



10 February 2023

Dear Parent/Guardian,

To ensure our database is up to date, we ask for your assistance by completing and returning the attached **Data Collection Form**.

We are requesting confirmation of parents'/guardians' current occupations.

Like all government schools, a component of our school's government funding is based on parents'/guardians' occupations. This information is strictly confidential and is only collected to provide a statistical number to the government so we can receive appropriate funding. It is essential that this data is accurate.

Thank you for your cooperation. Please return the form to the School Office by Wednesday 22<sup>nd</sup> February 2023. ***Even if your information has not changed, please sign and return the form for our records.***

In addition, there are two **annual consent forms** attached that need to be signed for each of your children and returned to the Office as soon as possible.

You will also find some information regarding School Council elections which are open for nominations on **Monday 13<sup>th</sup> February 2023**.

Please do not hesitate to call the school on 9795 2007 if you have any queries.

Yours Sincerely

**Amanda Ellaby**  
Executive Principal



## **CONFIDENTIAL INFORMATION**

### **DATA COLLECTION FORM**

To ensure that our school receives the funding required to support our students, it is essential that we regularly update our school records.

Please complete the details below and return the signed form to the Office:

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

<b>PARENT/GUARDIAN NAME</b>	<b>CURRENT OCCUPATION</b>
<b>Name 1:</b>	
<b>Name 2:</b>	

<b>PARENT/GUARDIAN NAME</b>	<b>EMAIL ADDRESS</b>
<b>Name 1:</b>	
<b>Name 2:</b>	

<b>PARENT/GUARDIAN NAME</b>	<b>PHONE NUMBER</b>
<b>Name 1:</b>	
<b>Name 2:</b>	

<b>LANGUAGE SPOKEN AT HOME:</b>	
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<b>BEST PARENT/GUARDIAN CONTACT DURING SCHOOL HOURS:</b>	
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**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_