



Aquinas Catholic College MENAI

Anzac Road, Menai NSW 2234
Phone: (02) 9543 0188 • Fax: (02) 9541 0398
email: info@aquinasmenai.catholic.edu.au

STUDENT/FAMILY CHANGE OF DETAILS

Dear Parents/Guardians

Please complete the following form to notify the school of any changes to student contact information.

IN THE CASE OF A FAMILY BREAKDOWN

The College recognises that some families will be subject to family breakdown. In the absence of any notification to the contrary (such as a court order), it will be assumed that both parents retain a shared and equal parental responsibility for their children. This means that the school will recognise that each parent has equal duties, obligations, responsibilities and opportunities in relation to matters involving their children's education at the school.

In meeting its obligations to students and parents, the College relies on the following principles:-

- the education of a child is primarily the responsibility of the child's parents;
- decisions should be made on the basis of ensuring the continued effective and efficient operation of the school;
- school decisions are based on what is considered to be in the best interests of the child;
- where parents cannot agree between themselves on what is in the child's best interests, it is the role of the court, not the school, to determine those interests;
- the school is not the appropriate place for family disputes to be resolved nor is it appropriate for school staff to resolve such issues;
- decisions should be made in an unbiased manner and as far as reasonably practicable, without favour to either parent;
- the obligations imposed by other legislation, such as the *Commonwealth Privacy Act* need to be considered when dealing with family law related issues;

If there is insufficient space on the form please attach details on another page.

PART A – Type of Change Please tick <input checked="" type="checkbox"/>		
Student Address and / or Home Phone Number:	<input type="checkbox"/>	➤ You must complete Parts B, C and F
Parent/Guardian/Emergency Contact Details:	<input type="checkbox"/>	➤ You must complete Parts B, D and F
Change in family situation (eg parents separated)	<input type="checkbox"/>	➤ You must complete Parts B, D and F
Student's Name	<input type="checkbox"/>	➤ You must complete Parts B, E and F

PART B – Student Details (A form must be completed for each student attending Aquinas Catholic College)			
Student's First Name		Last Name	Class

PART C – Student's New Address and / or Phone Number			
Mail To eg Mr & Mrs Smith			
House number and Street			
Suburb		Postcode	
Home Phone		Student's Mobile	

Please complete page 2.

PART D – Contact Details

	FATHER / GUARDIAN / CARER	MOTHER/ GUARDIAN / CARER	EMERGENCY CONTACT
Relationship to Student			
First Name			
Last Name			
Residential Guardian	Yes / No	Yes / No	Yes / No
Emergency Contact	Yes / No	Yes / No	Yes
Residential Address			
Home Phone			
Mobile Phone			
Work Phone			
eMail Address			
Occupation			
Fee Payer	Yes / No	Yes / No	Yes / No
Signature			

Are there any Family Court Orders/Parenting Plans that have been issued in relation to the student? Yes No (If Yes supporting documentation must be provided.)

COMMENTS *(eg moved house)*

PART E – Change of Name Details for Student (Change of Name Certificate must be provided.)

First Name		Preferred First Name	
Last Name			

PART F – Declaration

I/we verify that the information provided is correct

Mother/Guardian Signature		Date:
Father/Guardian Signature		Date:

Office Use Only

Data Entered in SAS	Date
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