



Welcome back to another exciting year at Maramba Primary School.

February 2016

Dear Parents and Carers,

As part of our commitment in caring for your children we ask you to use the below form to update any enrolment changes for your children. Please turn over to update your parental occupation group.

It is important for us to have current up to date details of your child/ren should we need to contact you in an emergency.

Please complete any changes to details below (block letters) and return by Friday 26th February 2016.

Forms for amendments to student information can be accessed on our website www.maramba-ps.vic.edu.au or from the office throughout the year.

Student Name..... **Room**.....

Student Name **Room**.....

Student Name..... **Room**.....

Parent Name		
Address		
Ph No	Hm: Wk: Mb:	Hm: Wk: Mb
Emergency Contacts (Other than parents)	1) Name: Ph: 2) Name: Ph	3)Name: Ph: 4)Name: Ph
Medical Condition	Form to be completed at office	Form to be completed at office
Ambulance Cover	Y / N	Y / N
Custody Details	See Office Staff	
Student living with (please circle)	Both Parents Mum Only (Shared care – please see office for additional paperwork)	Dad Only Shared care Other

PLEASE TICK IF NO CHANGES REQUIRED

Parent Signature Date



Maramba Drive, Narre Warren, 3805
Telephone 9796 7150 Facsimile 9704 0029 Email maramba.ps@edumail.vic.gov.au

PARENTAL OCCUPATION GROUP

Important Notice: Please fill in and return to school

Dear Parents and Carers,

Our school budget is based on a number of factors. One of those is the occupation of parents. We need to make sure our information is correct and up to date. Incorrect information would decrease the funding allocated to our school, resulting in less resources for our children. We need to update our records to ensure we are funded correctly. Please fill in the form below and return it to the office by Friday 26th February 2016. This information is strictly confidential. Your information is protected by the Privacy Laws.

If you require clarification please contact the school office on 9796 7150.

PARENTAL OCCUPATION GROUP CODES EXPLAINED

- A:** Senior management eg: Regional Director/CEO
- B:** Business Owner/manager, teacher, nurse etc
- C:** Tradesmen/women, office worker, retail sales and service staff.
- D:** Machine Operators, hospitality staff, assistants, labourers, and related work
- N:** Currently not in paid work for the last 12 months

Students Names: _____

Parent/ Carer A Name: _____

Occupation: _____ Code _____

Parent/ Carer B Name: _____

Occupation: _____ Code _____

Please return by Friday 26th February 2016.