



4 March 2014

Dear Parents and Carers

The Department of Education and Communities determines specific funding to schools based on information provided by parents and carers on enrolment forms when a child first starts school. To ensure that we have the most current information on our records, we are seeking your assistance.

To ensure that we are eligible for additional funding, could you please provide the following information to ensure that our records are correct and accurate data is collected for the purpose of preparing funding submissions. Overleaf provides four reference groups for a parents/carers occupation groups. The four groups are as follows:-

Group 4	Machine operators, hospitality staff, assistants, labourers and related workers.
Group 3	Tradesmen/women, clerks and skilled office, sales and service staff.
Group 2	Other business managers, arts/media/sportspersons and associate professionals
Group 1	Senior management in large business organisation, government administration and defence, and qualified professionals.

I am requesting that all parents and carers complete the attached form overleaf and return to the school office by **Friday 4 April**. **Please refer to the comprehensive list overleaf to assist you with completing the form.** To ensure your privacy, we have provided an envelope for all information to be securely returned to the school office. Should you have any questions or require clarification, please feel free to contact the school office or our Community Liaison Officer, Mrs Jamily Fares on 0467 960 428 who can assist you.

I thank you for your attention to this letter and for your continued support.

Lauren Dunlop
Principal (Relieving)