounds.

The central bird with irregular and outstretched wings suggests a welcoming environment and can also be viewed as emerging and taking flight. The wings embrace the cross emerging out of the living water - for at the heart of it all are the Christian values of the community.

The bird's closed eye gives the impression of peace, calm, tranquillity and freedom, underpinned by a sense of support and security. The fresh, open structure makes for a positive, uplifting impression that helps to project a sense of hope and aspiration.

PARISH AND GOVERNANCE

Samaritan College is situated in the Catholic Parish of Whyalla.

The Governing Authority of Samaritan College is the Catholic Diocese of Port Pirie Inc and is governed by the College Board constituted according to *Catholic Education South Australia's Manual for School Board Members, 2005*. The Board members are updated at the Annual General Meeting each year. The composition of the Board is set out below:

President	Fr Brian Mathews, Parish Priest, Catholic Parish of Whyalla
Chairperson	Elected from Parent Board members
Deputy Chair	Elected from Parent Board members
Parent Community	Nominated Representative
Staff Representative	Nominated from staff
Minutes Secretary	Ms Karen McGinnis
Parents	Six parent positions (2 year term, maximum of 3 terms)
Executive Officer	Principal: Mr Damien Judd
College Business Manager	Mr Terry Costello
Parish Representative	Mrs Rebecca Sinclair
Coopted Member	Deputy Principal (R-12): Mr Brett Czechowski

Members are coopted to the Board from time to time. The following Sub-Committees have been established to deal with specific tasks.

- Uniform
- Finance
- Parents and Friends

The Board is a clear sign of partnership between parish and school, parents and staff, and in particular, between the school and the broader Church community. Membership of the Board reflects the diversity of the school community and the different voices, experiences and perspectives that support the Catholic ethos of the College.

CURRICULUM

The curriculum of Samaritan College can be described as the sum total of all teaching and learning activities in our school. It aims to develop in children a range of capabilities that enable them to understand and engage in a changing world and play an active part in it.

At Samaritan College, learning is focused on student centred teaching methods, the interconnectedness of knowledge and the importance of communication in all its forms.

We believe that each child has enormous potential to learn and develop. This means that we provide approaches to teaching and learning that take into account the different ways children learn. Much of our practice involves “hands on” tasks that allow children to understand and process their learning.

Excellent resources ensure that teachers have the materials and equipment they need to create an interesting and interactive program. Information/Communication technology is integrated into all curriculum areas.

Teachers across all three campuses of Samaritan College attend regular Learning Team Meetings to ensure that their knowledge of contemporary methods is not only current but oriented towards the future. Teachers plan learning programs together to provide consistency in learning content and in approaches presented to students.

Like all Australian schools, Samaritan College follows the Australian Curriculum.

Reception - Year 6 Curriculum

The knowledge, skills, attitudes and values, which the curriculum aims to develop in children include:

- effective communication
- reasoning logically and thinking critically
- a positive sense of self and the ability to cooperate with others
- expressing oneself through arts, crafts and sport
- learning constantly and adapting to continual change
- applying information
- investigating and solving a wide range of problems
- understanding one’s culture as well as those of others



This range of capabilities we endeavour to develop through the Australian Curriculum from Reception to Year 6:

- Religious Education
- English
- Mathematics
- Humanities & Social Sciences
- Science
- Health and Physical Education
- Technology
- The Arts
- Languages (Italian)



Years 7 - 12 Curriculum

Students attending Saint John's Campus are given the opportunity to select subjects from a broad and comprehensive curriculum which provides a foundation in both academic and vocational pathways.

In Years 7, 8 & 9 students continue studies in the nine key learning areas that have a focus on developing a sound foundation for studies at senior secondary level and the achievement of the SACE.

Students who have a particular interest in a trade in industries such as engineering or building and construction also have the option in Year 11 to undertake TAFE or VET subjects or pursue school-based apprenticeships through our flexible learning program.

In addition, students at Saint John's Campus have an opportunity to participate in a wide range of sporting and co-curricular activities including inter-school sports carnivals, the College Musical and the Samaritan Spectacular.

A strong focus on community outreach and citizenship is evident in programs from Reception to Year 12. Cross campus interaction is encouraged through organised events and inter-class activities.

Student Leadership

From Reception to Year 12, personal responsibility and student leadership is encouraged through informal and formal activities. The College recognises that we are a community of learners, thus it seeks to foster the development of leadership skills of interaction and teamwork, through the Student Representative Council and subsequent student committees.

Religious Education

At the heart of the College curriculum is the Religious Education Program which centres on the experience of children growing within a Catholic community.

Religious Education is an integral part of our school program and the classroom is one place among many in the Catholic school where students are invited into an encounter with the beliefs, values, rituals, codes, texts, faith and the community of the Catholic Church. Religious Education is a part of our whole day - incorporated into the life of the College as well as in the classroom. Social action initiatives teach young people the importance of community outreach and local and global responsibility.

We believe that the College assists the work of parents/caregivers as the primary educators of their children and at Samaritan College we recognise the role played by parents and parish in the faith development process.

We believe that Religious Education is complemented in many ways by the other key learning areas including the senior secondary curriculum offerings of the College.

The Catholic tradition is the primary point of focus for Religious Education and it has its foundation in the life, death and resurrection of Jesus Christ.

The Religious Education Program is based on sound curriculum and learning principles and is developmental and sequential from Reception to Year 12. It takes into account the Church Liturgical Year and local, College, Diocesan and community events. The teaching centres on an awareness of God in us, others, the world and in our faith community. South Australian Catholic Schools following the Crossways Religious Education Framework.



The Religious Education Program aims to develop in all students:

Knowledge, understanding and appreciation of:

- Christian beliefs about God
- the person and message of Jesus
- the dignity of the human person
- the experience and function of prayer and liturgy
- the purpose and structure of the Christian community
- the application of freedom and responsibility
- the structure of prayer and Scripture
- the acceptance of the challenge to follow Jesus.

At Samaritan College students participate in Prayer, Mass and Liturgies as part of the Religious Education Program. Retreats are a particular feature of the Religious Education program for secondary students.

Students from other Christian traditions and other world religions attend our school. Our school's Religious Education program integrates the faithful teachings of the Catholic tradition with sensitivity to what can be shared by all students.

The College works closely with the Parish team and we are an integral part of Parish life with children attending Liturgies held at either the Whyalla Parish Mass Centres or at the College. Our close relationship with the Catholic Parish of Whyalla is particularly evident through the Sacramental Program which prepares students for the Sacraments of Reconciliation, Eucharist and Confirmation in their primary years.

Social Justice teaching, learning and action is evident in the College through a range of outreach programs including: Project Compassion, Catholic Missions, St Vincent de Paul Society and various local charities.

Made in the Image of God

"The creator says to each of us: 'Before I formed you in the womb, I knew you' (Jer 1:5). We were conceived in the heart of God, and for this reason' each of us is a thought of God. Each of us is willed, each of us is loved, each of us is necessary.' (Pope Francis, 2013)

What is Made in the Image of God? (MITIOG)

The Made In The Image Of God (MITIOG) Human Sexuality Curriculum is designed for students who attend Catholic schools in South Australia from Years R-12. This curriculum is grounded in the Catholic belief that human beings are made in God's image and likeness.

It celebrates the Catholic Church's teaching centring on the dignity of the human person and as such honours the individual's worth and their right to experience respectful and healthy relationships. It is an inclusive curriculum which acknowledges and respects the uniqueness of each person's inherent goodness.

The MITIOG curriculum has been developed to ensure that human sexuality education is accessible to all students in Catholic schools, and that it is delivered in an age appropriate and culturally sensitive manner. It is respectful of an individual's right to make healthy and informed choices about their bodies and their relationships.

Catholic understanding is that all humans are made in the image of God and therefore deserving of the utmost dignity and honour, and that our sexuality is a fundamental dimension of the human person. We acknowledge that the beliefs, values and insights of the Christian Tradition and Catholic moral teaching enrich our lives.



The Made in the Image of God curriculum provides students with knowledge and strategies to explore the themes of:

Identity, Relationships, Human Development, Reproduction and Reproductive Health

The MITIOG curriculum supports teachers in CESA schools to provide quality, contemporary and pastoral human sexuality education. CESA teachers, as educators in faith, are supported through

comprehensive professional learning and training to lead and facilitate teaching and learning of the MITIOG curriculum.

Some elements of the MITIOG curriculum can be taught in conjunction with the Government of SA, Keeping Safe Child Protection Curriculum and the ACARA Health and PE (R-10) curriculum.

[Crossways Curriculum](#) | [MITIOG Home](#) | [CESA](#)

Samaritan College Curriculum Framework – Reception to Year 10

Core Subjects	Reception – Year 6	Year 7	Year 8	Year 9	Year 10
Compulsory Subjects					
	Religious Education The Arts English Health and Physical Education Humanities and Social Sciences (HASS) Mathematics Science STEM Technologies	Religious Education English Health and Physical Education Humanities and Social Sciences (HASS) Mathematics Science	Religious Education English Health and Physical Education History/Geography Mathematics Science	Religious Education English Health and Physical Education History/Geography Mathematics Science	Religious Education English Health and Physical Education History Mathematics Activating Identities and Futures (AIF) – Stage 1 Science
Electives					
	<i>Students do not choose electives in Reception to Year 6 as they are integrated into all aspects of teaching and learning.</i>	<i>Students rotate through a semester of Performing Arts and Visual Art Students rotate through a semester of Home Economics and Digital Technology</i>	<i>Students will do a semester of Visual Art Students rotate through a semester of Home Economics and Technology-Woodwork Digital Technology</i>	Clothing and Textiles Design and Technology Studies Food and Nutrition Hero or Villian Music Outdoor Living Positive Psychology Samaritan Apprentice Ultimate Gaming Visual Art	CSI: Whyalla Design and Technology Studies Designify Marine Biology and Aquaculture Music My Restaurant Rules News to Me Positive Psychology Sport and Recreation The Champion Code – Stage 1 (full year) Visual Art

Samaritan College Curriculum Framework – Year 11 and 12

Core Subjects	Year 11 (Stage 1 SACE)		Year 12 (Stage 2 SACE)
Compulsory Subjects			
<p><i>Year 11</i></p> <p><i>Students choose at least one option from RE, English and Mathematics</i></p> <p><i>Students must undertake and pass at least one semester of Mathematics (SACE requirement)</i></p> <p><i>Students must undertake and pass two semesters of English (SACE requirement)</i></p>	Religion Education <ul style="list-style-type: none"> ▪ Contemporary Moral Issues ▪ Community in Action English <ul style="list-style-type: none"> ▪ Essential English ▪ English 	Mathematics <ul style="list-style-type: none"> ▪ Essential Mathematics ▪ General Mathematics ▪ Mathematical Methods ▪ Specialist Mathematics Research Practices	Exploring Identities and Futures (EIF)
Electives			
<ul style="list-style-type: none"> ▪ 	Biology Chemistry Child Studies Design & Technology – Woodwork Digital Communication Solutions Food and Hospitality Information Processing & Publishing Legal Studies Nutrition Outdoor Education Physical Education Physics Psychology Scientific Studies Society and Culture The Champion Code (Stage 2 – full year) Visual Arts-Art Visual Arts-Design Workplace Practices Vocational Education and Training (VET) - Extensive range of options	Biology Chemistry Child Studies English <ul style="list-style-type: none"> • Essential English • English • English Literary Studies Food and Hospitality Information Processing & Publishing Information Technology Integrated Learning – Criminal Justice Integrated Learning – Sports Studies Legal Studies Material Products – Woodwork	Mathematics: <ul style="list-style-type: none"> • Essential Mathematics • General Mathematics • Mathematical Methods • Specialist Mathematics Nutrition Physical Education Physics Psychology Scientific Studies – Health Studies Society and Culture Visual Arts – Art Visual Arts – Design Workplace Practices

ENROLMENT

The Samaritan College community welcomes the enrolment of students from Reception to Year 12 from all families who are seeking excellence in education within a Catholic school.

Samaritan College offers a Catholic education to all who are willing to support the ethos of a Catholic school and who seek an education according to the conditions contained within our enrolment contract. In offering enrolment, we undertake to provide opportunities for families to enter into a partnership, focussed on providing a safe and nurturing environment in which children can learn and develop spiritually, socially, emotionally, physically and intellectually within the Catholic tradition.

Samaritan College undertakes to support parents/caregivers in passing on Christian beliefs and practices based on the Catholic tradition. We endeavour to provide an excellent, comprehensive education which encourages students to develop skills, acquire knowledge, and to actively participate in, and contribute to their local community and wider society.

Primary Enrolments

At Samaritan College students enrolled in Reception to Year 6 classes will be based at either Our Lady Help of Christians Campus or at St Teresa's Campus.

Parents/caregivers are able to nominate the primary campus of their choice. The Principal, however, reserves the right to determine the placement of primary students which will be largely dependent on factors relating to the enrolment numbers at each site.

Enrolments at the primary campuses will be considered according to the South Australian Commission for Catholic Schools' policy on admission and progression of students.



Secondary Enrolments

As Samaritan College is one entity, all children enrolled in the primary campuses do not need to complete another **enrolment form**, but simply submit the **transition form** indicating an intention to continue their schooling at Samaritan College. Thus Year 6 students already enrolled at Samaritan College are guaranteed their place.

Opportunities for Year 6s to become comfortable with secondary campus life include; participation in the secondary Patrons Day, combined Masses, Transition Days and curriculum visits with their teacher.

All students from other schools will need to complete the enrolment application and attend a family interview with the Principal or Deputy Principal or the Head of Campus.

Transition information evenings and Principal's Tours in Term 2 and Term 3, provide useful information and prepare all students for a seamless transition to secondary schooling.

The Term 4 Orientation Tours and Transition Days provide further opportunities to develop confidence in students as they become more familiar with the campus. The stepped transition process from Terms 2-4 assists students to adjust in a period of significant change.

For further information contact the Registrar:

Phone: 08 8645 8568

Email: info@samaritan.catholic.edu.au



Enrolment Procedure

Families with a commitment to Catholic education and its ethos are invited to apply for enrolment at Samaritan College through:

1. Enquiries made at one of the Samaritan College campuses or through the website on www.samaritan.catholic.edu.au
2. On receipt of the Enrolment Information package, which includes an Application for Enrolment form, privacy policy and other information, parents/caregivers are asked to return the completed Application for Enrolment form to the Campus Administration Office.
3. Upon receipt of the completed form the applicant's name will be added to the list of applicants seeking entry to the College in the year and at the level designated.
4. Places of enrolment are offered by the Principal according to criteria found on the following page.
5. Interviews will be conducted by a Principal/Deputy Principal and will include discussion about the student's and family's needs, the ethos of Samaritan College as well as financial and support expectations.
6. Formal offers of enrolment will normally be made prior to the date of commencement. Acceptance of such offers will involve a contractual agreement being signed between the parent/caregiver and the school.
7. A letter will be sent to the parents/caregivers advising them of the starting date, transition meetings and any other information relating to the student's commencement at the College.
8. If a place is not available and the application meets the enrolment criteria, the student will be placed on the waiting list. Parents/caregivers will be notified if a place becomes available.
9. It is the responsibility of parents/caregivers to advise the College of changes to address and/or contact details. Failure to do so may preclude an applicant from offers of enrolment.
10. The following must accompany an Application for Enrolment Form
 - Copy of Birth Certificate
 - Most Recent School Report (for non-reception enrolments)
 - Any relevant medical, behavioural and psychological assessments

Process of Enrolment for Students with Special Needs (Physical, Medical, Emotional, Intellectual, Visual, Hearing)

Samaritan College will follow the processes for enrolling students with special needs as stated by the South Australian Commission for Catholic Schools. Please note this process requires additional procedures to those listed above. Please contact the Registrar for further information.

Enrolment Criteria

The criteria listed below will guide the Principal to determine the eligibility of students for enrolment at Samaritan College and will be used in developing a priority for enrolment, when demand for positions exceeds enrolment places available. The date of lodging an Enrolment Application will also be used as a guide in determining an offer of enrolment place.

1. Catholic children whose parents live in the Catholic Parish of Whyalla and whose parents have a commitment to the parish and the practice of their faith.
2. Children who have a sibling currently enrolled at Samaritan College.
3. Children of Old Scholars, including the former Our Lady Help of Christians School, Saint John's College and St Teresa's School.
4. Children who are transferring from another Catholic school.
5. Catholic children, whose parents do not practice their faith, but indicate a willingness to renew their interest and wish to educate their children in the Catholic faith.
6. Non-Catholic children whose parents have a commitment to their own faith, and are open to their child's faith development in a Catholic school environment.



Basis of Enrolment Discretion

- The Principal of Samaritan College reserves the right of discretion in accepting any enrolment which includes determining the campus at which the student is located in the primary years.
- Suitability of placement for children with special needs is to be determined in consultation with the CESA Special Education consultant, prior to an offer of an enrolment place being made.
- In special circumstances, the Principal will consider an application for early entry in consultation with the family and the teachers concerned, and on the basis of access to various assessments, reports and information.

Additional Enrolment Criteria for Students Commencing in Reception

- The criteria for starting Reception on the first day of school in Term 1 is that the child will attain the age of 5 on or before April 30 in that year.
- The criteria for starting Reception on the first day of school in Term 3 is that the child will have attained the age of 5 on or before October 31 in that year.
- Children starting in Reception in Term 3 will have 6 terms in Reception.
- Children whose 5th birthday falls between November 1 and December 31 are not eligible to commence school before the following year.

Note: *Reception students who start mid-year pay no fees at all for that year.*

PRIVACY POLICY AND PRIVACY STATEMENT

A copy of the CESA Privacy Policy and Privacy Statement can be accessed on the college website, any campus office or email info@samaritan.catholic.edu.au.

TUITION FEES

Contributions made by families towards their children's education are an integral component of the overall funding received by the College. Commonwealth and State funding contribute around 75% of overall income that Samaritan College relies on to operate efficiently.

As a matter of equity among families that attend the College, there is an expectation by the College Board that the complete sum of fees payable on behalf of each student is completely paid within the school year.

Parents and guardians agree at the time of enrolment that they will be responsible for their children's fees while at the College. There is an expectation that this commitment will be honoured.

For further information please refer to the Fee Policy which is located on the College website at www.samaritan.catholic.edu.au or collect a hard copy at the College.

Payment of Fees

All new families are required to enter into a direct debit agreement. Accounts for existing families can be paid by cash, EFTPOS, cheque, direct debit, credit card, internet transfer and salary or Centrelink deductions. All current families that do not meet their agreed payment option commitment will be required to enter into a direct debit agreement.

Fees may be paid weekly, fortnightly, monthly, termly or as a single lump sum. All fees are to be paid by November of the current school year. Accounts are to be paid in full within 30 days of the invoice if a Payment Method Form is not completed.

Standard Fee Schedule

The 2024 tuition fee for R is \$1,800, 1-7 is \$2,800, 8-9 is \$3,800 and 10-12 is \$4,800. Tuition fees cover the cost of stationery at primary campuses, certain year level camps at all campuses and secondary retreats.

Reductions are provided for 2nd and 3rd children. All 4th and subsequent children attending the College are free. Fee calculations are to be determined from the highest year level to the lowest.

The school Fees are set in reference to the College's Fee Policy found on our website which in turn is governed by the Fees Policy of the South Australian Commission for Catholic Schools, also available online or by request.

If you require further information about fees, please call us on:

Ph: 08 8645 8568 or email: accounts@samaritan.catholic.edu.au

Standard Fee	Reception		Years 1-7		Years 8-9		Years 10-12	
	Annual	Fortnightly	Annual	Fortnightly	Annual	Fortnightly	Annual	Fortnightly
1 st Child	\$1,800.00	\$69.00	\$2,800.00	\$108.00	\$3,800.00	\$146.00	\$4,800.00	\$185.00
2 nd Child	\$1,440.00	\$55.00	\$2,240.00	\$86.00	\$3,040.00	\$117.00	\$3,840.00	\$148.00
3 rd Child	\$450.00	\$17.00	\$700.00	\$27.00	\$950.00	\$37.00	\$1,200.00	\$46.00

Financial Assistance

Families on low incomes are encouraged to apply each year for assistance. There are 2 types of assistance available.

- Families not eligible for the School Card who are suffering genuine financial hardship are encouraged to submit a *Financial Assistance Application* found on the School's website at www.samaritan.catholic.edu.au or collect a hard copy at the School. All applications will be assessed on an individual basis.
- Families eligible under the *School Card Scheme* are requested to submit a School Card application as early as possible. It is important that parents/caregivers work with the school to complete the necessary documentation. Families eligible and approved for School Card will receive a 75% reduction on their tuition fees as detailed in the table below. Income threshold details can be obtained from the Bursar or at <https://www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme>.
- Income thresholds for single child families in 2023 are \$70,994. Thresholds increase dependant on the number of children attending school.

School Card Fee	Reception		Years 1-7		Years 8-9		Years 10-12	
	Annual	Fortnightly	Annual	Fortnightly	Annual	Fortnightly	Annual	Fortnightly
1 st Child	\$450.00	\$17.00	\$700.00	\$27.00	\$950.00	\$37.00	\$1,200.00	\$46.00
2 nd Child	\$360.00	\$14.00	\$560.00	\$22.00	\$760.00	\$29.00	\$960.00	\$37.00
3 rd Child	\$112.50	\$4.00	\$175.00	\$7.00	\$237.50	\$9.00	\$300.00	\$12.00

Note: Reception students who start mid-year pay no fees at all for that year.

Responsibility for Fees

All parents/caregivers are expected to honour their financial commitment to the College made at the time of enrolment by the due date. They have a responsibility to:

- Explore all options to pay school fees on time before seeking any deferment or reduction of fees from the College.
- Advise the College when financial difficulties are being experienced which could result in deferred payment or other negotiated arrangements.

Recommended payments guide

This table provides a recommended guide on fee payments to ensure that the entire fee is paid within the required timeframe. It is School Board policy to ensure that all fees are paid by mid November.

The table should be used to determine weekly/fortnightly/monthly payments for all current year fees and any outstanding balances remaining from prior years.

Recommended payments			
	Weekly (40 wks)	Fortnightly (20 f/n)	Monthly (10 months)
\$500.00	\$12.50	\$25.00	\$50.00
\$1,000.00	\$25.00	\$50.00	\$100.00
\$1,500.00	\$37.50	\$75.00	\$150.00
\$2,000.00	\$50.00	\$100.00	\$200.00
\$2,500.00	\$62.50	\$125.00	\$250.00
\$3,000.00	\$75.00	\$150.00	\$300.00
\$3,500.00	\$87.50	\$175.00	\$350.00
\$4,000.00	\$100.00	\$200.00	\$400.00

UNIFORM

The wearing of the College uniform is compulsory at Samaritan College. Students are expected to wear their uniform with pride and to be well groomed at all times. The school uniform is stylish and of good quality as well as being practical, hardwearing and economical. The College values the multi-purpose nature of uniform: it creates equity; considers safety; engenders pride and a sense of identity; prepares young people for the world of work and creates affordability for families. We do expect students to adhere to the uniform expectations and for parents to follow the age guidelines for uniform change.

Samaritan College has a sun-smart policy which provides opportunity for young people to make responsible health care decisions with regard to minimising risk from sun damage. All students are expected to wear the uniform wide-brimmed hat during Terms 1, 3 and 4 when engaged in outdoor activity. The cut and style of the uniform takes into consideration sun protective factors and the use of sunblock is encouraged during outdoor activities. Other WHS elements of the uniform are lace-up closed shoes (secondary) and activity appropriate sports shoes. Reception to Year 2 students can wear velcrose fastenings in accordance with their developmental stage.

The Samaritan Uniform is only available at the Samaritan College Uniform Shop.

**Toal Street,
Whyalla Stuart
Ph: 8649 3168**

**Opening hours during term time are:
Wednesday 8:00-10:00am
Thursday 1:00-4:30pm**

In the week prior to the start of each school year the Uniform Shop is open for approximately four days. Times are advertised on our Facebook page and in the College newsletter, which can also be viewed on our website at www.samaritan.catholic.edu.au. There are a number of “pre-loved” uniform pieces available for sale at the Uniform Shop. Acceptance of items follows criteria to determine suitability.

BRING YOUR OWN DEVICE (BYOD)

Who needs a device?

- Year 7-12 – Compulsory for all students to bring a device.

What type of device?

- Laptop or tablet with keyboard.
- Preferred operating system is windows/mac.
- Screen size between 10” and 13” is recommended.
- Battery life to get through a normal school day.
- Microsoft Office 365 is provided free to each student.

Device Options

- Bring your own device.
- Purchase or layby a device through the College’s BYOD portal <https://samaritan.orderportal.com.au/>.

Further information can be obtained from the BYOD Handbook available on the website or by contacting the school at accounts@samaritan.catholic.edu.au.

STUDENT ACCIDENT INSURANCE

All students attending Samaritan College that sustain any injuries as the result of an accident that occurs at school or on a school organised activity, are covered under the Catholic Education Student Accident insurance policy.

Insurance cover includes payments for medical services where that service is not already covered by Medicare. Depending on the type of injury, a lump sum payment may also be provided.

It is important to note that the policy only covers ACCIDENTS. If an ambulance is called for a health-related issue (seizure, anaphylactic, diabetes etc), the ambulance is not covered under this policy. Families of children with pre-existing conditions should always be encouraged to hold their own ambulance insurance.

To make a claim you can access the claim form [here](#) and complete all sections up to Page 5. The forms can then be forwarded to your campus Administration with copies of relevant medical reports. The college will complete the remainder of the form and submit on your behalf.

Further details regarding the policy can be obtained from the insurance provider on (02) 8256 1770 or claims@csnet.com.au

BELL TIMES

PRIMARY CAMPUSES
8:45am to 11:00am
RECESS
11:25am to 1:10pm
LUNCH
1:40pm to 3:20pm

SECONDARY CAMPUS		
	A	B
	Ordinary Day	Wednesday/Event
Mobilising Bell	8:35	8:40
Morning Caregroup	8:40-8:55	none
Lesson 1	8:55	8:45
Lesson 2	9:40	9:25
Recess	10:25	10:05
Oval Bell	10:35	10:15
End of Recess	10:55	10:35
PC/Event (B)	none	10:40
Lesson 3	11:00	11:20
Lesson 4	11:45	12:00
Lesson 5	12:30	12:40
Lunch	1:15	1:20
Oval Bell	1:25	1:30
End of Lunch	1:45	1:50
Lesson 6	1:50	1:55
Lesson 7	2:35	2:40
Dismissal	3:20	3:20

PARENTS & FRIENDS VOLUNTEERS

School communities share many varied responsibilities and activities which help to make them vibrant and dynamic places for our children to develop and learn.

We often speak of the benefits of parent/caregivers' involvement through our newsletter as we very much value the many ways the community is assisted through the volunteer work of some parents and grandparents.

The reality for all school communities is the diminishing number of parent helpers due to the external commitments, busy lives, or perhaps a feeling of not belonging. This letter is an open invitation for you to consider how you might become involved, even in some small way to support the small but committed band of parents who commit to community building of Samaritan and work hard in helping people feel welcome and part of a team with a common purpose.

The Parent and Friends Committee encourages you to have a place and voice.

Please complete and return the tear off slip along with your enrolment application to indicate how you are able to support the committee and the College as a whole, throughout the years ahead.

Yours sincerely,



Damien Judd
Principal

✂

Name: _____

Parent/Caregiver of: _____

Contact: (H) _____ (W) _____ (M) _____

I could consider assisting in the following ways:

- | | | |
|-------------------------------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> In class support primary/secondary | <input type="checkbox"/> Canteen | <input type="checkbox"/> Roster on Events
(eg. Sports Day primary) |
| <input type="checkbox"/> Parent and Friends Committee | <input type="checkbox"/> Welcome New Families | <input type="checkbox"/> Camps/Excursions |
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> Library primary | <input type="checkbox"/> Guest Speaker |

Other _____

PLEASE NOTE: Depending on what area you volunteer, you may be required to complete a **Working with children check** for Volunteers in Catholic Schools. This will be paid for by the school and will need to be renewed every 3 years.

STUDENT DETAIL

Family Name		Given Name/s			
<input type="checkbox"/> Male <input type="checkbox"/> Female	Birth date: / /	Beginning Date:	Year:	Term:	Year Level:
Address:					
Postcode:					
Main Language:			Main Language Spoken at Home:		
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	<input type="checkbox"/> Yes, Both

Background

Country of Birth:	Arrival date in Australia, if born overseas:
Nationality:	Visa (if Not Australian citizen):
Citizenship Number (if applicable):	• Visa Type: _____
Year first enrolled in a school in Australia:	• Visa Number: _____
	• Date Granted: / / Expiry Date: / /

Education

Current School	Current Year Level
Previous Schools and Pre-schools (include Kindergarten up to present time) <i>(Attach separate sheet for more, if required)</i>	
1	From / / to / /
2	From / / to / /
3	From / / to / /
4	From / / to / /
5	From / / to / /

Religious

Religion:	Parish of Worship:				
Sacraments	Parish	Year	Sacraments	Parish	Year
Baptism			Reconciliation		
Confirmation			Eucharist		

FAMILY DETAILS	Mother/Parent1/Guardian1	Father/Parent2/Guardian 2
Title		
Family Name		
Given Name		
Date of Birth		
Employer		
Occupation		
Occupation Group <i>(refer list p7)</i>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 8	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 8
If not employed, do you receive a government benefit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone Numbers	Home	
	Work	
	Mobile	
	Email	

FAMILY DETAILS <i>(continued)</i>	Mother/Parent1/Guardian1	Father/Parent2/Guardian 2
Residential Address		
Postal Address		
Relationship to child <i>Father/Mother/Foster/Step/Grandparent etc.</i>		
Child resides with	<input type="checkbox"/> YES, full-time <input type="checkbox"/> YES, part-time <input type="checkbox"/> NO	<input type="checkbox"/> YES, full-time <input type="checkbox"/> YES, part-time <input type="checkbox"/> NO
Family Court or other relevant Court Order or any other parenting agreement (if YES, you must provide a copy of that order/agreement to the school) <input type="checkbox"/> YES <input type="checkbox"/> NO		
Religious and Background		
Religion		
Main Language Spoken at Home		
Country of Birth		
Cultural Background		
Highest School Year Completed	<input type="checkbox"/> 12 <input type="checkbox"/> 11 <input type="checkbox"/> 10 <input type="checkbox"/> 9 or below	<input type="checkbox"/> 12 <input type="checkbox"/> 11 <input type="checkbox"/> 10 <input type="checkbox"/> 9 or below
Non-school (tertiary) qualifications	<input type="checkbox"/> Bachelor's degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualifications	<input type="checkbox"/> Bachelor's degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualifications
Are you an old scholar?	<input type="checkbox"/> Yes <input type="checkbox"/> No Years Attended: to	<input type="checkbox"/> Yes <input type="checkbox"/> No Years Attended: to
Maiden Name: (If applicable)		
If born in a country other than Australia, the information below must be provided.		
Date of arrival in Australia		
Residential status	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Temporary resident	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Temporary resident
Visa (if not an Australian Citizen)	Visa Type:	Visa Type:
	Visa Number:	Visa Number:
	Date Granted: / /	Date Granted: / /
	Expiry Date: / /	Expiry Date: / /

Other Students

OTHER CHILDREN IN THE FAMILY (including under 5 and those who have already completed school)

Name	M / F	Date of Birth	School attending (if applicable)/Previous School	Year level

ADDITIONAL NEEDS AND CONSIDERATIONS FOR STUDENTS

The following questions are to assist us in facilitating the smooth transition of students into the school setting.

- a. Does your child have any special achievements or talents? Yes No
- b. Does your child have any learning needs? Yes No
- c. Has your child attended any specialised agencies, special schools, units or centres? Yes No
- d. Has your child been assessed by a specialist service (such as speech pathologist, occupational therapist, psychiatrist, psychologist, audiologist, optometrist or other specialist clinic or service)? Yes No
- e. Does your child have any special needs or considerations?
(Disabilities, impediments, allergies, restrictions on physical activity) Yes No
- f. Does your child require any special provisions to be made by the school
(eg medication, disabled access etc) Yes No
- g. Does your child have any infectious diseases? Yes No
- h. Has your child ever been suspended from school, expelled or refused admission to another school? Yes No
- i. Is there any other information that the college should be aware of in order to meet your child's educational needs? Yes No

If you answered YES to any of the above questions, please give details, using attachments if necessary.

We consent to the college obtaining information about our child, where necessary, from previous schools or agencies/professionals. Yes No

OTHER INFORMATION

Do you have any outstanding school fees with another school? Yes No

Please bring a copy of the following documents (if applicable) to your interview

- A copy of the birth certificate (or extract) (or current passport) **[COMPULSORY]**
- Any Court order or related information regarding custody of child (if applicable)
- Documentation relating to special needs (any reports, action plans, assessments, etc)
- Latest school report and/or reference from previous schools
- Copies of any national tests results (eg NAPLAN) where available
- Baptismal certificate
- Letter of support/reference from your Parish Priest / Minister of Religion (*the Principal may request this, but isn't compulsory*)
- Visa or Citizenship Certificate **[COMPULSORY]** if applicable

Please state your reasons for choosing Samaritan College for your child's education.

I/we consent to my/our personal details (contact name, telephone number, address, email) being disclosed to Parents and Friends for school fundraising.

Yes No

I/we consent to my/our personal details (contact name, telephone number, address, email) being disclosed for pastoral support and Thanksgiving campaigns to the Parish in which I/we reside

Yes No

RELEASE OF INFORMATION AND PRIVACY INFORMATION

1. Samaritan College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the college. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the college to provide schooling to the students and to enable them to take part in all the activities of the college.
2. Some of the information we collect is to satisfy Samaritan College's legal obligations, particularly to enable the college to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health Information about students is sensitive information within the terms of the Australian Privacy Principles (**APPs**) under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.
5. Samaritan College may disclose personal and sensitive information for educational, administrative and support purposes. This may include to: other schools and teachers at those schools; government departments (including for policy and funding purposes); the Catholic Education Office, the South Australian Commission for Catholic Schools, the School's local parish and diocese, other related church agencies/entities, and Schools within other Dioceses; medical practitioners; people providing educational, support and health services to the School, including specialist visiting teachers, sports coaches, volunteers, and counsellors; providers of learning and assessment tools; assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN); people providing administrative and financial services to the School; anyone you authorise the School to disclose information to; and anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.
6. From time to time, Samaritan College may be required to communicate to parents that personal information has been requested by the Commonwealth and State Governments and the Catholic Education Office
7. Samaritan College may disclose personal information (your name and address) to another Catholic school who may wish to provide you with information to assist you in choosing another Catholic school.
8. Personal Information collected from students is regularly disclosed to their parents or guardians.
9. In situations where parents are separated, it is the policy of the college to release school reports to the mother and father of the student upon request. It is also our policy to allow both mother and father to attend parent/teacher interviews upon request. However, the college will abide by any court orders which prevent the release of such information.
10. Samaritan College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
11. In the event of default of payment of fees, Samaritan College may refer the default to a debt collection agency. If this occurs, personal information will be disclosed to the agency and you will be responsible for the collection costs.
12. Samaritan College's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate

13. The college's Privacy Policy also sets out how you may complain about a breach of privacy and how Samaritan College will deal with such a complaint.
14. Samaritan College may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may be disclosed to organisations that assist in the college's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
15. On occasions information such as academic and sporting achievements, student activities and similar news is published in college publications and online platforms (including website and facebook). Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in college publications and online platforms. The college obtains permission in the first year of the student's enrolment which covers their school life at Samaritan College. Should you wish to change those permissions, this must be done by completing a replacement Photograph/Video/Artwork Consent Form.
16. We may include students' and students' parents' contact details in a class list and School directory.
17. If you provide Samaritan College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the college and why, that they can access that information if they wish and that the college does not usually disclose the information to third parties.

PARENT/GUARDIAN DECLARATION

18. In applying to enrol my child at Samaritan College I/we accept that s/he will be educated in the Catholic faith within a Christian educational environment.
19. I/we accept that support of Samaritan College staff and cooperation concerning school activities is essential.
20. I/we accept that we will adhere to the Samaritan College's policies (which may be amended from time to time during my child's enrolment at Samaritan College) and any decision made by the College Principal.
21. I/we accept that participation in camps/excursions/retreats and internal school events is compulsory and an expectation of enrolment.
22. I/we accept that Samaritan College reserves the right to suspend or expel a student for serious or continued breaches of school rules, regulations and/or policies, including conduct which brings into disrepute the good name and reputation of the college.
23. I/we accept the standards Samaritan College sets regarding grooming, uniform and personal presentation.
24. I/we accept responsibility for the payment of tuition fees and other costs associated with the recovery of unpaid charges and/or the education of my/our child as determined and amended from time to time by Samaritan College (except where exemptions/remissions have been sought and granted).
25. I/we give consent for Samaritan College to contact any other Catholic school which my child has previously attended for the purpose of ascertaining my/our fee paying record.
26. I/we accept that Samaritan College does not accept liability for damage or loss of any personal possessions of students and that insurance for my child's personal possessions is my/our responsibility.
27. I/we declare that all of the information provided in this application is, to be best of my/our knowledge, true and accurate.

In signing this enrolment agreement, I acknowledge my responsibility and commitment to meeting the annual fee expectations of Samaritan College in accordance with the Fee Policy.

I acknowledge and accept all of the above terms and conditions (clauses 1-27)

(Both parents/guardians to sign if possible)

Signature _____

Signature _____

Date _____

Date _____

PLEASE NOTE:

In due course applicants will be contacted regarding their application for enrolment. If applicants accept an offer of enrolment, the terms and conditions detailed in this Application for Enrolment are incorporated in the Enrolment Contract.

LIST OF PARENTAL OCCUPATION GROUPS

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

- **Senior executive/manager/department head** in industry, commerce, media or other large organisation.
- **Public service manager** (Section head or above), regional director, health/education/police/fire services administrator
- **Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]
- **Defence Forces** Commissioned Officer
- **Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.
- **Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional
- **Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- **Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2: Other business managers, arts/media/sportspersons and associate professionals

- **Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- **Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]
- **Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
- **Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]
- **Associate professionals** generally have diploma/technical qualifications and support managers and professionals.
- **Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional
- **Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
- **Defence Forces** senior Non-Commissioned Officer

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

- **Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
- **Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]
- **Skilled office, sales and service staff.**
- **Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Service** [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

- **Drivers, mobile plant, production/processing machinery and other machinery operators.**
- **Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]
- **Office assistants, sales assistants and other assistants.**
- **Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]
- **Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
- **Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]
- **Labourers and related workers**
- **Defence Forces** ranks below senior NCO not included above
- **Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, 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: Currently not in paid work

- If the person is not currently in paid work but has had a job in the past 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, tick Group "8" in the appropriate box.