

# Change of Family Circumstances

The department recognises that family breakdowns take place. Unless there is formal notice otherwise, it is assumed that both parents have shared and equal parental responsibility for their children and both parents have been involved in decisions regarding their children's education. This also means the school recognises that each parent has equal duties, obligations, responsibilities and opportunities relating to matters involving the school.

If changes occur in your family relationship which might impact on the relationship between the school and your family, you should advise the school immediately. This includes providing copies of any relevant court orders.

## STUDENT DETAILS

## DATE

<b>Given name/s</b>	<b>Date of birth</b>
<b>Family name</b>	<b>Class</b>

## FAMILY DETAILS

Our system distinguishes between two Parent/Carers as;

**Parent/Carer 1** as living at the residential address that the student spends the majority of the school week.

**Parent/Carer 2** as living at the residential address that the student spends the minority of the school week.

*Please fill in your details for either Parent/Carer 1 or 2 details as best suits your circumstances. The office will be in touch if they need to clarify.*

## PARENT/CARER 1

<b>Relationship to student</b> <i>(eg mother/father/carer)</i>	
<b>Given name</b>	<b>Title</b> <i>(eg Mr/Ms/Mrs/Dr)</i>
<b>Family name</b>	
<b>Name to be used for all correspondence</b> <i>(eg Mr and Mrs Black, Ms Green)</i>	
<b>Residential address</b>	
<b>Phone number</b> <i>(mobile)</i>	<b>Phone number</b> <i>(home / work)</i>
<b>Contact email address</b>	
<b>Family law and court orders</b>  <b>Yes      No</b>  <i>If Yes - Please provide current documents to the Principal</i>	<b>Receive Academic Reports</b>  <b>Yes      No</b>

## PARENT/CARER 2

<b>Relationship to student</b> <i>(eg mother/father/carer)</i>	
<b>Given name</b>	<b>Title</b> <i>(eg Mr/Ms/Mrs/Dr)</i>
<b>Family name</b>	
<b>Name to be used for all correspondence</b> <i>(eg Mr and Mrs Black, Ms Green)</i>	
<b>Residential address</b>	
<b>Phone number</b> <i>(mobile)</i>	<b>Phone number</b> <i>(home / work)</i>
<b>Contact email address</b>	
<b>Family law and court orders</b>  <b>Yes      No</b>  <i>If Yes - Please provide current documents to the Principal</i>	

## FINANCIAL ARRANGEMENTS

One parent is listed as the Financially Responsible parent and the other parent is listed as the Financially Interested parent. Both will receive invoices and statements for payment. If you would like us to split all invoices by a percentage (eg 50/50) please provide details below.

<b>Please name the Financially Responsible Parent</b>
<b>Please name the Financially Interested Parent</b>
<b>Please provide details of any financial arrangement in regard to school fees if applicable</b>

**Additional emergency contacts** Please nominate two people over the age of 18 years who may be contacted in the event of an emergency. Ideally each contact should be someone who lives near the school. Please ensure that you have discussed with these people their willingness to be emergency contacts.

**EMERGENCY CONTACT DETAILS** (First preference)

<b>Relationship to student</b> (eg neighbour/aunt/uncle/grandparent)	
<b>Given name</b>	<b>Family name</b>
<b>Mobile number</b>	<b>Phone number</b> (work/home)

**EMERGENCY CONTACT DETAILS** (Second preference)

<b>Relationship to student</b> (eg neighbour/aunt/uncle/grandparent)	
<b>Given name</b>	<b>Family name</b>
<b>Mobile number</b>	<b>Phone number</b> (work/home)

**PARENTS/CARERS SIGNATURE**

**Parent/Carer 1**

<b>Name</b>	
<b>Signature</b>	<b>Date</b>

**Parent/Carer 2**

<b>Name</b>	
<b>Signature</b>	<b>Date</b>

